

# SIR, INC. MANUAL



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**Items shown in red are either recent revisions or proposed changes to be ratified**

**THE MANUAL IS SEARCHABLE BY USING THE HYPERLINKED TABLE OF CONTENTS CONTAINED IN EACH SECTION.**

**IT MAY ALSO BE SEARCHED USING THE CONTROL F SEARCH METHOD AVAILABLE WITH ACROBAT PDF DOCUMENTS**



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After this Preface the document is segregated into the following sections:

- Branch and SIR, Inc. Bylaws
- Policies and Procedures
- Additional General Policies/Procedures and Appendices



# PREFACE

## **SIR, Inc. MISSION STATEMENT:**

SIR, Inc. exists to enrich the lives of its members through fun activities, luncheons and events while making friends for life.

## **OUR VISION:**

To become the best active senior's organization by improving longevity through providing opportunities for physical, mental and social engagement.

## **MANUAL:**

THE SIR, Inc. Manual is the property of SIR, Inc. It is available on the SIR, Inc. website to all members of the SIR, Inc. organization as the official copy.

## **SIR, Inc. MANUAL COMPOSITION:**

This Manual has the following divisions:

### Division

- 1      Preface
- 2      Branch and SIR, Inc. Bylaws
- 3      General Policies/Procedures
- 4      Additional Policies/Procedures and Appendices

## **AUTHORITY:**

The provisions of Policies and Procedures (P&P) herein set forth and underlined sections of position descriptions are mandatory unless stated otherwise. The Manual constitutes the P&P under which SIR, Inc. and its branches will operate. It is the State's responsibility to establish and enforce the P&P and the branches must adhere to them. Position descriptions and guidelines should be followed except in circumstances imprudent to do so. A Bylaw takes precedence over a P&P whenever there is conflict in wording or intention. Branches are encouraged to develop their own P&P, but they must comply with the State P&P as approved by the State Board.

## **NON-PROFIT STATUS OF SIR, Inc.**

SIR, Inc. and its Branches are 501(c)(4) non-profit public benefit corporations under Section 501(c)(4) of the California Corporation Code and the Internal Revenue Code 126 USC 501(c)(4).

All corporate filings, including State and Federal Statements of Information and taxes for the State and its Branches is handled by the State. Each Branch has its own tax identification number which can be found on the Branch Rosters on the State website – sirinc.org. A separate Appendix E to this Manual contains IRS tax exemption status data for all of SIR, Inc.

## **STRUCTURE OF SIR, Inc.:**

SIR, Inc. is structured to operate through Charters granted to Branches. It is also the obligation of all SIR, Inc. members to volunteer and provide service to their Branch.

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# **SIR, INC. MANUAL**



## **BYLAWS**

### **BRANCH AND SIR, INC. BYLAWS**



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## BRANCH BYLAWS

### Article 1 – General

Bylaw 1. The purpose of a Branch of SIR, Inc., and its Branches is to promote the SIR, Inc. Mission. The Mission of SIR, Inc. is to enrich the lives of our members through fun activities, luncheons and events – while making friends for life.

### Article 2 – Definitions

Bylaw 5. As used herein, the terms “Corporation” and “Corporate” refer to the State organization of SIR, Inc.

Bylaw 6. As used herein, the term “Regulation” means an action by the Branch Executive Committee to govern the Branch.

Bylaw 7. The operation of a Branch and its activities shall conform to the provisions of the Policies and Procedures.

Bylaw 8. The Principal Office of the Branch Corporation shall be the address of the “Agent for Service or Process” as named in the Branch articles of incorporation or subsequent biennial statements to the California Secretary of State.

Bylaw 9. The mailing address for the Branch shall be the address of the current Branch Secretary.

Bylaw 10. As used herein, the term “Big Sir” shall refer to the Chief Executive Officer of the Branch, who the branch may choose to call the “Branch President.” In such case, the title must be “Branch President” to avoid confusion with the President of SIR, Inc.

Bylaw 11. As used herein, the term “Little Sir” shall refer to the officer anticipated to become the next Big Sir, who the branch may choose to call the “Branch Vice President.” In such case, the title must be “Branch Vice President” to avoid confusion with the Vice President of SIR, Inc.

**Note:** Those branches desiring to use the designations “Branch President” and “Branch Vice President” are required to amend their branch Bylaws.

## Article 3 – Membership

Bylaw 15. Membership shall be open to any man regardless of age, race, color, or religion who is sociable, will participate in SIR, Inc. activities, events, luncheon meetings and is also willing to volunteer and bring guests for the purpose of perpetuating the organization.

Bylaw 16. A member has the right to vote on all matters before the Branch membership and to hold a Branch or State office.

Bylaw 17. Membership shall require no initiation fees. Authorized expenses may be defrayed through dues or voluntary contributions to defray necessary expenses of the Branch and to meet corporate assessments.

Bylaw 18. To maintain his membership, a member must attend his Branch meetings as required by Policy 19.

Bylaw 19. The breach of any Policy or Procedure, Bylaw or Regulation, or refusal to conform thereto, may be cause for membership termination.

Bylaw 20. The procedure for effecting the termination after due notice and opportunity to be heard, shall be as prescribed in the Policies and Procedures.

## Article 4 – Officers

Bylaw 25. The Ideal Composition of the Branch Executive Committee (BEC) is comprised of the following Branch Officers: the Big Sir, Little Sir, Branch Secretary, Assistant Branch Secretary, Branch Treasurer, Assistant Branch Treasurer, and two to six Directors, all elected from the membership each year to serve for the ensuing calendar year and until their successors have been elected and installed.

Note: A Branch Director is a Branch Officer and member of the Branch Executive Committee. He has equal voting rights with other members of the committee and shares equal responsibility for the conduct of all Branch operations and activities.

Branches that have difficulty in meeting the ideal composition of the Branch Executive Committee may establish a BEC with a minimum of five Branch Officer positions: a Big Sir, a Secretary and a Treasurer and two Directors.

Clarification: The Big Sir may only hold this position. Another BEC officer though, may be both a secretary and a treasurer by California law. However, a one

member Secretary-Treasurer is only entitled to one vote. Additionally, an activity Chairman may also be a Director to fulfill this requirement. An odd number of members may be preferred to reduce the possibility of deadlock. (See Bylaw 25 and 40)

Bylaw 26. A vacancy in any Branch office shall be filled by a member selected by the members of the Branch Executive Committee.

## Article 5 - Officer Responsibility

Bylaw 30. In accepting an Officer, Director or Area State Representative Position, a member assumes responsibility to be bound by the Corporate Bylaws, Policies and Procedures and the State and Branch Bylaws and Regulations. In addition, Officers, Directors or Area State Representatives and Branch Directors have a fiduciary duty to the organization and shall not delegate the requirement to exercise fiduciary discretion to others. This is codified in California Assembly Bill 1233 which expressly forbids Directors from voting by proxy on matters presented for action at a Board or Board Committee meeting

## Article 6 – Meetings

Bylaw 35. A Branch shall hold regular monthly luncheon meetings at the time and places designated by the Big Sir with the approval of the Branch Executive Committee, as set forth in information supplied to the members of the Branch.

Bylaw 36. Special meetings of the officers or members may be held in accordance with the Policies and Procedures.

## Article 7 - Branch Executive Committee

Bylaw 40. The duly elected officers and Directors shall constitute the Branch Executive Committee.

Bylaw 41. The Branch Executive Committee is empowered to formulate regulations governing the procedures applicable to the Branch not otherwise provided in the Policies and Procedures and not in conflict therewith.

Bylaw 42. Only members of the Branch Executive Committee may make and second motions at an Executive Committee meeting and have the right to vote on such motions.

Bylaw 43. Subject to the supervisory responsibilities of the State Board of Directors, the activities and affairs of the Branch shall be conducted, and all powers shall be exercised by or under the

direction of the Branch Executive Committee.

Bylaw 44. The Branch Executive Committee may delegate the management of such activities to any member or members of the Branch, or committee thereof, provided that such activities shall be exercised under the direction and be the full responsibility of the Executive Committee.

Bylaw 45. A Branch Executive Committee (BEC) quorum for its meetings shall consist of a majority of all its BEC members.

## Article 8 – Committees

Bylaw 50. The Policies and Procedures shall be followed when appointing Committee Chairman.

## Article 9 - Amending the Bylaws

Bylaw 56. A proposal to amend the Branch Bylaws in any given year shall be submitted to the President through the chain of corporate communications in such reasonable time, prior to the Annual Meeting, as set forth by the President to permit its review and consideration by the appropriate committees and the State Board of Directors.

Bylaw 57. If the State Board by majority vote finds the proposed amendment to be in the best interest of the Corporation, the State Secretary shall cause such amendment to be circulated to each voting member and chartered Branch, not less than 30 days before the Annual Meeting, a copy of the proposed amendment and notice of voting thereon at the Annual Meeting. In the event that the State Board rejects the proposed amendment, and the President disagrees, the State Secretary shall cause such amendment to be circulated as above, but with the President's comments and the State Board's comments preceding.

Bylaw 58. The State Secretary shall include on the agenda for the Annual Meeting, proposed amendments to the Branch Bylaws.

Bylaw 59. These Bylaws may be amended by the affirmative vote of two-thirds of those present and entitled to vote at the Annual Meeting.

# SIR, INC. (CORPORATE) BYLAWS

## Article 1 – Purpose

Bylaw 100. Deleted.

## Article 2 - Geographical Limitations

Bylaw 110. The activities of the Corporation in the formation of Branches, and in the acceptance of members therein, shall be confined to the State of California and include environs of South Lake Tahoe that extend into Nevada.

Bylaw 111. The Principal Office of the Corporation shall be the address of the "Agent for Service Or Process" as named in the Articles of Incorporation or subsequent biennial statements to the California Secretary of State.

Bylaw 112. The Mailing address of the corporation shall be the address of the current State Secretary.

## Article 3 – Definitions

Bylaw 120. As used herein, the term "Corporation" means the State Organization incorporated under the laws of the State of California as "Sons in Retirement, Incorporated."

Bylaw 120.5. As used herein the term "State Officer" and the term "Corporate Officer" shall mean an officer of the Corporation.

Bylaw 121. As used herein, the term "State Board" means the Board of Directors of the Corporation.

Bylaw 122. As used herein, the term "Policies and Procedures" means the Policies and Procedures governing the Corporation and the Branches adopted by the State Board.

Bylaw 123. As used herein, the term "Big Sir" shall refer to the Chief Executive Officer of the Branch, who the branch may choose to call the "Branch President." In such case, the title must be "Branch President" to avoid confusion with the President of SIR, Inc.

Bylaw 124. As used herein, the term "Little Sir" shall refer to the branch officer anticipated to become the next Big Sir, who the branch may choose to call the "Branch Vice President." In such case, the title must be "Branch Vice President" to avoid confusion with the Vice President of SIR, Inc.

## Article 4 – Membership

Bylaw 130 Members of the Corporation shall consist of the President, Vice President, 2<sup>nd</sup> Vice President, Chief Information Officer, State Secretary, State Treasurer, State Directors, Area

State Representatives, Area Representatives, Big Sirs of the Chartered Branches and Past Presidents.

Bylaw 131. All Members of the Corporation shall be entitled to vote at the Annual Meeting in the election of the President, Vice President, 2<sup>nd</sup> Vice President, Chief Information Officer, State Secretary, State Treasurer, State Directors, Area State Representatives, and on amendments to the Corporate and Branch Bylaws.

Bylaw 132. Membership requires no initiation fees. Authorized expenses of the Corporation shall be defrayed through the assessment of Chartered and Provisional Branches on a pro rata membership basis as well as through other sources approved by the State Executive Committee.

Bylaw 133. The Honorary Life Membership process as outlined in the Policies and Procedures shall be followed.

Bylaw 134. An Honorary Life Membership in the Branch of his choice shall be conferred upon each Past President

## Article 5 – Officers

Bylaw 140 The Officers of the Corporation are the President, Vice President, 2<sup>nd</sup> Vice President, Chief Information Officer, State Secretary, State Treasurer, State Directors, and Area Representatives

Bylaw 141. The President, Vice President, 2<sup>nd</sup> Vice President, Chief Information Officer, State Secretary, State Treasurer, State Directors, and the three Area State Representatives as specified in the Policies and Procedures, shall constitute the State Board and shall have voting rights on all matters before the Board.

Bylaw 142. Only members of the State Board shall be entitled to vote on matters to be determined by the State Board. In the case of any State Board member, including Officers, Directors or Area State Representatives who cannot attend a scheduled Regular or Special Board Meeting, a proxy cannot be provided to represent him. This is not permissible under California Non-Profit provisions.

Bylaw 143. All State officers, State Directors and Area State Representatives (except Area Representatives) shall be elected at the Annual Meeting of the Corporation.

Bylaw 144. A State Officer or Director shall not serve concurrently as a Branch Officer or any other elected State office. Upon application, the President may make an exception to this policy.

Bylaw 145. An Area Representative shall not serve concurrently in any other elected State office. Upon application, the Vice President may make an exception to this Policy.

Bylaw 146. The Vice President shall appoint the Area Representatives. Prior to appointment, the Vice President shall confer with the Big Sirs of the affected branches to seek their evaluations of the proposed AR.

Bylaw 147. An Area State Representative shall not serve concurrently in any other elected State office. Upon application, the Vice President may make an exception to this Policy.

Bylaw 148. Except as otherwise provided herein, a regularly elected Officer of the Corporation shall serve for one calendar year and be restricted to three consecutive terms (excluding any partial year immediately preceding the first such year) The State Board may waive term limits

Bylaw 149. Duties of State Officers shall be as prescribed in the Policies, Procedures and Position Descriptions.

#### *Vacancies in Office*

Bylaw 150. A vacancy in the office of the President shall be filled by the Vice President. A vacancy in the office of any other State Officer, except Area Representative, if there is no successor identified, shall be filled by the State Board by a qualified candidate to serve the unexpired term of the position until a successor is elected at the next Annual Meeting.

Bylaw 151. In the temporary absence of a State Director, the current State Director may appoint a present or past Area State Director with the approval of the State Board to serve during his absence.

Bylaw 152. In the event the State Director is unable to make this appointment, the State Board shall appoint a qualified past or present State Director or other qualified candidate to serve the unexpired term of the position until a successor is elected at the next Annual Meeting.

Bylaw 153. In the temporary absence of a Area State Representative, the current Area State Representative may appoint a present or past Area State Representative with the approval of the State Board to serve during his absence.

Bylaw 154. A vacancy in the office of Area State Representative shall be filled by the State Vice President with the approval of the State Board to serve the unexpired term of the position until a successor is elected at the next Annual Meeting. A vacancy in the office of Area State Representative shall be filled as soon as possible.

Bylaw 155. In the temporary absence of an Area Representative, the current Area Representative may appoint a past or present Big Sir from his Area to serve during his absence. The appointee shall have all the powers of the Area Representative.

Bylaw 156. In the event the current Area Representative is unable to make this appointment,

the Vice President shall make the appointment.

#### *Removal from Office*

Bylaw 160. Any corporate officer except an Area Representative, after notice and hearing as provided herein, may be removed from office by two-thirds affirmative vote of the State Board at a regular meeting or at a special meeting called for that purpose by the President or called upon a petition to the State Secretary signed by a majority of the members of the State Board.

**Bylaw 162. An Area Representative, after written notice and opportunity to respond in writing, may be removed from office for nonperformance of his office by the Vice President.**

#### *Procedures for Removal*

Bylaw 165. If the State Board finds that any State Officer, other than an Area Representative: has seriously breached or refused to conform to, any Policy, Procedure, Bylaw or Presidential directive, or is, or has been, engaging in a course of action determined to obstruct or harm the best interests of SIR, Inc., its members and or its Branches, the State Board at the next scheduled meeting or at an earlier meeting called for that purpose, shall determine by a two-thirds affirmative vote of those in attendance whether the officer should be terminated or removed from office.

**Bylaw 167. Deleted**

Bylaw 168. Notice of a meeting to consider the suspension or termination of membership of a State officer shall:

- a. Give the reasons for the action being taken.
- b. Notify the officer of his right to be heard, either by appearance or in writing, at least five days before the hearing.
- c. Specify the date, time, and place of the meeting.
- d. Be delivered either personally or by first class mail sent to the last known address of the member shown on the Branch or State Board records.

## **Article 6 – Meetings**

Bylaw 180. The President shall preside at the Annual Meeting and at all meetings of the State Board. In the absence of the President, the Vice President shall preside.

Bylaw 181. If the President is unable, or refuses to act, the Vice President shall act in his behalf.

Bylaw 182. A quorum for Annual Meetings shall consist of a minimum of 40% of all Members

of the Corporation

Once a quorum is established it shall remain in effect for the duration of the meeting.

#### *Annual Meeting*

Bylaw 184. There shall be an Annual Meeting, at a specified date, time and place. The meeting shall be held or participated in by either physical presence or by electronic means. The purpose of which is set by the State Board for the purpose of electing corporate officers, acting upon proposed changes in the Branch and Corporate Bylaws which have been circulated to all Branches not less than 30 days prior to the meeting and such other business as is specified in the agenda for the meeting. The Annual Meeting date, time, and place, if not being held by electronic means, for the following year shall be finalized not later than the November meeting of the State Board

Bylaw 185. The Annual Meeting shall have in attendance the Members of the Corporation, each of whom shall have one vote; provided that in the case of a Big Sir who cannot attend the meeting, the Little Sir shall be entitled to vote in his absence. Lacking the Big Sir and Little Sir in attendance, one other Branch Officer from the same Branch in attendance shall be entitled to vote.

Bylaw 186. The minutes of the Annual Meeting may be approved at the next meeting of the State Board.

Bylaw 187. If the Annual Meeting is being held by physical presence voting for the election of State Officers shall be by secret ballot, provided that for any office with one nominee, voting may be by voice or by show of hands. For two or more nominees for office, the candidate receiving the largest number of votes (a plurality) shall be elected.

If the Annual Meeting is being held electronically and there is only one nominee for an office voting for Officers can be ascertained by only counting the 'No' votes to determine that the vote is not unanimous. If the vote is not unanimous or if there is more than one candidate for an office, voting will take place individually electronically to obtain an anonymous response from each voting member.

Voting on matters properly presented by the board at the Annual Meeting may be conducted electronically and the votes can be ascertained by only counting the 'No' votes to determine that the vote is not unanimous. If the vote is not unanimous, voting will take place individually electronically to obtain an anonymous response from each voting member.

Electronic participation is only permissible provided that all members have a chance to read and/or hear the proceedings, raise points on matters submitted to the members, pose

questions, vote, and make any desired comments.

#### *Regular and Special Meetings*

Bylaw 187.1 A quorum for State Board meetings shall consist of a majority of all Board members.

Bylaw 187.2 Regular and Special meetings (BEC, State Board, etc.) of SIR, Inc. may be held remotely and are not required to be held at a geographical location with attendees being physically present. Remote meetings may be held individually by means of electronic participation provided that all members have a chance to read and/or hear the proceedings, raise points on matters submitted to the members, pose questions, vote, and make any desired comments.

If a remote (electronic) meeting is held the following requirements must be met:

- a. A quorum must be established immediately, or the meeting cannot proceed.
- b. Once a quorum is established voting on matters properly presented to the board that can be ascertained by one of two methods:
  1. Voting can be ascertained by only counting the 'No' votes to determine that the vote is not unanimous.
  2. Voting can be ascertained by the secretary using an electronic meeting services application and asking for votes one by one from the participants by name, marking their vote on a participation roster, such that they cannot vote more than once, tallying the votes and reporting the result to the Big Sir or President as applicable.

Note: Voting by E-mail is prohibited under California Non-Profit Laws.

- c. For regular and special meetings, a meeting agenda along with the method of communication that will be used and how connection will be established, must be distributed to the members involved a minimum of five (5) days prior to the meeting.

Bylaw 188. The regular meetings of the State Board shall be held on such dates as may be specified by the State Board in Policies and Procedures, at which time the Board may consider and act on all such matters as may properly come before it.

Bylaw 189. Special meetings of the State Board shall be held at the call of the President and

upon written petition to the State Secretary by a majority of the members of the State Board.

Bylaw 190. Notification for regular and special meetings of the State Board shall be mailed by the State Secretary to the members of the Board and such other individuals as may be designated by the President.

Bylaw 191. Meetings, other than those otherwise covered in this Article, may be called at the discretion of the President.

Bylaw 192. Meetings may be held electronically and conducted through use of an electronic meeting services application that supports anonymous voting and supports visible displays identifying those participating, identifying those seeking recognition to speak, showing (or permitting the retrieval of) the text of pending motions, and showing the results of votes. These electronic meetings shall be subject to the requirements of Policy 45 and the procedures thereof followed.

## Article 7 - Powers of the State Board

Bylaw 200. Subject to the limitations expressed in the corporate Articles of Incorporation and the General Non-Profit Public Benefit Corporation Law of California, the State Board shall have and exercise the powers set forth in this Article.

Bylaw 201. The State Board may adopt such Policies and Procedures, not inconsistent with the Corporate Articles of Incorporation and the Corporate Bylaws, as it deems necessary or desirable to further the purposes of SIR, inc.

Bylaw 202. The State Board may adopt, make, and use a corporate seal and alter the form of the seal.

Bylaw 203. The State Board may grant and issue charters to Branches established under the authority of this corporation and may institute proceedings to revoke or suspend said charters. The authority to grant and issue charters may be delegated to the President.

Bylaw 204. The State Board may cooperate with groups outside the geographical boundaries of the Corporation by helping and advice as to the steps to be taken in organizing branches and in establishing requirements for acceptance for membership of individual applicants, in the formation of corporations like SIR, Inc. No legal responsibility or financial obligation on the general funds of the treasury of this corporation shall result from providing such assistance and advice.

## Article 8 – Committees

### *State Executive Committee*

Bylaw 220. There shall be a State Executive Committee composed of the President as

Chairman, the Vice President, the 2<sup>nd</sup> Vice President, the State Secretary, the State Treasurer and the Chief Information Officer with voting privileges and the State Advisor as an Ex Officio member without voting privileges. The Committee shall meet at the call of the President concerning matters requiring his attention.

The President, upon recommendation of the State Executive Committee, is authorized to consummate any matter which is not required to be acted upon by the State Board.

Bylaw 221. If the State Executive Committee determines that the best interests of the Corporation require an immediate change in the Policies and Procedures, it may adopt a temporary change in the Policies and Procedures which will become effective upon notification of those affected by the change and remain in effect only until the next regular or special meeting of the State Board.

Bylaw 221.1 If the State Executive Committee determines that the best interest of the Corporation requires an immediate change in the Branch or Corporate Bylaws it may adopt a temporary change that will become effective immediately until approval by the State Board and thereafter notification of the SIR, Inc. membership and will remain in effect only until the next SIR, Inc. Annual Meeting.

Bylaw 222. While in effect, temporary changes in the Policies and Procedures adopted by the State Executive Committee shall have the same force and effect as if adopted by the State Board.

Bylaw 222.1 While in effect, temporary changes in the Branch or Corporate Bylaws adopted by the State Executive Committee and approved by the State Board shall have the same force and effect as if adopted by the SIR, Inc. Membership.

Bylaw 223. The State Executive Committee shall report to the State Board through the President concerning matters of consequence considered by the Committee and the disposition thereof; provided, that nothing contained in this section shall be construed as limiting the duties and responsibilities of any Committee.

#### *State Standing Committees*

Bylaw 227. Chairman of a Standing Committee-Removal from office: The President shall have authority to remove the Chairman from office for cause, with the approval of the Board of Directors. A Chairman so removed shall have fifteen (15) days to make contact, in writing or person, with the State Board, seeking an opportunity to appeal the Decision.

#### *State Audit Committee*

Bylaw 255. The President shall appoint a State Audit Committee composed of not more than three members, none of whom shall be a member of the State Board of Directors, nor shall more than one member be from the same Branch.

Bylaw 256. Audits shall be conducted in accordance with the Policies and Procedures.

Bylaw 257. The State Audit Committee shall make such additional audits as may be prescribed by the Policies and Procedures or as directed by the President or the State Board.

#### *Special Committees*

Bylaw 265. The President may create and appoint members to committees (a) to make special studies and report its recommendations to him concerning such matters as he deems necessary or desirable in the interests of the Corporation, and (b) to make special studies and reports to the Board, and to process administrative details and records.

### **Article 9 - Parliamentary Procedure**

Bylaw 280. Subject to the limitations in the Articles of Incorporation, of these Bylaws, the Policies and Procedures and the California Non-Profit Public Benefit Corporation Law, Robert's Rules of Order shall, where applicable, govern the conduct of all meetings.

### **Article 10 - Amending the Corporate Bylaws**

Bylaw 290. These Corporate Bylaws may be amended by applying the procedures in Branch Bylaws 57, 58, and 59.



# SIR, INC. MANUAL



POLICIES AND PROCEDURES



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# SIR, INC. MANUAL



POLICIES/PROCEDURES



# POLICIES BRANCH GENERAL

## Policy 1. DEFINITIONS

Unless otherwise stated, the general provisions and definitions below shall govern the Policies and Procedures:

- a. See Branch Bylaws 5-11 for Branch definitions.
- b. See SIR, Inc. Bylaws 120-124 for SIR, Inc. definitions.
- c. "Shall", "will" and "must" are mandatory. "May" and "can" are permissive.
- d. The term "Bylaw" means an action adopted as mandatory by eligible voters (called Members of SIR, Inc. at a SIR, Inc. Annual Meeting. The terms "Policy and Procedure" mean an action by the State Board governing the operations of the State and the Branch SIR Inc. Corporations per Bylaw 122. An exception or exemption to a Policy or Procedure may be amended and approved by the State Board, or by the President with notification to the State Board).
- e. "Regulation" means an action by a Branch Executive Committee governing the operation of the Branch.
- f. Pages denoting a date "Revised", "Amended", or such term are to be read as Effective".
- g. Members of SIR, Inc. shall be as stated in Bylaw 130.
- h. As used herein, the term "Big Sir" shall refer to the Chief Executive Officer of the Branch, who the branch may choose to call the "Branch President." In such case, the title must be "Branch President" to avoid confusion with the President of SIR, Inc.
- i. As used herein, the term "Little Sir" shall refer to the officer anticipated to become the next Big Sir, who the branch may choose to call the "Branch Vice President." In such case, the title must be "Branch Vice President" to avoid confusion with the Vice President of SIR, Inc."

## Policy 2. GUIDING PRINCIPLES

SIR, Inc. Mission - The guiding principles of our Bylaws and our Policies and Procedures shall be governed by the Mission of SIR, Inc. and applied with common sense. The Mission of SIR, Inc. is to enrich the lives of our members through fun activities and events while making friends for life.

## Policy 3. GEOGRAPHY

See Bylaw 110

## Policy 4. ORGANIZATION

The Officers of SIR, Inc. are per Bylaw 140.

The above-named Officers constitute the State Board of Directors of SIR, Inc., called the State Board per Bylaw 141.

A change in the organizational structure of SIR, Inc. including the number of Areas, shall be submitted to the Vice President for action by the State Board.

An Area is a group of Branches designated by an assigned number with an Area Representative if a candidate for the position was elected by the Branch BECs. However, there may be some Areas with an assigned number but without an Area Representative. No Area shall have less than three chartered Branches, except that the Vice President may authorize the formation of an Area consisting of two Branches if he determines, because of distances involved, that administration and communication would be otherwise be impaired. In making his determination, special consideration should be given to situations where Branches are being formed in a new Area and it is probable that additional Branches will be formed in that Area.

In case it becomes necessary to change the number of Areas the Area Representatives, and the Branches affected, (or the BECs of the Branches affected if they don't have an Area Representative) shall submit recommendations to the Vice President for consideration and action by the State Board. The State Board acting on its own initiative may also adopt recommended changes if deemed necessary.

## Policy 5. PARLIAMENTARY PROCEDURES

See Bylaw 280

## Policy 6. LOGO AND EMBLEM

The logo of SIR, Inc. as displayed on its official letterhead, is registered as a copyright under the laws of the United States and may be used only as authorized as provided in the Procedure for Policy 6. It shall not be authorized for display on any item produced, handled or sold for the personal gain of any member of SIR, Incorporated.

When the logo is to be displayed in color, the colors specified in Procedure for Policy 6 shall be used.

### Procedure for Policy 6:

#### *How to Use the SIR, Inc. Logo*

- a. The SIR, Inc. logo or emblem may be used on official letterheads, envelopes, Branch bulletins, rosters, announcements of Branch functions, paraphernalia, certificates, plaques, and memorabilia.

- b. When dealing with outside parties, the use of the SIR Inc. Logo is encouraged.
- c. The design of the logo and emblem may be enlarged or miniaturized to any dimension deemed desirable considering the circumstances in which it is displayed; provided the same proportional scale of the official logo is maintained as nearly as practical.
- d. When the **logo** is to be displayed in color, the following colors should be as those described below or similar.

		RGB Code		
Body Part	Color	Red	Green	Blue
Rooster	Red	191	30	46
Block SIR	Black	0	0	0
Banner bordering and lettering	White	255	255	255
Banner fill and copyright symbol and "Incorporated"	Black	0	0	0



- f. When the **emblem** is to be displayed in color, the following colors should be as those described below or similar.

		RGB Code		
Body Part	Color	Red	Green	Blue
Head, comb, and wattle	Red	255	0	0
Beak	Yellow	255	255	0
Body and tail feathers	Brown	216	80	37
Neck, legs, and feather accents	Light Brown	220	150	0
SIR letters fill	Blue	0	0	255
Banner bordering and lettering	Yellow	255	255	0
Banner fill and copyright symbol and "Incorporated"	Black	0	0	0

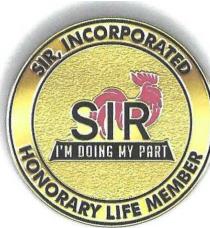


## Policy 7. SIR, Inc.

### AWARDS/CERTIFICATES BRANCHES

SIR, Inc. provides different levels of meaningful, tangible, and visible branch awards to recognize the many contributions of its members. They are the Honorary Life Member (HLM), the Distinguished Service Award (DSA) and the I'm Doing My Part awards.

In addition, there are two types of award certificates available. They are the Presidential Award Certificate for members that reach the age of 90, 95 and 100, and a Certificate of Appreciation for recognizing guest speakers, State and Branch members.



*The Honorary Life Member Gold Lapel Pin*

**1. Honorary Life Member (HLM)** - This award is the highest and most prestigious award available within SIR, Inc. It is bestowed only to those who, upon careful review and scrutiny by the State Honorees Committee, are found to have:

- been a member for a period of 5 years or more.
- clearly earned it through exceptional and extraordinary service.
- steps forward whenever the need arises.
- would be recognized by his peers to have earned it.

The HLM is not to be treated lightly or awarded merely based on good fellowship.

An HLM shall remain a member of his Branch until death, transfer, resignation, or permanent relocation, but shall not be subject to attendance requirements.

An HLM shall be permitted to transfer from one Branch to another. The transferring HLM shall

no longer be counted by either Branch in determining the number of HLMs authorized.

All past active HLM recipients shall be identified and scheduled to receive the "HLM Gold Lapel Pin" to fully recognize their achievement.

In the case of an HLM recipient that is no longer a member of SIR, Inc. he will not be eligible for the HLM Gold Lapel Pin. However, the Big Sir may request one from the Vice President for a deceased member so it may be presented to his widow/partner or family member if appropriate.

There is a State HLM and a Branch HLM. Each is entitled to a framed certificate, an "HLM Gold Lapel Pin", and HLM badge: The State Certificates Chairman will prepare the HLM certificate and mail it to the person designated to receive it along with the HLM Gold Lapel Pin and an order form for the HLM badge.

**a. Branch HLM-** This HLM award is initiated by a member of the Branch's BEC, a Branch Honorees Committee or a current HLM member as appropriate using Form 45 accompanied with a formal letter of nomination. See Policy 7 HLM Procedures for specific details.

There are two subcategories of members currently holding a Branch HLM:

- 1. HLM Emeritus-** In situations where the BEC has determined that the HLM can no longer attend or participate in branch functions, the BEC may approve by two-thirds affirmative vote assigning that member HLM Emeritus status.

The Branch shall notify the State Certificates Chairman and the State Database Chairman to update the State records for that Branch.

An HLM Emeritus will not count toward the number of Branch HLMs allowed. However, his status shall be part of that Branch's and the Corporate HLM membership records.

- 2. Senior HLM-** When a Branch HLM has been an HLM for 10 years he shall automatically be elevated to Senior HLM in the Corporate HLM records and the State Roster, and he will not count toward the number of Branch HLMs allowed. Also, an HLM Emeritus who has been an HLM for 10 years automatically becomes a Senior HLM.

#### *Procedure for HLM Awards*

#### Branch HLM Procedure

Before proceeding to initiate an application for a Branch HLM Go to Sirinc.Org, click on Roster 'under' Key Documents, click on Honorary Life Members (HLM), enter "sir" as the username. If you don't know the password it may be obtained from your Big Sir or Area Representative.

When the HLM listings page opens press and hold the Control Key and the 'F' key to bring up a search box. Type in Branch No. xx where xx is your Branch number in the search box and press the enter key. Be sure to put in the 'period' after 'No'.

All the HLMs in your Branch will be listed.

Use the HLM Award availability by Branch Size table and the HLM Authority Coding below to determine how many HLMs in your Branch are coded with 'BR preceding your Branch Number.

These are the only HLMs that count toward the number of HLMs you are allowed for your Branch Size. Should a HLM choose to join more than one Branch, his HLM should only be counted by the original Branch that awarded the HLM not the additional Branch.

#### HLM Award Availability by Branch Size Table

Branch Membership	# of HLMs Allowed	
0-49	1	
50-99	2	
100-149	3	
150-199	4	
200-249	5	
250-299	6	
300-349	7	
350+	8	

#### HLM Authority Coding

The Authority codes noted below will appear in the SIR, Inc. State HLM Roster preceding the name of each HLM recipient. Following is the definition of those codes.

1. Branch 0 (zero) indicates that the HLM's present affiliation is not known, and the HLM does not count toward any branch's limit.
2. "Authority" code "BR" preceding a branch number indicates a Branch Award and is the only HLM that counts toward that branch's limit.
3. The following "Authority" codes that precede a Branch number indicate that the HLM does not count against the number of Branch HLMs allowed.

"SB" indicates a SIR, Inc. State Board of Directors HLM award. "PP" indicates a Past President HLM award.

"EM" indicates an Branch HLM Emeritus.

"SR" indicates a Branch Senior HLM. 10 years or more since Approved

Date. "UN" indicates that the awarding branch has since surrendered its charter.

"TR" indicates the HLM transferred to the listed branch. The Branch number is the branch from which he transferred.

4. Should the recipient of a State awarded HLM have been awarded a Branch HLM previously, the Authority code shall be changed from "BR" to "PP" (Past President) or "SB" (State Board). The previously awarded Branch HLM shall no longer count against the number of Branch HLMs allowed.

5. Should the recipient of a Branch awarded HLM be awarded a State awarded HLM the Authority code shall be changed from 'BR' to 'SB' and the Branch HLM shall no longer count against the number of Branch HLMs allowed.

**I. Approval Process**- An application is initiated by a member of the Branch's BEC, a Branch Honorees Committee or a current HLM member as appropriate using Form 45 (Application for Honorary Life Membership) accompanied with a formal letter of nomination noting the specific requirements stated in Policy 7. It requires approval by a 2/3rds vote of his Branch BEC.

II. The facts related in the formal letter describing the member's contribution should only concern SIR, Inc. Branch achievements. Non-SIR activities and achievements are immaterial and will not be considered in determining the worthiness of an application.

a. Note: The formal letter of nomination is very important as it provides the presenting officer a clear summary of the nominee's contributions that will be used in the presentation of the award.

III. The application, along with the formal letter describing the member's contributions and why this award is merited is sent to the State Honorees Committee for their approval with a copy to the Area Representative and then forwarded to the President for approval. Upon approval, the President forwards the approved application to the State HLM Certificates Chairman for processing.

**IV. Certificate Preparation** - The State HLM Certificates Chairman shall prepare the appropriate HLM certificate and mail this to the Branch Big Sir along with and HLM Gold Lapel Pin and a copy of Form 23A so the Branch may order a badge. Included is a letter with instructions to contact the SIR, Inc. State President to discuss the presentation and notify the Area Representative if the Branch has one assigned so he can attend if available. After being notified by the Big Sir as to the date of the presentation the Certificates Chairman will notify the State Database Chairman to update the Branch HLM record.

**V. Certificate Framing/Badge Ordering**- The Branch shall receive the Certificate provided by the State HLM Certificates Chairman, which sets forth the facts on which the honor has been bestowed. The Branch then shall frame the certificate appropriately and order an official badge using Form 23A.

**VI. Award Presentation**- When an HLM is conferred upon a Branch member, he shall be presented with the Honorary Life Member certificate described above, an HLM Gold Lapel Pin and an HLM Badge.

The award ceremony may be at a Branch Luncheon, a Ladies Day event, or another special Branch occasion. The Branch is strongly encouraged to keep the award secret from the recipient beforehand, to confidentially invite the recipient's wife or partner as a further presentation surprise, and to take a photo(s) of the event for inclusion in the Branch's monthly newsletter and SIR Happenings.

The President or a present/past State Officer designated by the President should present the HLM unless another arrangement is made with the Big Sir. In some cases, it might be appropriate to have the closest friend of the recipient or even his wife or partner present the award.



*The Distinguished Service Award Silver Lapel Pin*

**3. Distinguished Service Award (DSA)** This "Silver Lapel Pin" award is the 2<sup>nd</sup> highest award in SIR, Inc. to recognize exceptional/extraordinary service at the Branch and/or State levels. This award is to provide a level of recognition for their members that have not earned that which an HLM award requires but have been highly contributing to the success of the Branch and have:

- a. been a member for a period of 3 years or more.
- b. clearly earned it through exceptional and extraordinary service.
- c. steps forward whenever the need arises.
- d. would be recognized by his peers to have earned it

***The DSA is not to be treated lightly or awarded merely based on good fellowship.***

A DSA shall remain a member of his Branch until death, transfer, resignation, or permanent relocation, but shall not be subject to attendance requirements.

A DSA shall be permitted to transfer from one Branch to another. The transferring DSA shall no longer be counted by either Branch in determining the number of DSAs authorized.

A DSA award is authorized for a past HLM recipient when justified by exceptional contributions made after the HLM award. Additionally, the recipient of a DSA award does not preclude the member from earning an HLM.

A DSA award may be recommended for Branch-related or separately for State-related contributions / service and once earned is carried forward as a one- award into new SIR, Inc. positions.

**Branch Allowed Exception:** A new Big Sir shall be awarded the Branch DSA lapel pin at the completion of his term or 12 months, whichever comes first. In the case of a previous Big Sir in a second or greater term, regardless of the previous period he served in, shall receive the DSA award immediately.

Note: All past Big Sirs should be presented with a DSA Lapel Pin for their Service in prior years since the State Mounted Certificates of Appreciation were discontinued.

**a. Branch DSA Award-** This “DSA Silver Lapel Pin” award is initiated with a Branch DSA Application Form 45B by any member or the Branch Awards committee and approved by majority vote of the Branch BEC. Branches do not require any other level of approval.

**b. DSA Emeritus-** In situations where the BEC has determined that the DSA recipient can no longer attend or participate in branch functions, the BEC Shall, by majority affirmative vote, that the DSA be assigned Emeritus status in the Branch's DSA membership records.

A DSA Emeritus shall not count against the number of Branch DSAs allowed. However, his status shall be part of that Branch's DSA membership records.

**c. Senior DSA Award -** When a Branch DSA has been a DSA for 5 years, he shall automatically be elevated to Senior DSA in the Branch records and his DSA shall not count against the number of Branch DSAs allowed.

#### Procedure for Branch DSA Awards

#### **Branch DSA Procedure**

Approval Process - A Branch DSA award is initiated by any member of the Branch, Branch Honorees Committee or a current HLM member as appropriate using Form 45B and presented to the Branch BEC for review noting the specific requirements stated in Policy 7. If approved by the BEC with a majority vote the nomination is confirmed. Branches do not require any other level of approval. The Area Representative should be informed of the award and potentially present it at a Branch event.

Note that approval shall not result in the number of Branch DSA's awarded in a Branch greater than that shown in the DSA Award Availability by Branch Size table.

This is exclusive of the DSA awarded to the Branch Big Sirs as noted below:

#### DSA Award Availability by Branch Size Table

Branch Membership	# of DSAs Allowed	
0-49	2	
50-74	4	
75-99	6	
100-124	8	
125-149	10	
150-174	12	
175-199	14	
200-224	16	
225-249	18	
250-274	20	
275-299	22	
300-324	24	
325+	26	

Branch Allowed Exception: A new Big Sir shall be awarded the Branch DSA lapel pin at the completion of his term or 12 months, whichever comes first. In the case of a previous Big Sir in a second or greater term, regardless of the previous time period he served in, shall receive the DSA award immediately.

The Branch Big Sir is authorized to present the DSA during a branch luncheon or preferably a Branch Special Event. Note: there is a special certificate on the sirinc.org website in the forms section for local printing/framing if desired.

DSA award lapel pins may be ordered by Branches using Form 21.

The visible recognition of a lapel pin is so much more important than framed certificates at home on a member's wall which is totally invisible to other members.

The Branch shall maintain sufficient records of all DSA awards and their recipients to ensure they are within the number allowed. Upon the five-year anniversary of the date of a member's DSA award the letter 'S' shall be added in the Branch records to indicate the member is a Senior DSA recipient. This action results in the DSA being excluded from the Branch number allowed and allows other deserving members to become eligible for the award.

Note: if the recipient of a Distinguished Service Award is later awarded a Branch HLM Award the DSA shall no longer count towards that allowed for the Branch as the HLM supersedes that of the DSA. However, if a recipient of an HLM is later awarded a Branch DSA that DSA shall count towards that allowed for the Branch as this represents additional contributions above and beyond that which was previously earned for the HLM.



*The I'm Doing My Part Lapel Pin*

**4. "I'm Doing My Part" Award-** This lapel pin award is for Branches to provide special recognition for their members that have not earned the level that a DSA or HLM award requires but have been contributing to the success of the Branch. Branches shall establish their own individual criteria for candidate selection and approval but keeping in mind the need to recognize all members that volunteer as it's these members that a Branch cannot survive without.

There is no limit to the number of these awards presented within a Branch. State initially supplied 1,000 of these award pins across all the Branches and with the announcement of this new award program will supply another 500. Additional award pins may be ordered by Branches using Form 21.

5. **Presidential Awards** - Senior Sir, Super Senior Sir, and Century Sir Certificates are milestone-related awards for members who have reached the ages of 90, 95, and 100 respectively. A Branch may offer these awards, using instructions found under Forms (Forms 6A, 6B and 6C) to print their own certificates without having to involve State as previously required.

6. **President's Appreciation Certificate** - The President's Appreciation certificate has been discontinued and replaced with the Distinguished Service Award.

7. **Certificate of Appreciation** - A Branch Executive Committee or a State Officer may obtain a Certificate of Appreciation (Form 7) and issue it to guest speakers and other members under the signature of the Big Sir.

Procedure for I'm Doing My Part Awards

### **Branch I'm Doing My Part Procedures**

Approval Process - A 'I'm Doing My Part' lapel pin award only requires the submittal of a simple letter to the BEC by any member of the Branch for consideration and a 2/3rds vote. Upon approval by the BEC the presentation of the I'm Doing My Part lapel pin will be scheduled by the Big Sir.

There is no limit to the number of these awards and additional lapel pins may be ordered by Branches using Form 21.

It is believed that the more members that receive this award will inspire others to earn one which is very easy. Just become a contributing volunteer and encourage others to do the same. It could be a big or small task but anyone that helps promote the success of the Branch earns this award.

Since this award is a lapel pin, wearing it is visible to others and promotes recognition of the person wearing it. Hopefully, others that do not volunteer will understand the recognition these members are receiving through their contributions and consider joining the 'club'.

## **Policy 8. STATE FORMS**

Forms provided through the State are controlled by the SIR, Inc. Forms Subcommittee. No creation or elimination of, or amendment to, such a form should be affected without it first being reviewed by the State SIR Forms Subcommittee.

In case of disagreement, The State SIR Forms Subcommittee shall then submit the proposed form with its recommendations regarding the form to the State Executive Committee for approval.

The State SIR Forms Subcommittee is responsible for notifying form users when new forms are created or revised.

The user who completes a form is responsible for its distribution, in accordance with form

instructions.

## Policy 9. MANAGING FUNDS – BRANCH

No member of the Corporation (SIR, Inc.) shall be given nor receive any compensation for performing his assigned duties from the funds of the Corporation. However, at the discretion of a Branch BEC, the Big Sir, other Branch officers and Activity Chairmen of a Branch may receive compensation, not to exceed \$599 in value over a calendar year, in the form of a free Branch membership and/or a free Branch lunch monthly while in office for their service.

Note: The value of compensation provided to any member totaling \$600 or more per year must be reported to the member on a IRS Form 1099 and included in his State and Federal tax return. The BEC needs to ensure individual compensation is under \$600.

Expenses for continuing group activities in which all members do not participate such as bowling, golf, bridge, and the like, shall be borne totally by those participating.

Special activities, including luncheons, dinners or picnics, shall not be intended to be profit-making. However, raffles or silent auctions conducted in accordance with Policy 24 (Fund Raising, Dues, Raffles and Contributions) may be held. In addition, the Branch BEC may allow members to place classified ads in the Branch Bulletin or Newsletter in accordance with the requirements of Policy 32.

The President or his delegated representative shall review and approve all State expenses.

No SIR, Inc. member shall approve his own expenses.

A Branch Officer or member may be reimbursed for expenditures incurred if approved by the Big Sir or any member of the BEC delegated this authority.

See Procedure 9- How to Manage Funds in Branches prescribes standard financial and banking procedures including reimbursement procedures for SIR, Inc. officers visiting Branches, as well as insurance add-on procedures for foreign travel.

### Procedure for Policy 9 - HOW TO MANAGE FUNDS IN COMMITTEES AND BRANCHES

Standard financial and banking procedures for Committees that receive and disburse funds pertaining to their activities include:

- a. A Committee Treasurer shall be appointed by the Committee Chairman
- b. The Committee Treasurer or his designated representative shall receive and disburse funds.
- c. The Committee Treasurer shall deposit and/or distribute such funds through an insured

depository approved by the Treasurer in an account bearing the title "SIR, Inc., 'Committee name' " with the federal identification number.

- d. There shall be three authorized signatories on the account—the Committee Chairman, Secretary, and Treasurer. All checks or withdrawals from the account for \$500 or more shall be approved in writing (email okay) in advance by two of the three authorized signers.
- e. No member shall use his personal bank account to collect and disburse funds for Committee expenses.
- f. 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.
- g. The funds and accounts of the Committee shall be audited annually not later than January 31 by the Audit Committee. The audit report shall be submitted to the Committee Chairman and Branch Secretary.
- h. Branch Committee members will send their approved expense vouchers to the Branch Treasurer as applicable for payment by the approving authority.

## STANDARD FINANCIAL AND BANKING PROCEDURES FOR BRANCHES

### 1. Opening a Branch bank account:

- a. Opening a Branch bank account, including accounts for the Branch committees in need of separate accounts, shall be authorized by the Branch Treasurer or Big Sir with the approval of the Branch Executive Committee. Approval must be recorded in the BEC minutes and kept on file with the Branch Secretary as long as the account is active. All Branch bank accounts are subject to the Branch annual Audit. The Audit will ensure that all funds are accounted for and effective fiscal internal controls and record keeping are in place.
- b. All Branch Bank account must be in the name of the Branch and its committee, such as "SIR Branch 1" or "SIR Branch 1 Golf" account.
- c. A copy of the Branch Articles of Incorporation may be provided to the bank along with the Branch federal identification number, known as the Employer Identification Number ("EIN") that is assigned by the IRS. This information is contained in local Branch files and/or on the SIR Website (SIRinc.org) under Members Information – Branch Information – Membership Information – Branch Data Sheets. Banks and Savings and Loans used by Branches must be fully insured by FDIC, or in the case of Credit Unions, the National Credit Union Administration (NCUA).

## 2. Procedure for processing Branch expenses

- a. Branch related expenses incurred by Officers, Directors, Chairman, etc., may use Form 15, or a locally produced one developed and approved by the BEC. The expense form used shall be approved by the Big Sir, or in his absence the Little Sir, and submitted to the Branch Treasurer for processing.
- b. Allowed and disallowed expenses are to follow the same guidelines listed above for State expenses.

## Policy 9A - CASH RESERVE GUIDELINES

As a guide Branch cash reserves should be budgeted at about **\$25.00 per member at year end.** (**100 member branches should budget about \$2,500.00 in cash reserves at year end**). At any rate, cash reserves should be adequate to reimburse the luncheon's food provider without requiring the Treasurer to quickly deposit funds to cover the amount of the bill.

## Policy 9B – EQUIPMENT OWNED BY THE BRANCH OR COMMITTEE

Each Branch or Committee shall keep a record of all equipment in their possession including the equipment's description and, if possible, the purchase amount and date purchased. The person or entity who holds possession of the equipment is to be recorded. Each year during the Audit the equipment should be inventoried and the list of equipment updated accordingly including any change in who has possession of the equipment. BEC approval should be obtained prior to removal of any equipment from the inventory list.

# SIR, INC. MANUAL



**POLICIES/PROCEDURES  
BRANCH MEMBERSHIP**



# POLICIES BRANCH-MEMBERSHIP

## Policy 10. MEMBERSHIP LIST/ROSTER

A membership list or roster is a corporate asset and shall only be used internally by and for SIR members.

Procedure for Policy 10.

The Branch Secretary or his designee completes **their Branch Membership List for their internal use.**

## Policy 11. PARTICIPATION – MEMBERS and GUESTS

Only members of SIR, Inc. and their guests are entitled to participate in the activities of the organization. The number of guests shall not exceed the total number of participating SIR, Inc. members **plus participating wives, companions and relatives of participating members, and widows of deceased members.** A “relative” is defined as a spouse, domestic partner, parent, sibling, child, or grandchild and they are not guests when attending SIR activities or events.

## Policy 12. MEMBERSHIP CRITERIA

Membership shall be open to any man regardless of age, race, color, or religion who will participate in SIR activities, events, luncheon meetings, and is also willing to volunteer and bring guests for the purpose of perpetuating the organization. Except as set forth below, a guest may attend a Branch's activities, luncheons or events a total of three times. **For purposes of this policy, a member's relative as defined in Policy 11, is not a “guest” and can participate without limitation.** The Big Sir may, in his discretion, either directly or through his activity chair, allow non-members to participate in SIR activities, events and luncheon meetings without the requirement that they become a member of SIR. Finally, branch members can participate in joint activities with other groups provided (i) the activity has been approved by the BEC prior to participation and (ii) it is suggested that the member wear some article of clothing identifying their membership in SIR.

## Policy 13. GUEST POLICY

A guest (non-relative) may attend a Branch's activities, luncheons, or events a total of three

times. Given unusual circumstances, the Big Sir may extend this attendance to a total of five times. The guest must then become a member to continue Branch participation.

## Policy 14. MEMBERS BADGES

Each member shall be furnished a suitable name badge which may include his badge number, organization/company/vocation from which the member was last or is now employed, but not the position held.

An application for membership, Form 2 and its associated instructions, shall be reviewed for proper completion by the Membership Chairman and expeditiously presented to the Branch Executive Committee for approval. Branches shall leave the first page intact, but wording may be added in the box that states 'For Branch Use'; the second page may be customized to reflect specific Branch offerings and the needs of the Branch.

## Policy 15. ATTRACTING AND REPORTING NEW MEMBERS

- Annually each Branch Executive Committee (BEC) shall approve a written strategy to attract new members to the branch to maintain or increase branch membership and lower branch median age.
- The BEC shall regularly promote to branch members the critical importance of adding new members who bring added energy and new ideas to the branch. Members should be reminded to regularly invite potential new members to activities and lunches to learn more about the branch.
- The BEC shall create and distribute to members a Branch Marketing Plan supporting this strategy and report monthly to its members and State SIR on their progress.
- This marketing plan shall use at least one or more of the following actions to attract potential new members and encourage them to join the Branch. Branches are also encouraged to create new activities that may assist in attracting new members.
  1. Develop and maintain a professional branch website which includes pictures and lists of branch activities and events.
  2. Download, edit and distribute SIR marketing brochures and flyers available on the sirinc.org website to members to be distributed by them to promote SIR.
  3. Download, edit and distribute SIR announcement/article templates and ads and place them in the community section of local newspapers and other media.
  4. Place Branch brochures where seniors normally frequent, such as senior centers
  5. Place sandwich boards or other means of identifying SIR outside of SIR events and make SIR marketing literature available at these activities and events.

6. Volunteer at local activities like food banks wearing SIR clothing and badges.
7. Attend and set up SIR information tables at local events like Farmer's Markets, Fairs, Home & Garden, etc.
8. Place SIR signage in storefront windows and/or on area bulletin boards.
9. Consider offering a free lunch to individuals who show interest and attend a branch luncheon meeting.
10. Provide guests at lunches, activities, and events with a copy of Branch bulletins or newsletters.

## Procedure for Policy 15

- a. Branches shall report the number of members and any change from the last report on the bottom of the Monthly Cash Report Form 28. This information is essential to State SIR to track the health of each Branch.
- b. The membership health of each Branch will be reported to the State Board of Directors at their Board Meeting, published in the board's minutes and made available to all branches each month on sirinc.org.
- c. **Branches should develop a marketing/advertising budget and can use the Form available on the SIR website under the marketing tab to record their budget.**

## Policy 16. NEW MEMBER INDUCTION OATH

Each new member shall have a sponsor preferably by the time of BEC approval, expeditiously notified of the approval, and introduced to the Branch in a suitable manner. A transferring member may or may not be assigned a sponsor.

Many Branches have their own welcoming remarks or induction oaths for new members being installed. It is not the State's intention to establish a one size fits all new member welcoming remarks or induction oath.

However, if the Branch does not have an existing induction oath with wording that specifically reinforces SIR, Inc. Member Expectations, please include the following when installing new members:

**"As a SIR member, we count on you to work toward achieving SIR, Inc. Member Expectations of being a friendly sociable guy, participating in our activities, luncheons and events, volunteering when asked (as your interests and capabilities will allow) and bringing guests to perpetuate and enhance the diversity of our Branch".**

The new member induction ceremony is an excellent forum in which to remind all Sir, Inc. members in attendance of the member expectations.

## Policy 17. DUAL MEMBERSHIPS

Membership in more than one Branch at the same time is permissible. The member is required to pay dues to both branches in such case.

## Policy 18. MEMBER TRANSFER

A member may transfer his membership by submitting a Membership Application to the Membership Chairman of the Branch to which he desires to affiliate. When approved by the BEC, the Secretary shall notify his other Branch of the transfer.

## Policy 19. MEMBER ATTENDANCE

A member shall be required to attend meetings or SIR, Inc. activities, including golf, bowling, travel, as required by the Branch BEC. (See Bylaw 18).

## Policy 20. TERMINATION OF A MEMBER

A Branch Executive Committee may terminate a member's membership for a serious breach of a State Procedure, Bylaw, or Branch Regulation, or for activity which jeopardizes the well-being of its members or of the branch or for non-payment of Branch assessment.

### Procedure for Policy 20

#### How to Terminate a Member

- a. Notice of the pending termination of a member shall be delivered either personally or by first-class registered mail, return receipt requested, sent to the last known address of the member shown on the Branch records not less than 15 days prior to the termination meeting of the Branch Executive Committee.
- b. Such notice shall include all the following:
  1. The reason for the action being taken against him.
  2. His right to be heard by the Branch Executive Committee, either by appearance, or in writing at least five days before the termination meeting.
  3. The date, time, and location of the termination meeting.
- c. At the conclusion of the termination meeting, the member's termination shall be accomplished by a two-thirds affirmative vote, and the member shall be informed of the decision in a timely manner.

## Policy 20A. CONFLICT OF INTEREST

### Purpose

The purpose of the conflict-of-interest policy is to protect SIR Inc., and chartered branches, when entering a transaction or arrangement that has a potential to result in excessive benefit to the private interest of an officer, director, committee chair or member of SIR Inc., or any of chartered branches.

### Definitions

- a. Interested Person – Any officer, director, committee chair or member, including members of a branch executive committee, with a direct or indirect financial interest, as defined below, is an interested person.
- b. Financial Interest – A member has a financial interest if the person has, directly or indirectly, through business investment, or family:
  - i. An ownership or investment interest in any entity with which SIR has a transaction or arrangement,
  - ii. A compensation arrangement with any entity or individual with which the SIR has a transaction or arrangement or,
  - iii. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the corporation is negotiating a transaction or arrangement.
- c. Compensation - includes direct and indirect remuneration as well as gifts or favors that are substantial. Financial interest is not necessarily a conflict of interest. Under Paragraph 3d below, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

### Procedure for Policy 20A

- a. Duty to Disclose - If any actual or possible conflict of interest exists, an interested person must disclose any financial interest and all material facts to the directors and members of the appropriate committees that have board authority relating to the proposed transaction or arrangement.
- b. Determining Whether a Conflict of Interest Exists - After disclosure of financial interest and all material facts, and after discussion with the interested person, he/she shall leave

the board or committee meeting while the potential conflict of interest is discussed and voted upon.

c. Procedures for Addressing the Conflict-of-Interest

- i. The board or committee, if appropriate, shall appoint a disinterested person or persons to determine if there are alternatives to the proposed transaction or arrangement causing the conflict to exist.
- ii. If there is no reasonable alternative the board or committee shall determine by majority vote whether the transaction or arrangement is fair and reasonable and in SIR, Inc. best interest. Based on this determination, it shall make its decision whether []to enter the transaction.

d. Violations of the Conflicts of Interest Policy

- i. If the board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and allow the member an opportunity to explain the alleged failure to disclose.
- ii. If, after hearing the member's response and after making further investigation as appropriate, the board shall determine whether the member has failed to disclose an actual or possible conflict of interest. If a violation has occurred, the board shall take appropriate disciplinary and corrective action.

## Minutes

The minutes of the above board or committee meeting shall contain:

- a. The names of the person(s) who were found to have any actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the decision as to whether a conflict of interest in fact existed.
- b. The names of the person(s) who were present for discussions and votes relating to the transaction, the discussions, including any alternatives to the proposed transaction and a record of any votes taken in connection with the proceedings.

## Annual Statements

Each officer or director, and member of a committee with delegated powers shall annually, by January 15, sign a statement that affirms such member:

- a. Has read and understands the Conflict-of-Interest policy
- b. Has agreed to comply with the policy
- c. Understands SIR is a 501(c)(4) fraternal corporation and to maintain its federal tax exemption it must engage only in activities that accomplish one or more of its tax-exempt purposes.
- d. Copies of the signed annual statements signed by the management of SIR, Inc. will be retained by the Secretary of SIR, Inc. Copies of the signed annual statements signed by members of a branch BEC will be retained by the Secretary of the Branch. Copies may be retained either in hard copy or electronically.
- e. All required annual statements are due not later than January 15 of the effective year.
- f. Each new officer, director or committee member who is added during the year will sign an annual statement when appointed.

## Periodic Reviews

The applicable audit committee will annually review the implementation of this Conflict-of-Interest policy to ensure compliance. This Policy is intended to supplement but not replace any state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.

## ANNUAL CONFLICT OF INTEREST FORM

As \_\_\_\_\_ of SIR, Inc., I acknowledge that:

(director, officer, committee member)

1. I have received a copy of the SIR, Inc. Conflict of Interest Policy.
2. I have read and understand the Policy and its purpose.
3. I agree to comply with the Policy.
4. I understand that SIR, Inc.'s maintenance of its federal tax exemption depends on its undertaking primarily activities that support its purpose; and
5. I have the following on-going relationships and interests that may present a conflict of interest (please describe – if none write "N/A" or leave blank):

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Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

# SIR, INC. MANUAL



**POLICIES/PROCEDURES  
BRANCH OTHER**



# POLICIES BRANCH-OTHER

## Policy 21. BRANCH OPERATIONS

The operation of a Branch and its activities shall conform to the provisions of the SIR, Inc. Bylaws, Policies and Procedures (See Bylaw 7 and Policy 25) and operate according to Appendix A – Schedule of Branch Operations.

## Policy 22. BRANCH SIZE

Any restriction on the size of a Branch is prohibited. Branches shall not establish maximum memberships nor inhibit recruitment and induction of new members by any means.

## Policy 23. BRANCH MEETINGS

A Branch shall hold regular monthly meetings at the time and places designated by the Big Sir with the approval of the Branch Executive Committee (BEC), (See Bylaw 35 and Policy 25). Ladies Day and other functions inviting ladies may be held in lieu of regular luncheon meetings.

A special meeting of the officers or members may be held at the discretion of the Big Sir. Special meetings of the Branch Executive Committee (BEC) shall be held on the call of the Big Sir or upon a request to the Branch Secretary by a majority of the BEC in the form of a signed petition from the BEC stating the purpose of the meeting. Such petition may be in the form of emails from BEC members, with each email clearly showing the purpose of the meeting and the members' approval or disapproval to hold a special meeting. Only matters related to the stated purpose(s) may be discussed at a special meeting.

Notice of special meetings shall be mailed or emailed to the members involved at least five days in advance of the date set. (See Bylaw 36)

## Policy 24. FUNDRAISING/DUES/RAFFLES/CONTRIBUTIONS

Branches may raise funds through dues or voluntary contributions as approved by the BEC. No membership initiation fees shall be charged (See Bylaw 17, 132).

Branches may conduct Raffles only by following the guidelines provided by the California Attorney General, which requires a license approved by that office. See Procedure for Policy 24. How to File for a California Raffle License.

Other fund-raising events are not allowed. Exception: if the Branch BEC has approved up to a single page of member's classified ads in their bulletin or newsletter per Policy 32, this restriction does not apply. This exception must be recorded in the BEC minutes with the date it was approved.

## How to File for a California Raffle License

How to file for a California Raffle License is found on the sirinc.org website, under BRANCH INFO, POLICIES and PROCEDURES. Click on 'Raffle License REQUIRED'.

## Policy 25. BRANCH EXECUTIVE COMMITTEE

The Branch is governed by the Branch Executive Committee. (BEC). The Big Sir reports to the BEC.

- a. The Ideal Composition of the Branch Executive Committee (BEC) is comprised of the following Branch Officers: Big Sir, Little Sir, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer and two to six Directors. Note: A Branch Director is a Branch Officer and member of the Branch Executive Committee. He has equal voting rights with other members of the committee and shares equal responsibility for the conduct of all Branch operations and activities. (See Bylaw 25 and 40). Branch Directors shall, in addition to holding the office of Director, be appointed to at least one leadership position within the Branch.

This level of BEC leadership allows for an orderly succession of its members to advance and the benefit of having assistants or Directors covering for absent members. It also allows for many, if not all, chairmen positions such as Membership, RAMP, Bulletin Editor, etc. to be filled.

However, the reality of achieving up to twelve (12) members to fill these positions may become extremely difficult for Branches for various reasons or to even maintain this from year to year in some of the larger branches.

Accordingly, Policy 25 allows Branches to establish a BEC with a minimum of five Branch Officer positions: Big Sir, Secretary and Treasurer and two Directors.

Clarification: Under California Law, the Big Sir may not hold any other officer position. Another BEC officer though, may be both a secretary and a treasurer by California law. However, a one-member Secretary-Treasurer is only entitled to one vote. Additionally, an activity Chairman may also be a Director to fulfill this requirement. An odd number of members may be preferred to reduce the possibility of deadlock.  
(See Bylaw 25 and 40)

- b. The BEC shall follow the Schedule of Branch Operations (Appendix A) regardless of its size.

Each Branch, being an independent non-profit corporation licensed by the State of

California and Chartered by SIR, Inc., has the responsibility imposed for the obligations as set forth in the Policies & Procedures and By-Laws adopted by the State Board.

The Branch Schedule of Operations (Appendix A) is specific in identifying obligations in the form of documents that the Branch is required to provide to the State to keep the Branch in compliance with the State of California and with SIR, Inc.

If these documents are not received by SIR State when required from the Branch Schedule of Operations, then their Branch Charter is potentially in a state of non-compliance.

The Director of State Documents (DSD) is responsible for compliance to ensure that the Branch remains in friendly co-operation with SIR, Inc. (State) and will implement the following process to address the specific non-compliance issue(s).

1. He will contact the Branch Big Sir by phone and discuss the non-compliance issue and the reason why it happened and request a reasonable date for resolution. If the reason for the non-compliance was an oversight it will be addressed immediately by a specific date and the DSD will suspense the matter for follow-up on that date. If the reason for the non-compliance was due to a lack of understanding in the importance of the requirement the DSD will address this personally or have an appropriate person at the State level address it.

If the reason for the non-compliance was due to a lack of training the DSD will work with the State to establish the necessary training to resolve the issue(s).

If the reason for the non-compliance was defiance the DSD will document this by email to the State Board and schedule a non-threatening visit with the Branch BEC for them to understand the severity of the situation.

The meeting with the BEC should be as friendly as possible but they need to understand that non-compliance is not acceptable and severe consequences may be imposed upon the Branch which may be: Removal of the dissenting members of the BEC and replacing them on an interim basis with officers from a neighboring Branch. Polling the Branch membership after apprising them of the situation and asking them what they would like to do via a majority vote. Revoking the Branch Charter and closing the Branch if an acceptable resolution cannot be obtained upon approval of the State Board

2. If the decision is made for the Branch to surrender its Charter, then the DSD will work with the Branch membership to transfer those wishing to remain as members of SIR, Inc. to another Branch and proceed with the closing.
3. Whatever final action is taken by the Branch, or the State Board takes it shall be published to the other branches as a courtesy to be transparent and so they understand there are consequences for non-compliance.

4. In any of the above scenarios the DSD will, by email, keep the State Board, the Branch BEC and the Area Representative up to date as to the status of the situation and the next step(s) to be taken.

## ELECTION OF BRANCH OFFICERS

c. All Members of the Branch shall be entitled to vote in the election of Branch Officers in the ensuing calendar year: Big Sir, Little Sir, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer and from two to six Directors. (Per this Policy 25) for clarification in the size of the BEC which is dependent upon the size of the Branch) The election shall follow the procedures specified herein.

Note: In the case of a vacancy in a Branch Officer position it shall be filled by a majority vote of the Branch Executive Committee (BEC).

## *How to Elect Branch Officers*

1. Candidate Qualifications- A candidate shall be capable of performing the responsibilities contained in the position description for the elected position. Further, a Branch Officer shall not serve concurrently as a State Officer. Upon application to the State President, the President may make an exception to this Policy.
2. Term of Office: A Branch Officer shall take office January 1<sup>st</sup> of the ensuing calendar year. He shall serve a one-year term. He shall continue to serve until his successor is elected and installed. Branch Directors shall be elected to one-year terms and may serve three consecutive terms, excluding any partial year immediately preceding the first such year. If he vacates the position for one or more calendar years, eligibility is reestablished. Upon request by the Big Sir, the Area State Representative or the State Vice President may make an exception to this Policy.
3. Election Procedures: These Branch Officers shall be elected by Branch members as follows:
  - (a) By May 31- The Branch Nominating Committee shall identify potential candidates, using their own knowledge of members and recommendations from others within the Branch. The candidates shall be vetted through a succession planning list if any, Branch biographies if available, Branch applications, positions held, and other means. The Committee shall provide a slate of nominees, ensuring that each candidate is willing to serve, to the Big Sir and BEC by May 31. If no BEC meeting is held in May, do so by April 30. If the election will not be held in August due to an August scheduled event, the May 31 date shall be changed to April 30.
  - (b) July- the names of all nominees shall be published in the July Branch bulletin.
  - (c) August- Election of the Officers shall be held at the August luncheon meeting with

voting to be completed and accepted by a majority of those in attendance. In the case of a scheduled event in August, the election shall be moved to July. Additional nominations may be made from the floor. A nominee from the floor must signify his agreement to accept the office if elected. Voting shall be by secret ballot, provided that for any office for which there is but one nominee, voting may be by voice or by a show of hands. For three or more nominees for office, the candidate receiving the largest number of votes (a plurality) shall be elected. If a remote meeting is being held See Policy 45 for the requirements involving meetings held electronically.

- (d) November/December- Installation of Officers shall be completed at the Branch luncheon or other suitable meeting during these months. If an Officer is not installed, then the installation shall be completed as promptly as possible afterward. The Big Sir, a past Big Sir of any Branch, a member of the State Board of Directors, an Area Representative or a Past President shall be the installing officer.
- (e) The Installing Officer shall instruct the elected or appointed Officer(s) to stand before him. He shall then ask the following: "Do you accept the office to which you have been chosen, and do you assume the responsibility to perform faithfully the duties of your office and to be bound by the Corporate and Branch Bylaws and the Policies and Procedures of SIR, Incorporated?" (See Bylaw 30).
- (f) After receiving an affirmative response, the Installing Officer shall announce: "I hereby declare you installed to serve during the ensuing calendar year and until an elected or appointed successor has been installed. Congratulations."

4. When new officers are elected, the outgoing officers shall present all records to the incoming officers by not later than the meeting in January.

Month	Action
Prior to December 31	Big Sir appoints Nominating Committee Chairman
January through May	Nominating Committee recruits and vets officer candidates
July	Nominee names are published in the Branch Bulletin
August	Officers are elected at the regular Branch meeting (If a conflict exists, the election shall be at the July luncheon meeting.)
November to December	New Officers are installed

- d. The Branch Executive Committee by majority vote may adopt, amend, or repeal Branch Regulations governing the procedures applicable to the Branch; however, any such adoption, amendment or repeal shall not conflict with the State Policies, Procedures or Bylaws. (See Bylaw 41)
- e. Only members of the Branch Executive Committee may second motions at a BEC meeting and have the right to vote on such motions. (See Bylaw 42)

- f. Subject to the supervisory responsibilities of the State Board of Directors, the activities and affairs of the Branch shall be conducted, and all powers shall be exercised by or under the direction of the Branch Executive Committee (BEC). (See Bylaw 43)
- g. The BEC may delegate the management of such activities to any member or members of the Branch, or committee thereof, provided that such activities shall be exercised under the direction and be the full responsibility of the BEC. (See Bylaw 44)
- h. A BEC quorum for its meetings shall consist of a majority of all its BEC members. (See Bylaw 45)
- i. Directors are encouraged to hold a branch role-e.g., as Chairman of Recruitment, Activities, Member Relations, Publicity& Image, or Membership.
- j. A BEC may obtain a Certificate of Appreciation (Form 7) from the SIR Website, design its own or issue an appropriate item such as a coaster to guest speakers, entertainers, or Branch members as it deems appropriate.
- k. A vacancy in any Branch office shall be filled by a member approved by the BEC. (See Bylaw 26)
- l. The BEC of each Branch in the Area is responsible for nominating a candidate for its Area Representative by July 31 of each year. See this Policy 41 – State Officer Elections.
- m. The BEC may authorize the Big Sir, Branch Secretary, or other officer to execute any document or other instrument authorized by the State Board (duly recorded in the minutes).
- n. A BEC may terminate a member's membership for a serious breach of a State Bylaw, Policy, Procedure, or Branch Regulation. See Policy 26 – Removal of Branch Officer. (See Bylaw 19)
- o. In general, subject to the approval of the BEC, the Big Sir shall control all of the affairs of the Branch in accordance with State Policies, required State procedures, Bylaws, or Branch Regulations.
- p. When present, the Big Sir shall preside at all meetings of the Branch and its BEC except when, at his request, that function is occasionally performed by the Little Sir or delegated to another member of the BEC.
- q. The BEC is responsible in every respect for all travel and activity programs of the Branch as follows:

At the January BEC Meeting the full list of planned travel, special events and activities, hereafter referred to as TEA, and their schedules shall be presented. A motion shall be made for approval of the list, seconded, followed by a discussion period, and then approved. This is to include the TEA's name, purpose, schedule and location(s) or destination as appropriate.

Should a new TEA start during the year the process noted above shall be followed prior to the TEA's first meeting or outing. If a TEA is scheduled at a different location, date or destination than previously approved the BEC shall be notified in advance and must formally approve the change at the next BEC meeting. If the TEA is scheduled to occur prior to this next BEC meeting, then approval by the Big Sir via E-mail is acceptable. In either case, this change shall be documented in the minutes of the next BEC meeting.

- r. Regular and special meetings of the BEC may be held remotely and are not required to be held at a physical location with attendees physically present. The meetings may be held individually by means of teleconferencing or utilizing other forms of electronic participation. See Policy 45 for the requirements involving meetings held electronically.

The Branch Big Sir, Little Sir, Secretary, Treasurer, and Membership Chairman and RAMP/Nominating Chairmen for the incoming year shall attend an annual training session in the later part of the calendar year. This Branch Officer Training need not be limited to these Branch Officers and if any of these designated above is unable to attend, the BEC shall appoint.

## Policy 26. REMOVAL OF A BRANCH OFFICER

Any Branch Officer may be removed from office upon finding that he has breached or refused to conform to any State Bylaw, Policy, Procedure, Branch Regulation, or Big Sir or Branch Executive Committee (BEC) directive, or for activity which jeopardizes the well-being of its members or of the branch.

### **Procedure for Policy 26:**

#### *How to Remove a Branch Officer*

- a. Upon the finding by the Big Sir or BEC that a Branch Officer has breached or refused to conform to, any State, Policy, Procedure, or Big Sir or BEC directive, or is, or has been, engaging in a course of action determined to obstruct or harm the best interest of the Branch and/or SIR, Inc. in any manner, the question as to whether the officer status or membership of the officer should be terminated or suspended shall be placed before the BEC at the next scheduled meeting or at an earlier meeting called for that purpose.
- b. The notice of a meeting to consider the suspension or termination of officer status or membership of a Branch officer shall:
  1. Give the reasons for the action being taken against him.
  2. Notify the officer of his right to be heard, either by appearance or in writing, at least five days before the hearing.
  3. Specify the date, time and place of the meeting.
  4. Be delivered either personally or by first class mail – return receipt requested, sent to the last known address of the member shown on the Branch or State Board records.

- c. The member in question may be removed from officer status, suspended, or removed from the Branch by a two-thirds affirmative vote of the BEC
- d. The Branch Secretary is responsible for providing the BEC's decision to the member in a timely manner.

## POLICY 27. BRANCH COMMUNICATION

SIR, Inc. needs to communicate with SIR, Inc. members in State matters relating to the overall operations of SIR, Inc. and the SIR, Inc. Branches it is imperative that communication with all members is achieved.

**The preferred method of communication by SIR, Inc. is via e-mail to the Branch leadership and area representatives who would then pass along to their membership.**

## Policy 28. BRANCH COMMITTEES

Following his election and prior to the end of the year, the Big Sir-elect shall make appointments of all Branch Committee Chairmen and other Chairmen who would report to him to serve at the pleasure of the Big Sir. (See Bylaw 50).

### Procedure for Policy 28:

#### *How to Appoint Branch Committees*

- a. Following his election and prior to the end of the year, the Big Sir Elect shall appoint all Branch Committee and other Chairman that would report to him to serve at the pleasure of the Big Sir in accordance with this Policy.
- b. Among these Chairman appointments shall be the following:
  1. Recruitment, Activities, Member Relations, and Publicity and Nominating – The Big Sir-elect shall appoint a Chairman for these five functions, which are basic to the needs of a successful branch. These Committees are intended to focus on their specific area of responsibility, and to bring continuity to their functions with the turnover of Branch leaders. Depending on an individual Branch's needs, one or more of the four functions may be consolidated.
  2. Auditing- The Big Sir-elect shall appoint a Committee Chairman and one or more members who have not served as officers during the current (audit) year. The Committee shall make an audit of the books and records covering the financial transactions of the Branch during the current calendar year. The audit shall include golf, bowling, travel, and any other activity as directed by the Big Sir. Form 29 – Branch Audit Report containing a resume of the audit(s) shall be submitted according

to its instructions by February 10 following the audit year.

3. Nominating- The Big Sir-elect shall appoint a Nominating Committee Chairman and two or more members, other than himself or the Little Sir-elect. The Committee shall follow the duties shown in the Nominating Committee Chairman position description and in the Training Leader's Guide for Nominating Committee Members, found on the SIR, Inc website.

## Policy 29. CHANGING A BRANCH NAME

The following Procedure: How to change the name of an incorporated Branch shall be followed when changing the name of a Branch.

### Procedure for Policy 29:

#### *How to Change a Branch Name*

- a. The Branch Secretary shall contact the State Secretary who will prepare a Certificate of Amendment of Articles of Incorporation and send it to the Branch for execution.
- b. The Big Sir (as President) and the Branch Secretary will sign the form and make two copies.
- c. The Branch Treasurer will provide a check for the appropriate amount made payable to the Secretary of State.
- d. The signed form, two copies of the signed form, and the check are mailed by the Branch Secretary to the Document Filing Support Unit at the address shown at the top of the form.
- e. When the Branch receives the approved documents, a copy shall be promptly mailed to the State Secretary for inclusion in the Branch file.
- f. The State Secretary shall contact the Branch Big Sir and individuals in charge of the State Roster and State Website to ensure the name change is reflected.

## Policy 30. UNAUTHORIZED SIR, IINC. ACTIVITIES

The following are not SIR, Inc. authorized activities:

- a. Winter sports include, but are not limited to, ice skating, snow skiing, or sledding.
- b. Water activities in or on houseboats.
- c. Participation in sports, including but not limited to, football, basketball, soccer, hockey,

and the like, in which participation normally involves bodily contact.

- d. Air travel on any air-supported device other than a regularly scheduled airline or air charter company.
- e. Operating or learning to operate any aircraft, as pilot or crew.
- f. Mountain climbing.
- g. Riding or driving in any motor competition.
- h. Activities involving firearms.
- i. Archery

## Policy 31. BRANCH ADVERTISING IN BULLETINS/ROSTER

A Branch can advertise the sale of a member's personally owned item in their Branch Bulletin or Newsletter as a Classified Ad if a fee is paid to their Branch treasurer in advance and approved by their BEC.

Note: the advertisement cannot be for a service in any form (except for real or personal property).

Advertisements shall be limited to one page in the bulletin/newsletter and shall be published for 1 - 3 months maximum as determined by the Branch BEC. Members submitting classified ads shall include the expiration date in their ad and shall inform the bulletin editor if the items has been sold or disposed of so it can be removed from the next publication

The fee shall be based upon the following: 10% of the advertised sale price of an item up to a maximum of \$100 paid to the Branch Treasurer for the benefit of the Branch before the ad will be published.

For an advertisement offering a short or long-term rental of property the member will be required to pay a fee of \$100 before the ad is published.

The income realized by the Branch for publishing member's classified ads must be included on Form 28, Custodial Accounts, Receipts, line 308 Other renamed 'Classified Ads'

For an advertisement placed by a member who is looking for housing to rent or purchase to personally reside there shall be no charge.

Additionally, one single page of sponsor advertisements may be accepted for publishing in a Branch bulletin or newsletter to offset the Branch expenses of rosters and bulletins. Such advertisements may contain the name, logo, telephone number, address, email address and a brief description of the enterprise, e.g., a full-service pharmacy, a grocery market and deli, a gaming casino.

The whole benefit of this Policy is to allow branches to bring in additional funds that could help them financially to offset costs of lunches, meeting room rentals and to help cover future expenses.

## Policy 32. BRANCH BULLETINS

Each Branch shall have a monthly Branch bulletin to communicate information to its members.

Inasmuch as Branch Bulletins are available and read by our members, their spouses and significant others and may be read by the public, it is imperative that the following guideline be adhered to in the preparation and publishing of Branch Bulletins:

Inappropriate content that is tasteless, sophomoric (immature or juvenile), puerile (childishly silly and trivial) that makes fun of others on the basis of their gender, race, ethnicity, national origin, religion, sexual gender or heritage, pointed at State, local or community leaders or makes light of situations that most people would perceive as not suitable or proper or that contain blasphemous, obscene, vulgar, or otherwise offensive words is not in keeping with the image of SIR, Inc. and is not acceptable.

The Bulletin shall not contain any fund raising, Political or Religious Agendas or literature.

Paid advertising may be accepted, consistent with Policy 31.

Each bulletin shall have a link to the State SIR bulletin "SIR Happenings".

The Big Sir, or in his absence, the Little Sir, should review the Branch Bulletin for compliance to this policy prior to distribution.

Bulletin distribution and communication within the Branch of State events are covered in the Branch Bulletin Editor position description.



# SIR, INC. MANUAL



POLICIES/PROCEDURES  
STATE



## POLICIES STATE

### Policy 33. SIR, INC. AWARDS/CERTIFICATES - STATE

SIR, Inc, provides different levels of meaningful, tangible, and visible awards to recognize the many contributions of its members. They are the President's Award, Honorary Life Member (HLM), the Distinguished Service Award (DSA) awards.



#### The President's Award Gold Lapel Pin

**The President's Award** objective to recognize exceptional contributions made by a SIR member who demonstrates personal commitment to and achievement in a challenging task.

The President's Award, a prestigious accolade will be bestowed upon individuals who' actions embody the core values of SIR, Inc. and result in substantial enhancements to the welfare of either a SIR Branch or SIR, Inc.

Actions that exemplify SIR, Inc. values in achieving a challenging task or assignment and are recognized by his peers as deserving of this award. Such as attain specific goals leading to significant improvements within any part of the SIR community. Note that length of membership in Sir is not a requirement for this award.

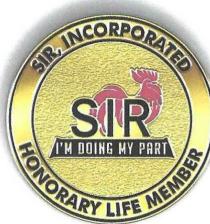
Nominations for The President's Award shall be submitted via formal letter to the President, describing the nominee's contributions to a branch or SIR, Inc., and supported by data demonstrating merit.

The President reserves the prerogative to recognize individuals based on personal observation and the value of their contributions to a Branch or SIR, Inc. within the concept of this award.

The President shall review award recipients with the State Board for their awareness and to add their names to the minutes of the State Board meetings.

The quantity of The President's Award is not predetermined; however, prudence must be exercised to maintain its esteemed significance by limiting the number awarded.

Presentation of this award will be by the President or a State Board Officer at an applicable meeting as soon as possible.



## The Honorary Life Member Gold Lapel Pin

**Honorary Life Member (HLM)** - This award is the highest and most prestigious award available within SIR, Inc. It is bestowed only to those who, upon careful review and scrutiny by the State Honorees Committee, are found to have:

- a. been a member for a period of 5 years or more.
- b. clearly earned it through exceptional and extraordinary service.
- c. steps forward whenever the need arises.
- d. would be recognized by his peers to have earned it.

The HLM is not to be treated lightly or awarded merely based on good fellowship.

An HLM shall remain a member of his Branch until death, transfer, resignation, or permanent relocation, but shall not be subject to attendance requirements.

An HLM shall be permitted to transfer from one Branch to another. The transferring HLM shall no longer be counted by either Branch in determining the number of HLMs authorized.

All past active HLM recipients shall be identified and scheduled to receive the "HLM Gold Lapel Pin" to fully recognize their achievement.

In the case of an HLM recipient that is no longer a member of SIR, Inc. he will not be eligible for the HLM Gold Lapel Pin. However, the Big Sir may request one from the Vice President for a deceased member so it may be presented to his widow/partner or family member if appropriate.

There is a State HLM and a Branch HLM. Each is entitled to a framed certificate, an "HLM Gold Lapel Pin", and HLM badge: The State Certificates Chairman will prepare the HLM certificate and mail it to the person designated to receive it along with the HLM Gold Lapel Pin and an order form for the HLM badge.

**State HLM**- the State Honorees Committee shall review nomination letters and recommend candidates to the State Board. A State Board member also may recommend a candidate to the

Committee using a formal letter of nomination. See Policy 33 HLM Procedures for details.

A State HLM shall be awarded to each State President at the completion of his term.

## State HLM Procedure

**Approval Process-** A State HLM shall be awarded to each State President at the completion of his term.

For other State HLM awards, the State Honorees Committee shall review formal letters of nomination submitted by State Board members or others at the State level. These letters of nomination shall note the specific contributions relative to the requirements stated in Policy 33 and why this award is merited.

The facts related in the nomination letter describing the member's contribution should only concern SIR, Inc. State achievements.

Non-SIR activities and achievements are immaterial and will not be considered in determining the worthiness of an application.

Note: The formal letter of nomination is very important as it provides the presenting officer a clear summary of the nominee's contributions that will be used in the presentation of the award.

The State Board shall approve the awarding of a State HLM with a two-thirds affirmative vote.

Upon approval by the SIR, Inc. State President the State HLM Certificates Chairman shall prepare the appropriate HLM certificate and formal letter of announcement.

When completed this will be mailed along with an HLM Gold Lapel Pin and Form 23, HLM Badge Order Form, to the person designated to present the award. After the date of the presentation the HLM Certificates Chairman will notify the State Database Chairman to update the Branch and State HLM records.

**Award Presentation-** The conferring of all State HLMs is reserved to the State Board.



## The Distinguished Service Award Silver Lapel Pin

**Distinguished Service Award (DSA)** This “Silver Lapel Pin” award is the 2<sup>nd</sup> highest award in SIR, Inc. to recognize exceptional/extraordinary service at the Branch and/or State levels. This award is to provide a level of recognition for their members that have not earned that which an HLM award requires but have been highly contributing to the success of the Branch and have:

- e. been a member for a period of 3 years or more.
- f. clearly earned it through exceptional and extraordinary service.
- g. steps forward whenever the need arises.
- h. would be recognized by his peers to have earned it

The DSA is not to be treated lightly or awarded merely based on good fellowship.

**State DSA Award-** This “DSA Silver Lapel Pin” award is initiated with a State DSA Application Form 45A by a member of the State Board, an Area Representative, or a State Committee Chairman; reviewed by the State Honorees Committee and recommended to the State Board. Approval by the State Board requires a majority vote of the State Board members. See Policy 33’s Procedure for details.

### *Procedure for State DSA Awards*

#### **State DSA Procedure**

**Approval Process** - A DSA shall be awarded to each Area Representative, State Secretary, State Treasurer, Chief Information Officer, and Committee Chairman by the SIR, Inc. President or his designated representative for their continuing leadership and contributions to SIR, Inc. at the State level.

The DSAs awarded are to recognize the significant and continuing leadership contributions the members in these positions carry forward each day. Annual Certificates of Appreciation for these and other related positions have been discontinued.

There is no limit to the number of DSAs that can be awarded at the State Level

The DSA award for all others at the State level may be initiated, with a State DSA Application Form 45A noting the specific contributions relative to the requirements stated in Policy 33, by a member of the State Board, an Area Representative, or a committee Chairman, reviewed by the State Honorees Committee and recommended to the State Board. Approval requires a majority vote of the State Board members.

Note: The specific contributions relative to the requirements are very important as it provides the presenting officer a clear summary of the nominee’s contributions that will be used in the presentation of the award.

The facts related in the application should only concern the SIR, Inc. State achievements. Non-SIR activities and achievements are immaterial and will not be considered in determining the worthiness of an application.

## Policy 34. DEVELOPING AND MONITORING THE STATE BUDGET

The following Procedure for Policy 34 shall be followed:

### How to Develop and Monitor the State Budget

- a. On or before December 15th the State Budget Oversight Committee shall submit an annual budget to the President Elect.
- b. The budget shall be based upon prior years' records, proposed goals and objectives for the new year, input from incoming Office Holders and Committee Chairmen, and the proposed amount of the annual Branch assessment for the ensuing calendar year. **The branch assessment is to be based each year on the number of members in each branch on October 31 each year.**
- c. The President shall submit this annual budget and the amount of the proposed annual Branch assessment to the Board of Directors for approval at the January meeting.
- d. Following approval of the budget by the Board of Directors, the Budget Oversight Committee shall monitor expenses and revenues throughout the year to ensure that expenditures and revenues are within budgeted amounts. If they are not, the Committee shall recommend measures to keep within the current budget limitations or other appropriate adjustments.
- e. The Board of Directors may revise the annual budget and the amount of the branch assessment as needed throughout the year.

## Policy 35. MANAGING FUNDS OF STATE

State-related expenses incurred by Area Representatives, State Chairman, etc. are reimbursable. Claims for these expenses shall be submitted using Form 15 and shall be filed for reimbursement within 30 days of incurring the expense. Expenses incurred toward the end of the year-end closing of State financial records shall be submitted and by December 15, if possible, to support year-end financial reporting.

Expenses for continuing group activities in which all members do not participate such as bowling, golf, bridge, and the like, shall be borne totally by those participating.

The President or his delegated representative shall review and approve all State expenses.

No SIR, Inc. member shall approve his own expenses.

See Procedure 35- How to Manage Funds in State Committees prescribes standard financial

and banking procedures including reimbursement procedures for SIR, Inc. officers visiting Branches, as well as insurance add-on procedures for foreign travel.

**Procedure for Policy 35 - HOW TO MANAGE FUNDS IN STATE COMMITTEES**

Standard financial and banking procedures for State Committees that receive and disburse funds pertaining to their activities include:

- j. A Committee Treasurer shall be appointed by the Committee Chairman
- k. The Committee Treasurer or his designated representative shall receive and disburse funds.
- l. The establishment of bank accounts for State Committees shall receive prior approval from the State Treasurer.
- m. The Committee Treasurer shall deposit and/or distribute such funds through an insured depository approved by the State Treasurer in an account bearing the title "SIR, Incorporated, 'Committee name' " with the SIR, Inc. State Treasury federal identification number.
- n. There shall be three authorized signatories on the account—the Committee Chairman, Secretary, and Treasurer. All checks or withdrawals from the account for \$500 or more shall be approved in writing (email okay) in advance by two of the three authorized signers.
- o. No member shall use his personal bank account to collect and disburse funds for State or State Committee expenses.
- p. 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.
- q. 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.
- r. Branch Committee members will send their approved expense vouchers to the Branch Treasurer as applicable for payment by the approving authority. State Committee members will send their expense vouchers to their Chairmen for approval who will then send them to the Vice President who forwards them to the State Treasurer for payment.

## PROCEDURE FOR PROCESSING STATE EXPENSES

Note: State related expenses incurred by Area Representatives, State Directors, State Chairman, etc., must be filed on Form 15. File expense claims within 30 days of the date it was incurred and by December 15, if possible, to support year-end financial reporting.

Note: Unsigned expense vouchers will not be accepted for payment.

- a. Mileage, Bridge & road tolls and authorized Branch luncheons do not require receipts. Receipts are required for all other expenses as noted below.

Note: When a Branch invites an Area Representative (AR) or any other SIR, Inc. Officer to a luncheon or other SIR, inc. function the branch is responsible to pay; this includes the spouse or significant other if they were invited. An Authorized Branch Luncheon is when an AR or any other SIR, inc. Officer invites himself to a Branch luncheon or other SIR, Inc. Branch function for official business he will pay if the Branch does not provide the meal and SIR, Inc. State will reimburse the SIR, inc. Officer. The SIR, inc. Officer will pay for his spouse or significant other, not the State.

- b. Allowable expenses include:

1. Mileage: Personal motor vehicle usage at the reimbursable rate shown on Form 15, Expense Claim Voucher.
2. Lodging: For trips exceeding 2 1/2 hours driving time each way and a meeting duration of 5 hours or early morning meetings requiring night driving: When an overnight stay is necessary check Hotels.Com for the price of the least expensive local, 3 star rated, single occupancy hotel or motel around your destination. It's likely to be a Motel 6 or a La Quinta Inn. This sets the base rate (room rate plus taxes & fees) for charges that are reimbursable.

Note: Sir, Inc. members can stay anywhere they want, however, only charges up to the base rate will be eligible for reimbursement without an acceptable explanation.

3. Meals: Guidelines for all meals are Breakfast \$15, Lunch \$20 and Dinner \$25 with receipts for actual cost including gratuity (alcoholic beverages are not reimbursable). Vice President approval is required if these amounts are exceeded.

4. Postage: Mailing and other delivery charges.

5. Supplies: Such as printer paper, ink cartridges envelopes, blank labels, etc.

6. Meetings: Coffee, soda, light refreshments, pastries are recommended. Meals beyond light refreshments are to be paid for by attendees. Meeting room rental fees when a free meeting room is not available require prior approval from the Vice President and a receipt from the establishment.

- c. Non-reimbursable expenses also include the following:

1. Attendance at own Branch meetings or other functions.
2. Meals for spouses.
3. Set-up or printing of personalized stationery.
4. Computer hardware, software or supplies unless pre-authorized by the State President or his designee.
5. Expenses of committee members must be approved by the Committee Chairman either by signature on the expense report, or by electronic approval such as email.
6. State expenses of Area Representatives shall be approved by the Vice President by signature on the expense report, or by electronic means such as email.

## Policy 36. AMENDING POLICIES, PROCEDURES AND POSITION DESCRIPTIONS

The following Procedure: How to Amend Policies and Procedures shall be followed when amending Policies and Procedures.

### Procedure for Policy 36:

#### *How to Amend Policies, Procedures, and Position Descriptions*

- a. Any proposal involving SIR, Inc. Policies and Procedures (P&P) shall be submitted to the State P&P Chairman with a copy to the President. The following may submit such a proposal: the State Board, a State Officer, a State Committee Chairman, any member of the P&P or Branch Executive Committee.

The P & P committee shall be given at least 30 days to research the proposal and present its recommendation to the next State Board meeting.

- b. The P&P committee shall review the proposal and shall contact the referrer if there is a recommended change, alternate proposal, or rejection - to provide the opportunity for agreement with the referrer on a final proposal. However, a proposal shall not change unless agreed to by the referrer(s). If such disagreement exists, the P&P may comment on their position in the agenda addendum that presents the proposal to the State Board.
- c. The P&P Chairman shall then submit the proposal through the President to the State Board with its recommendations.
  1. Such submittal shall be in the form of an addendum to the agenda of the next State Board meeting.
  2. A policy and procedure proposal for clarification purposes without changing the item's intent, to standardize the format or to correct word processing may be approved and published at the discretion of the P&P Chairman.

- d. The State Board approves or disapproves the policy or procedure by a simple majority vote.
- e. If the State Executive Committee by majority vote determines that the best interests of the Corporation require an immediate change in the policies and procedures, it may adopt a temporary change which will become effective upon notification of those affected by the change and remain in effect only until the next regular or special meeting of the State Board. (See Bylaw 221).
- f. While in effect, temporary changes in the policies and procedures adopted by the State Executive Committee shall have the same force and effect as if adopted by the State Board. (See Bylaw 222).

## Position Descriptions

- a. A proposal involving Position Descriptions of State and Branch Officers shall be submitted by a State Officer or P&P committee member to the State P&P Chairman.
- b. If the P&P Chairman determines that a revision is considered minor or is to clarify, standardize format, or correct word processing, it may be approved and published at his discretion. Otherwise, the P&P members shall review the revision; the Chairman then shall submit a recommendation for the agenda through the President to the State Board for approval.

## Policy 37. AMENDING BYLAWS

The following Procedure: How to Amend Bylaws shall be followed when initiating or amending Bylaws.

### Procedure for Policy 37:

#### *How to Amend Bylaws*

- a. Any proposal involving the State or Branch Bylaws shall be submitted to the State Policies and Procedures (P&P) Committee with a copy to the President by the State Board, a State Officer, a State Committee Chairman, any member of the P&P, or a Branch Executive Committee at least 45 days prior to the next State Board meeting.

The P&P Committee and other reviewers of a proposal shall contact the referrer if there is a recommended change, alternate proposal, or rejection - to provide the opportunity for agreement with the referrer on a final proposal. However, a proposal shall not change

unless agreed to by the referrer(s). If such disagreement exists, the P&P may comment on their position in the agenda addendum that presents the proposal to the State Board.

- b. The P&P Committee shall then submit the proposal through the President to the State Board with its recommendations. Such submittal shall be in the form of an addendum to the agenda of the next State Board meeting.
- c. If the State Board by majority vote finds the proposed amendment to be in the best interest of the Corporation, the State Secretary shall cause such amendment to be circulated to each voting member and chartered Branch, not less than 30 days before the Annual Meeting, a copy of the proposed amendment and notice of voting thereon at the Annual Meeting.
- d. In the event that the State Board rejects the proposed amendment, and the President disagrees, the State Secretary shall cause such amendment to be circulated as above, but with the President's comments and the State Board's comments preceding. (See Bylaws 56, 57, 58, 290)
- e. An exception is made for a bylaw addition/amendment proposal that is submitted collectively by seven or more branch BEC's at least 60 days prior to the Annual Meeting. The proposal shall pass through the State Board with its recommendations (and the President's if different) to become an agenda item for the Annual Meeting.
- f. These Bylaws may be amended by the affirmative vote of two-thirds of those present and entitled to vote at the Annual Meeting. (See Bylaw 59).

## Policy 38 - THE STATE BOARD

The State Board (also called the Board of Directors of the Corporation) shall consist of the President, Vice President, 2<sup>nd</sup> Vice President, Chief Information Officer, State Secretary, State Treasurer, State Directors and three Area State Representatives.

The President shall preside at all meetings of the State Board. If the President is unable, or refuses to act, the Vice President shall act in his behalf. (See Bylaws 180 and 181)

Only members of the State Board shall be entitled to vote on matters to be determined by the State Board. In the case of an Area State Representative who cannot attend a scheduled Regular or Special Board Meeting, he cannot provide a proxy to represent him. This is not permissible under California Non-Profit provisions. (See Bylaw 142)

The State Board shall have and exercise the powers set forth below, in a manner consistent with the corporate Articles of Incorporation and the General Non-Profit Public Benefit Corporation Law of California. (See Bylaw 200)

- a. Adoption of Policies and Procedures – The State Board may adopt Policies and

Procedures, consistent with the Corporate Articles of Incorporation and the Corporate Bylaws, as it deems necessary or desirable to further the purposes of SIR, Inc. (See Bylaw 201)

- b. Corporate Seal – The State Board may adopt, make and use a corporate seal and alter the form of the seal. (See Bylaw 202)
- c. Contracts/Agreements – The State Board or the State Executive Committee if the State Board is unable to meet in a timely basis may authorize any State Officer to execute any contract or other instrument in the name of the Corporation. Such authority may be general or confined to specific instances. Unless so authorized by the State Board or the State Executive Committee as specified above, no officer, employee or member shall have authority to bind the Corporation by any contract or agreement or pledge its credit to render it liable for any purpose or of any amount.
- d. Payments Authorization – All checks, drafts, and other orders for payment of money, notes or other evidence of indebtedness, issued in the name of, or payable to the Corporation, shall be signed or endorsed by such person or persons and in such manner as from time to time, shall be determined by a resolution of the State Board.
- e. Branch Charters- The State Board may grant and issue charters to Branches established under the authority of this corporation and may institute proceedings to revoke or suspend said charters. The authority to grant and issue charters may be delegated to the President. (See Bylaw 203)
- f. Outside Groups- The State Board may cooperate with groups outside the geographical boundaries of the Corporation by aiding and advice as to the steps to be taken in organizing branches and in establishing requirements for acceptance for membership of individual applicants, in the formation of corporations like SIR, Incorporated. No legal responsibility or financial obligation on the general funds of the treasury of this corporation shall result from providing such assistance and advice. (See Bylaw 204)
- g. Quorum Call – A quorum for State Board meetings shall consist of a majority of all Board members. (See Bylaw 187.1)
- h. Regular Meetings – The regular meetings of the State Board shall be called by the President, and generally they will be held in January, April, June and November at the time and place designated by the President. (See Bylaw 188) Each member of the State Board and such other individuals as may be designated by the President shall be mailed or emailed notification and the agenda by the State Secretary not less than 10 days before the date of the meeting. (See Bylaw 190)
- i. Special Meetings – 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 in the form of a signed petition from the State Board stating the purpose of the meeting and specifically approved by a majority of the State Board. (See Bylaws 189 and 191)
  - 1. Such petition may be in the form of emails from State Board members with each email clearly showing the purpose of the meeting and the member's approval or disapproval of holding a special meeting.
  - 2. The State Secretary shall summarize the results of these emails showing the purpose of the meeting and listing the names and how they voted for all State Board Members responding.
  - 3. Such summary with emails attached or a signed petition shall become a permanent part of the minutes of said special meeting.

4. Written notice of a special meeting of the State Board whether on the call of the President or by petition or summary 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.
- j. Bylaws Security/Access – The State Board shall keep in its principal office, or such other place as it may prescribe, the original or copy of the Bylaws as amended to date, certified by the Secretary, which shall be open to inspection by the members at all reasonable times during office hours.
- k. Regular and special meetings of the State Board may be held remotely and are not required to be held at a physical location with attendees physically being present. The meetings may be held individually by means of teleconferencing or utilizing other forms of electronic participation. If a remote meeting is being held See Policy 45 for the requirements involving meetings held electronically.

## Policy 39. STATE EXECUTIVE COMMITTEE

There shall be a State Executive Committee composed of the President as Chairman, the Vice President, 2<sup>nd</sup> Vice President, the State Secretary, the State Treasurer and the Chief Information Officer with voting privileges and the State Advisor as an Ex Officio member without voting privileges. The Committee shall meet at the call of the President concerning matters requiring his attention. (See Bylaw 220).

The President, upon recommendation of the State Executive Committee, is authorized to consummate any matter which is not required to be acted upon by the State Board.

If the State Executive Committee determines that the best interests of the Corporation require an immediate change in the Policies and/or Procedures, it may adopt a temporary change in the P&P which will become effective upon notification of those affected and remain in effect only until the next regular or special meeting of the State Board. (See Bylaw 221). In addition, a temporary change in Branch and Corporate Bylaws may be adopted and remain in effect until approved at the next Annual Meeting. (See Bylaw 221.1)

While in effect, temporary changes in the Policies, Procedures and Bylaws and Required sections of SIR, Inc. Position Descriptions adopted by the State Executive Committee shall have the same force and effect as if adopted by the State Board. (See Bylaw 222) (See Bylaw 222.1)

The State Executive Committee shall report to the State Board through the President concerning matters of consequence considered by the Committee and the disposition thereof; provided, that nothing contained in this section shall be construed as limiting the duties and responsibilities of any Committee. (See Bylaw 223)

## Policy 40. STATE COMMITTEES

Standing Committees are permanent Committees established by the State Board. Special

Committees are temporary, created by the President to make special studies as prescribed in Bylaw 265.

a. The following are the established Standing Committees.

1. State Golf Committee
2. State Bowling Committee
3. State Recreational Vehicle (RV) Committee
4. Information Systems Committee (INFOSYS)
5. Growth and Membership Committee
6. State Travel Committee
7. Policy and Procedures Committee
8. State Audit Committee
9. State Nominating Committee
10. State Insurance Committee
11. State Budget Oversight Committee
12. State Training & Development Committee
13. State Bocce Committee
14. State Sporting Events Committee

b. Standing Committee appointment and organization procedures shall be found under Procedure for Policy 40 below.

c. Special committees may be created, and members may be appointed by the President (a) to make special studies and report its recommendations to him concerning such matters as he deems necessary or desirable in the interests of the Corporation, and (b) to make special studies and reports to the Board, and to process administrative details and records. (See Bylaw 265)

d. Chairman of a Standing Committee-Removal from office: The President shall have authority to remove the Chairman from office for cause, with the approval of the Board of Directors. A Chairman so removed shall have fifteen (15) days to make contact, in writing or person, with the State Board, seeking an opportunity to appeal the decision. (See Bylaw 227)

e. 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 Bylaw 265.

### *Procedure for Policy 40:*

#### **How to Appoint and Organize Standing Committees**

a. Activity Standing Committees like: SIRARC, Golf, Bowling, RV, State Sporting Events and Bocce etc.:

1. The President-Elect shall appoint each Activity Standing Committee Chairman, by September 30 if possible. The Chairman shall compose his Committee with an appropriate number of members, organized in a manner he deems appropriate. The Vice President shall serve as ex officio without the right to vote.
2. The Activity Standing Committee Chairman shall: Develop and maintain effective relationships and communications with appropriate leaders at the Region, Area, and Branch level, lead the activity in a manner that is efficient, fiscally sound and optimizes the opportunity of members to participate and enhances recruitment of new members by developing and supporting guest recruiting programs through its activities
3. The Activity Standing Committee Chairman shall not serve for more than three consecutive years, excluding any partial year immediately preceding the first such year. He shall continue to serve until his successor is installed. Exceptions may be approved by the President.
4. The State Board shall authorize each Activity Standing Committee to sponsor State events. The Chairman, upon approval of a majority of its members for an event, shall request approval from the State Board. Each event shall be specifically authorized for that single identified event. If the event includes a travel package, follow Policy B - 7 – Travel & Short Bus Trips.
5. All funds received by the Activity Standing Committee or its representative(s), in connection with an activity, shall be processed in accordance with Policy 35 - Managing Funds of State.
6. Duties and responsibilities of Activity Standing Committee Chairmen shall be found under the appropriate Committee Chairman job descriptions.
7. An Activity Standing Committee may have a separate Manual (currently State Golf Manual and SIR Bowling Manual) or Handbook (currently Handbook for SIR Branch Travel Chairmen) that details the processes and procedures the Committee has approved for the operation of its activities at the State and/or Branch levels. In cases where there is a conflict between A Standing Committee's Activity Manual and State Policy, Procedures or Bylaws, the State version shall rule.

b.. Administrative Standing Committees like INFOSYS, Growth & Membership, Travel, Audit, Nominating, Insurance, Budget Oversight, Training & Development etc.:

1. The President-Elect shall appoint each Administrative Standing Committee Chairman and any other Presidential appointments, by September 30 if possible. The Chairman shall compose his Committee with an appropriate number of members, organized in a manner he deems appropriate. The Vice President shall serve as ex officio without the right to vote.

2. The Administrative Standing Committee Chairman shall develop and maintain effective relationships and communications with appropriate leaders at the Region, Area, and Branch level and lead the activity in a manner that is efficient, fiscally sound and optimizes the opportunity of members to participate.
3. The Administrative Standing Committees shall have these additional requirements:
  - (a) Policies and Procedures Committee (P&P)- It shall have at least three members, comprised of past or present Area Representative and/or State Officers. Also, at least one member shall be a past or present Big Sir.
  - (b) Audit Committee - The President-elect shall appoint all three members of this Committee, none of whom shall be the holder of an elective office, nor shall more than one member be from the same branch.
  - (c) Insurance Committee - The President-elect shall appoint all three members.
  - (d) Nominating Committee - The President-elect shall appoint all five members the most recent Past President, or if unable to serve, the most recent Past President available; one other Past President, and three members who shall be past or present Area Representative.
  - (e) Travel Committee- No State Officer shall serve on the Travel Committee.
  - (f) Budget Oversight Committee- It shall be composed of five members: the Vice President as Chairman, State Treasurer, and the Insurance Committee Chairman. With one Area State Representative and one Member-at-Large appointed by the President.
4. The Administrative Standing Committee Chairman shall not serve for more than three consecutive years, excluding any partial year immediately preceding the first such year. He shall continue to serve until his successor is installed. Exceptions may be approved by the President.
5. All funds received by the Committee or its representative, in connection with an activity, shall be processed in accordance with Policy 35 – Managing Funds of State.
6. Duties and responsibilities of these Administrative Standing Committees shall be found under the appropriate Committee Chairman job descriptions.

## Policy 41. STATE OFFICER ELECTIONS

- a.** The election of State Officers or filling vacancies in State Officer positions (President, Vice President, 2<sup>nd</sup> Vice President, State Secretary, State Treasurer, State Directors, Area and Area State Representatives and Chief Information Officer) shall follow the procedures specified in this Policy.
- b.** A regularly elected State officer shall serve for one calendar year and be restricted to three consecutive terms (excluding any partial year immediately preceding the first such year) until his successor is elected and installed. (See Bylaw 148).

c. A State Officer shall not serve concurrently as a Branch Officer or in any other elected State office except when serving in an Interim Management position. Upon application, the President may make an exception to this Policy. (See Bylaw 144).

d. The responsibility to ensure all State Board, State Committee and Branch Big Sir positions are filled is as follows:

- The President - to ensure all State Board and State Committee positions are filled.
- **The Vice President to ensure all Area Representative positions are filled.**
- The Area State Representative may assist Branches in filling Big Sir Positions.
- A Big Sir - to ensure all BEC and Branch Committee Chairmen positions are filled. (See Bylaw 25 that specifies the minimum size allowed under California Non-Profit law).
- A State Committee Chairman - to ensure all his committee positions are filled.

### Procedure for Policy 41:

A. How to Elect State Officers (President, Vice President, 2<sup>nd</sup> Vice President, State Secretary, State Treasurer, Directors (Branch Support, Activities, Marketing & Communications, Documents), Area State Representatives (3) and Chief Information Officer)).

1. Candidate Qualifications- A candidate for President or Vice President shall be a past or present State Board Member, Area Representative, or a Big Sir. A candidate for any other position needs only to be a member of SIR, Inc.
2. All candidates must be qualified and willing to serve if appointed, nominated and/or elected.
3. These thirteen State Officers shall be elected by eligible voters (called Members of the Corporation) at the Annual Meeting. See Bylaw 143.
  - a. By May 15- A candidate for any of these offices shall complete Form 43 (Declaration of Candidacy for State Elected Office) by following its instructions and submit it to the Chairman of the State Nominating Committee.
  - b. By June 1- The State Nominating Committee shall vet each candidate by reviewing the Form 43 submittal with their resumes submitted and by holding candidate interviews as appropriate. The State Nominating Committee shall recruit candidates if there are none nominated for a vacant position.
  - c. If, after the completion of the above selection process, a qualified candidate was not identified by the committee the President, after consultation with the Vice President, other State Board members and the State Nominating Committee Chairman, shall appoint a past member of the State Board or another qualified member to be the candidate(s) for the position(s).

- d. The Committee shall then submit a list of all nominees for each position to the President and indicate its recommendations for each office if it has a recommendation.
- e. The President shall then review the list of recommended candidates for each office with the State Board which shall require a majority vote prior to placing their names on the ballot.
- f. For the voting process, see Bylaw 143 – Annual Meetings.

## B. How to Fill a vacancy in the Position of President.

A vacancy in the office of the President shall be filled by the Vice President (Bylaw 150)

## C. How to Fill a vacancy in the position of Vice President, 2nd Vice President, Secretary, Treasurer or Chief Administrative Officer.

- 1. In the event that there is no successor identified by the Chairman of the State Nominating Committee the State Board shall appoint, by a majority vote, a qualified candidate to serve the unexpired term of the position until a successor is elected at the next Annual Meeting (See Bylaw 150).

## D. How to Fill a Vacancy in a State Director Position.

- 1. In the temporary absence of a State Director, the current State Director may appoint a present or past State Director with the approval of the State Board. to serve during his absence. (See Bylaw 151).
- 2. In the event the current State Director is unable to make this appointment, the State Board shall appoint a qualified past or present State Director or other qualified candidate to serve the unexpired term of the position until a successor is elected at the next Annual Meeting. (See Bylaw 152)

## E. How to Fill a Vacancy in an Area State Representative (ASR) position.

- 1. In the temporary absence of an Area State Representative the current Area State Representative may appoint a present or past Area State Representative with the approval of the other current ARs to serve during his absence. (See Bylaw 153)
- 2. In the event the current Area State Representative is unable to make this appointment the position shall be filled by the State Vice President with the approval of the State Board to serve the unexpired term of the position until a successor is elected at the next Annual Meeting. (See Bylaw 154)

3. A candidate for AR must be willing to serve and must be or have been a member of a (BEC) for at least two years at the time he assumes the office. A past or present Big Sir has the preferred qualifications. The Vice President may waive the qualifications at his discretion. The AR candidate may be from a branch outside the assigned Area.
4. An AR shall not serve concurrently as a Branch Officer, or as any other elected State office. (See Bylaw 145) An exception may be granted by the Vice President.
5. **Deleted.**
6. **Deleted.**

## F. How to Fill a Vacancy in an Area Representative (AR) Position

1. In the temporary absence of an Area Representative, the Area Representative may appoint a present or past Big Sir of his Area to serve during his absence. The appointee shall have all the powers of Area Representative. (See Bylaw 155).
2. In the event the Area Representative is unable to make this appointment the position shall be filled by a majority vote by the Big and Little Sirs of the Area at a meeting called by Vice President to serve the duration of the unexpired term. The Area State Representative shall have no vote except to break a tie. (See Bylaw 156)

## G. How to Elect an Area State Representative (ASR) for the Ensuring Year

1. A candidate for Area State Representative (ASR) must be willing to serve and must be a current Area Representative for at least one year at the time he assumes the office.

The Vice President may waive the qualifications at his discretion. The ASR candidate may be from a branch outside the assigned Area.

A candidate should start a campaign with the current Area Representatives to solicit at least one nomination no later than March and if obtained declare his candidacy for State Elected Office using Form 43 which must be submitted by May 15th with the name of his sponsor.

2. An ASR shall not serve concurrently as a Branch Officer, or as any other elected State office. (See Bylaw 145) An exception may be granted by the President.
3. If a current Area State Representative wishes to be re-elected as an Area State Representative for the ensuing year, he need only declare his candidacy for State Elected Office using Form 43 and insert 'Incumbent' on the line that says: Nominated by current AR' and submit the form by April 15th to the State Nomination Chairman.

4. The nominees for the position of Area State Representative shall be placed on the ballot for Election at the Annual Meeting. If more than three (3) candidates are nominated the three with the most votes will be elected.

## H. INSTALLATION PROCEDURES (ALL STATE AND BRANCH OFFICERS).

The Installing Officer shall instruct the elected or appointed Officer(s) to stand before him. He shall then ask the following:

"Do you accept the office to which you have been chosen, and do you assume the responsibility to perform faithfully the duties of your office and to be bound by the Corporate Bylaws, Policies, Required Procedures and Branch Regulations of SIR, Incorporated?" (See Bylaw 30)

After receiving an affirmative response, the Installing Officer shall announce:  
"I hereby declare you installed to serve during the ensuing calendar year and until an elected or appointed successor has been installed. Congratulations."

## Policy 42. ANNUAL MEETINGS

All State officers, State Directors, and Area State Representatives (except Area Representatives) shall be elected at the Annual Meeting of the Corporation (See Bylaw 143).

The Annual Meeting shall have the Members of the Corporation, in attendance if a physical meeting or participating if an electronic meeting, each of whom shall have one vote; provided, that in the case of a Big Sir who cannot attend the meeting, the Little Sir shall be entitled to vote in his absence. Lacking the Big Sir and Little Sir in attendance, one other Branch Officer from the same Branch in attendance shall be entitled to vote.

### Procedure for Policy 42:

- a. There shall be an Annual Meeting, at a date, time and place, if not being held by electronic means set by the State Board for the purpose of electing corporate officers and acting upon proposed changes in the Branch and Corporate Bylaws.

If a remote meeting is being held See Policy 45 for the requirements involving meetings held electronically.

- b. The meeting agenda; notice of nominees and Bylaw amendments; and other business as specified in the agenda shall be circulated to all Branches not less than 30 days prior to the meeting. (See Bylaw 184) The Annual Meeting date, time, and place, if not being held by electronic means, for the following year shall be finalized not later than the November meeting of the State Board. (See Bylaw 184)

c. Prior to the Annual Meeting:

1. The President shall appoint a committee of three to serve as tellers if more than one candidate is nominated for any office. A committee member shall be a State Director, Area State Representative, or a Big Sir.
2. By June 1 the State Nominating Committee shall submit a list of all the qualified nominees for each position to the President. (See Policy 41 - State Officer Elections.)
3. At least 45 days prior to the Annual Meeting, the President shall cause a ballot to be created with the names of the nominees submitted by the Nominating Committee, as well as write-in space for any names of nominees from the floor. The ballot also shall include the Committee's recommendation (if any) for each of the positions
4. If the Annual Meeting is to be held at a physical location: At least 30 days prior to the Annual Meeting the State Secretary shall notify those entitled to vote (the Members of the Corporation) the date, time, and place of the Annual Meeting. The notice shall list each candidate's name, Branch number, qualifying data, and a brief resume (250 words or less) from each candidate.
5. If the Annual Meeting is to be held electronically: At least 30 days prior to the Annual Meeting the State Secretary shall notify those entitled to vote (the Members of the Corporation) that the meeting will be held individually by means of teleconferencing or utilizing another form of electronic participation. The notice shall list each candidate's name, Branch number, qualifying data, and a brief resume (250 words or less) from each candidate.
  - a. Write-in candidates must submit Form 43, Declaration of Candidacy for Elected State Office, 45 days prior to the Annual Meeting, to ensure they meet the qualifications of the office they are seeking and be prepared to present their qualifications at the Annual Meeting which may necessitate a delay in the election process for that office.

d A quorum for Annual Meetings shall consist of a minimum of 40% of all Members of the Corporation. (See Bylaw 182)

Once a quorum is established it shall remain in effect for the duration of the meeting.

e The President shall, when present, preside at the Annual Meeting. In the absence of the President, the Vice President shall preside. If the President is unable, or refuses to act, the Vice President shall act in his behalf. (See Bylaws 180 and 181)

f For the Officer election if the meeting is held at a physical location, in lieu of roll call, each qualified voter, at the time of registration, shall receive a ballot. This ballot shall contain:

1. Names of the candidates for State Offices.

2. Write-in space is provided for the names of eligible candidates nominated from the floor who are qualified and are willing to serve if elected. Write-in candidates must be fully vetted by the State Nomination Committee to ensure they meet the qualifications of the office they are seeking and/or be prepared to present their qualifications at the Annual Meeting which may necessitate a delay in the election process for that office.

- g All State chairmen and appointees, although not eligible to vote, should register in lieu of roll call at the Annual Meeting.
- h In the case of a physical meeting there shall be no display of campaign materials of any kind in or around the premises of the Annual Meeting place.
- i In the case of an electronic meeting there shall be no electronic distribution of campaign materials of any kind after 12:01am on the day of the meeting.
- j Voting:
  - 1 All Members of the Corporation shall be entitled to vote at the Annual Meeting in the election of the President, Vice President, 2<sup>nd</sup> Vice President, Chief Information Officer, State Secretary, State Treasurer, and on amendments to the Corporate and Branch Bylaws. (See Bylaws 131, 185)
  2. In the case of a Big Sir who cannot attend a physical meeting, the Little Sir shall be entitled to vote in his absence. Lacking the Big Sir and Little Sir in attendance, one other Branch Officer from the same Branch in attendance shall be entitled to vote. (See Bylaw 185)
  3. Voting for Officers shall be by secret ballot only if a meeting is held where invitees are physically present and provided that for any office for which there is but one nominee, voting may be by voice or by show of hands.
  4. For two or more nominees for an office, the candidate receiving the largest number of votes (a plurality) shall be elected. (See Bylaw 187).
  5. The Minutes of the Annual Meeting may be approved at the next meeting of the State Board. (See Bylaw 186)

## Policy 43. REMOVAL FROM STATE OFFICE

Any State (Corporate) Officer may be removed from office upon the finding that he has breached or refused to conform to any Policy, Required-Procedure, Bylaw or Presidential directive. (See Bylaws 160 to 168)

## Procedure for Policy 43: How to Remove a State Officer:

- a. This section applies to the removal of a State Officer other than an Area Representative
- b. Notice of a meeting to consider the suspension or termination of membership of a State officer shall:
  1. Give the reasons for the action being taken.
  2. Notify the officer of his right to be heard, either by appearance or in writing, at least five days before the hearing.
  3. Specify the date, time, and place of the meeting.
  4. Be delivered either personally or by first class mail – return receipt requested, sent to the last known address of the member shown on the Branch or State Board records. (See Bylaws 160-162 and 165-168)

Old Paragraph b and c deleted.

## Policy 44. SIR, Inc. WEBSITES

SIR, Inc. Websites are an integral SIR, Inc. resource; the SIR, Inc. Website effort is led by the Information Systems Committee whose members are appointed by the Chief Information Officer. This policy refers to any website on the Internet that uses the name SIR, SIR, Inc. and/or the SIR logo.

SIR, Inc. websites are intended to impart information concerning the organization. A new primary website, [www.wearesir.com](http://www.wearesir.com), shall contain information of a general nature which is easily available to the public including information about the SIR, Inc. organization, their activities, what they do and how to contact SIR, Inc..

A second web page can be accessed through [www.sirinc.org](http://www.sirinc.org) by clicking on Member's Information. It is intended primarily for SIR, Inc. members. It shall contain information largely of interest only to members. It is available directly or by a link from the [sirinc.org](http://sirinc.org) website. It may contain names, such as authors of documents, without the approval of the individual. It may contain names and addresses of individuals, or proprietary SIR, Inc. information which shall be password protected using a password obtained from a Branch Secretary or Branch Big Sir.

Exchanging website links with other organizations is a significant factor in improving search engine optimization and a free opportunity to publicize SIR, Inc. to a broader audience. Therefore, SIR, Inc. encourages link exchanges with selected SIR, Inc. partner organizations who in turn shall include a link to [www.wearesir.com](http://www.wearesir.com) in their websites. These partner organizations might include senior centers, health care organizations, mental health organizations and organizations serving individuals that match SIR, Inc. members' interests and

demographics. Generally, these partner organizations shall be non-profit. The President may approve certain for-profit organizations for link exchange if they meet the general criteria outlined above.

SIR, Inc. Website content shall meet the following criteria:

Any use of the copyrighted SIR, Inc. logo shall be in accordance with Policy 6 – Logo in the SIR, Inc. Manual.

No text or image in a SIR, Inc. Website shall include any profanity or immoral subject matter.

With the above exception no advertising for or other mention of any product, service, specific religious denomination, political preference, affiliation, group, or organization other than the SIR, Inc. is to be listed on any SIR, Inc. Website.

## Policy 45 ELECTRONIC MEETINGS

In the case of a State, National or other type of emergency that prevents a SIR, Inc. body (Executive or State Board, Annual, Branch, activity committee, etc) from holding a physical meeting the meeting may be held electronically.

Additionally, Executive and State Board, Annual, Branch Executive Committee and other similar meetings may be held remotely at any time if it is found that they are as conducive and effective as a physical meeting would be.

### Procedure for Policy 45

#### *Requirements for Electronic Meeting*

Equipment required for electronic meetings requires the use of a meeting services application or a Smart Phone with integrated audio and video, text and voting capabilities. Typically, each participant, using his own computer or other device, can view the current list of all participants - with an indication of which member has the floor or which members are seeking recognition by the chair - can seek recognition, submit motions, view the text of pending motions, vote and see or hear the results of a vote.

The requirements listed below mandate that anonymous voting be supported (in other words, that a participant that is properly logged in to a meeting can cast an 'electronic vote' that does not identify that vote as belonging to him). Additionally, non-anonymous votes can also be taken.

Audio transmissions can be integrated directly via the electronic meeting services application so that participants listen and speak through microphones and speakers or headsets at their computers or other devices. Alternatively, there is the ability to join in a conference call, with

access codes for the participants, that is dialed into by telephone but is also linked to the meeting service, so that participants speak and listen by telephone, but use the service (which remains aware of the identity of each caller) for all other features. If the participants have webcams for transmitting live video, a portion of the screen might show their faces, or else (perhaps depending on the total number of participants) just those of the chair and/or the person.

The organizers of the meeting must also have access to a control panel for use by the chair, the Recording Secretary, and their assistants, which enables them to perform their duties during the meeting, such as ensuring that the text of item being presented is properly displayed, assigning the floor to a member, opening and closing the polls for taking a vote, controlling the camera view, recording the meeting, etc.

**1. LOGIN INFORMATION.** The Secretary shall send by email to every member, thirty days (30) before each meeting, the time of the meeting, the URL and passwords and ID's necessary to connect to an electronic meeting service, and as an alternative and backup to the audio connection included within the service, the phone number and access code(s) the member needs to participate orally by telephone, along with a link to these requirements.

**2. LOGIN TIME.** The Secretary shall schedule an electronic meeting service availability to begin at least thirty minutes (30) before the start of each meeting.

**3. ROLL CALL.** Members shall identify themselves by signing in to the electronic services meeting application and shall maintain communication participation throughout the meeting but shall sign out if they leave before adjournment.

**4. QUORUM CALLS.** The presence of a Quorum is established by the online list or visual identification of participating members entitled to vote providing that they do not represent less than 30% plus one of the board or committee members. Once a quorum is established it shall remain in effect for the duration of the meeting.

a. Each member participating must be able to hear one another.

b. Each member participating in the meeting must be able to communicate with all of the other members concurrently,

c. Each member must be provided the means of participating in all matters before the Board, including without limitation the capacity to propose, or to interpose an objection to a specific action to be taken by the Corporation.

If these three conditions are not met, no legally binding actions can be taken.

**5. TECHNICAL REQUIREMENTS AND MALFUNCTIONS.** Each member is responsible for his audio and electronic meeting service connections; NO ACTION shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented

participation in the meeting.

6. FORCED DISCONNECTIONS. The President may direct the disconnection or muting of a member's connection if it is causing interference with the meeting. The President's decision to do so, which is not subject to appeal, shall be announced if appropriate during the meeting and recorded in the minutes.

7. MOTIONS BEING MADE. A member intending to make a motion, or offer an amendment, shall, after being recognized by the chair, voice his motion preceded by the member's name and Branch number.

8. REPEAT OF MOTIONS. The Chairman shall repeat the pending motion, and to the extent feasible, shall cause such documents related to the motion, or any other related documents that are currently before the meeting, to be displayed. This shall be followed by a call for a second and if not received the motion fails. If a second is received a call for discussion is made after which the motion is restated, and a vote taken.

9. VOTING. Votes shall be taken by the anonymous voting feature of the electronic meeting service unless a different method is ordered by the Board. When required or ordered, other permissible methods of voting are by electronic roll call, a visual showing of hands either physically or by means of the electronic meeting service using icons or by audible roll call. Business may also be conducted by unanimous consent.

In cases where the Board is voting on matters other than officer election:

- a. An E-mail vote is only valid if it is unanimous.
- b. If the vote is not unanimous a permissible method of voting by electronic means must be followed.

In cases where the Board is voting on officer election:

- a. The slate of officers is approved by acclamation or unanimously and is valid.
- b. If there is more than one candidate for any office then another permissible method of voting is required.

Clarification: There is a difference in the statements for voting: If, while using an electronic Meeting Services Application, the Board was asked to vote by E-Mail on a matter, without the benefit of discussion, then that vote would need to be unanimous to be approved. However, if the matter was discussed during the meeting and all Board members were able to see and hear each other then a majority vote would be sufficient unless otherwise provided for under current Bylaws.

It is critical that the voting process established be followed. Should a vote be held in an inappropriate manner, it will be invalid. Thus, any actions taken by the Board, or in the case of election, the newly elected officers will also be invalid. Obviously, this is a breach in fiduciary responsibility and the Board members participating in such action could potentially open themselves up to personal liability.

In the case of a Big Sir who cannot participate in an electronic meeting and vote at the Annual

Meeting, the Little Sir shall be entitled to participate and vote in his absence. Lacking the Big Sir and Little Sir participation, one other Branch Officer from the same Branch in attendance shall be entitled to vote but only if the State Secretary is notified by the Big Sir a minimum of 24 hours prior to the start of the meeting. (See Bylaw 185)

10 VIDEO DISPLAY. For meetings using video presentations, wherein the number of participants is too large for all to be displayed simultaneously, the chair, the recording Secretary, or their assistants shall cause the video presentation along with the member currently recognized to speak to be displayed simultaneously if germane.

# **SIR, INC. MANUAL**



## **Additional General Policies/Procedures and Appendices**



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# APPENDIX A

## Annual SIR Schedule of BRANCH Operations 2025

When	BIG SIR <sup>1</sup>	LITTLE SIR <sup>1</sup>	SECRETARY	TREASURER	OTHER
<b>It is important to start preparing for the following year as soon as the Big Sir and his team are elected.</b>					
Previous September	Big Sir Elect begins selecting Nominating, Audit Committee and all Branch Committee Chairmen and members - See Bylaw 25 ( <a href="#">SIR Manual</a> ) for minimum Branch Executive Committee members.				
Previous December	Big Sir Elect confirms Nominating, Audit Committee and all Branch Committee Chairmen and members prior to January 1st.				
Routine	<p>Hold regular monthly luncheon meetings as established by the Branch BEC. Ladies Day, Picnic &amp; Christmas inviting ladies may be held in lieu of regular luncheon meetings each year.</p> <p>Check calendar for future holidays that may necessitate changing regular luncheon meeting day.</p> <p>Big Sir may call special meetings of Officers or members with at least 5 days written notice.</p> <p>Confirm Luncheon Greeters are in place to Greet new members, guests and others</p>	<p>Identify guest speakers for the new Year. May establish a committee to assist.</p> <p>Identifying guest speakers may be an ongoing effort throughout year.</p> <p>Review SIR Schedule of Branch Operations monthly to ensure compliance and report any non-compliance to BEC</p>	<p>Send minutes to Area Representative (AR) by the end of the month or send memo to them when a BEC meeting is not held.</p> <p>Send notice of Branch Records transfer to Area Representative by 1/3</p> <p>Report to BEC monthly on correspondence received and upcoming submittals due</p> <p>Review State Roster on Website on a regular basis &amp; ensure it is correct for your Branch – If not, submit updated on-line Form 20 Branch Roster Form to correct <a href="#">FORM 20</a></p>	<p>Form 28 is sent to Form28 Recipient@sirinc.org and to the Area Representative (AR) by the end of each month. <a href="#">FORM 28</a></p> <p><b><u>CRITICAL</u></b></p>	<p>Bulletin Editor - Ensure Branch bulletin is sent to all Branch members, Big Sirs of Area Branches and Area Representative</p> <p>Bulletin Editor - Send articles and photos from the Branch bulletins as separate items or the entire bulletin as a text document to Sir Happenings</p>
January	<p>Confirm Nominating and Audit Committee Chairmen appointments have been made.</p> <p>Complete installation of Officers and Directors not previously installed.</p> <p>Communicate Goals and Action Plans for coming year to membership. Include in BEC minutes, Newsletter, and website.</p> <p>Secure approval of the year's Branch activities and record in BEC minutes.</p> <p><b><u>ESSENTIAL</u></b></p>	<p>Verify SIR State assessment was paid by 1/15</p> <p><b><u>CRITICAL</u></b></p> <p>Review SIR Schedule of Branch Operations monthly to ensure compliance and report any non-compliance to the BEC</p>	<p>Send BEC meeting minutes to Area Representative by the end of the month or send memo to them when a BEC meeting is not held.</p> <p>Report to BEC monthly on correspondence received and upcoming submittals due</p>	<p>Pay SIR State assessment by 1/15, basis is October member numbers.</p> <p><b><u>CRITICAL</u></b></p> <p>Form 28 is sent to Form28 Recipient@sirinc.org and to the Area Representative (AR) by the end of each month. <a href="#">FORM 28</a></p>	<p>Former Branch Officers transfer all records to the incoming Officers by January BEC meeting.</p> <p>Audit Committee Chairman completes Branch Audit of books and records of all financial transactions including branch activities like Golf, Bowling, Travel, etc. By the Branch Audit Committee. <a href="#">FORM 29</a></p> <p><b><u>ESSENTIAL</u></b></p>

<sup>1</sup> The branch may use the term "Branch President" instead of Big Sir and "Branch Vice President" instead of Little Sir.

## Annual Schedule of BRANCH Operations - continued

When	BIG SIR	LITTLE SIR	SECRETARY	TREASURER	OTHER
<b>Feb</b>	<p>File Caterer Insurance Form 63 or Form 64 No Caterer to SIR State Insurance Chairman and the Area Representative prior to the expiration of the current insurance.</p> <p><a href="#"><u>FORM 63 Submit for no caterer</u></a></p> <p><a href="#"><u>FORM 64 Submit Annually or when Caterer is used</u></a></p> <p><b><u>CRITICAL</u></b></p>	<p>Verify that Branch Audit Report - Form 29 along with the Dec Form 28 has been sent to Area Representative by 2/10.</p> <p><a href="#"><u>FORM 29</u></a></p> <p><a href="#"><u>FORM 28</u></a></p> <p><b><u>CRITICAL</u></b></p> <p>Review SIR Schedule of Branch Operations monthly to ensure compliance and report any non-compliance to BEC</p>	<p>Send BEC meeting minutes to Area Representative by the end of the month or send memo to them when a BEC meeting is not held.</p> <p>Report to BEC monthly on correspondence received and upcoming submittals due.</p> <p>Review State Roster on Website on a regular basis &amp; ensure it is correct for your Branch –</p>	<p>Send Branch Audit Report - Form 29 Along with the December Form 28 to Area Representative by 2/10.</p> <p><a href="#"><u>FORM 29</u></a></p> <p><a href="#"><u>FORM 28</u></a></p> <p><b><u>CRITICAL</u></b></p> <p>Form 28 is Sent to Form28 Recipient@sirinc.org and to the Area Representative (AR) by the end of each month.</p> <p><a href="#"><u>FORM 28</u></a></p> <p><b><u>CRITICAL</u></b></p>	
<b>March</b>	<p>Solicit proposed amendments to SIR Branch Bylaws and submit to Area Representative</p> <p><b><u>IMPORTANT</u></b></p>	<p>Review SIR Schedule of Branch Operations monthly to ensure compliance and report any non-compliance to BEC</p>	<p>Send BEC meeting minutes to Area Representative by the end of the month or send memo to them when a BEC meeting is not held.</p> <p>Provide a copy of the Branch Roster (by any media) to the Area Representative.</p> <p><b><u>ESSENTIAL</u></b></p> <p>Report to BEC monthly on correspondence received and upcoming submittals due</p>	<p>Form 28 is Sent To Form 28 Recipient@sirinc.org and to the Area Representative (AR) by the end of each month.</p> <p><a href="#"><u>FORM 28</u></a></p> <p><b><u>CRITICAL</u></b></p>	<p>Nominating Committee makes a progress report to BEC. (See May)</p>
<b>April</b>		<p>Review SIR Schedule of Branch Operations monthly to ensure compliance and report any non-compliance to BEC</p>	<p>Send BEC meeting minutes to Area Representative by the end of the month or send memo to them when a BEC meeting is not held.</p> <p>Report to BEC monthly on correspondence received and upcoming submittals due</p>	<p>Pay SIR State assessment by 4/15, basis is October member numbers.</p> <p><b><u>CRITICAL</u></b></p> <p>Form 28 is Sent to Form28 Recipient@sirinc.org and to the Area Representative (AR) by the end of each month.</p> <p><a href="#"><u>FORM 28</u></a></p> <p><b><u>CRITICAL</u></b></p>	<p>Nominating Committee makes a progress report to BEC. (See May)</p>

## Annual SIR Schedule of BRANCH Operations - continued

When	BIG SIR	LITTLE SIR	SECRETARY	TREASURER	OTHER
<b>May</b>	Receive next year's Branch Officers slate from Nominating Comm. By 5/21	Review SIR Schedule of Branch Operations monthly to ensure compliance and report any non-compliance to BEC	<p>Send BEC meeting minutes to Area Representative by the end of the month or send memo to them when a BEC meeting is not held</p> <p>Report to BEC monthly on correspondence received and upcoming submittals due</p>	<p>Form 28 is Sent to Form28 Recipient@sirinc.org and to the Area Representative (AR) by the end of each month.</p> <p><a href="#">FORM 28</a></p> <p><b><u>CRITICAL</u></b></p>	
<b>June</b>		Review SIR Schedule of Branch Operations monthly to ensure compliance and report any non-compliance to BEC	<p>Send BEC meeting minutes to Area Representative by the end of the month or send memo to them when a BEC meeting is not held.</p> <p>Report to BEC monthly on correspondence received and upcoming submittals due.</p> <p>Review Branch State Roster on Website on a regular basis &amp; ensure it is correct for your Branch <b>ROSTER</b></p>	<p>Form 28 is Sent to Form28 Recipient@sirinc.org and to the Area Representative (AR) by the end of each month.</p> <p><a href="#">FORM 28</a></p> <p><b><u>CRITICAL</u></b></p>	
<b>July</b>	<p>Submit BEC nomination for next year's Area Representative.</p> <p><b>Hold Elections for Next Year's Branch Officers and ensure Secretary submits on-line Form 20</b></p> <p><a href="#">FORM 20</a></p> <p><b><u>CRITICAL</u></b></p>	Review SIR Schedule of Branch Operations monthly to ensure compliance and report any non-compliance to BEC	<p>Send BEC meeting minutes to Area Representative by the end of the month or send memo to them when a BEC meeting is not held.</p> <p>Report to BEC monthly on correspondence received and upcoming submittals due</p> <p>Submit Form 44 indicating nomination for Area Representative to State</p> <p><a href="#">FORM 44</a></p>	<p>Pay SIR State assessment by 7/15, basis is October member numbers.</p> <p><b><u>CRITICAL</u></b></p> <p>Form 28 is Sent to Form28 Recipient@sirinc.org and to the Area Representative (AR) by the end of each month.</p> <p><a href="#">FORM 28</a></p> <p><b><u>CRITICAL</u></b></p>	<p>Bulletin Editor includes nominations for next year's Officers in the July bulletin, or by written notice to each member.</p>
<b>August</b>		Review SIR Schedule of Branch Operations monthly to ensure compliance and report any non-compliance to BEC	<p>Send BEC meeting minutes to Area Representative by the end of the month or send memo to them when a BEC meeting is not held.</p> <p>Report to BEC monthly on correspondence received and upcoming submittals due</p> <p><b>Verify On-Line Form 20 Branch Roster has been submitted</b></p> <p><a href="#">FORM 20</a></p>	<p>Form 28 is Sent to Form28 Recipient@sirinc.org and to the Area Representative (AR) by the end of each month.</p> <p><a href="#">FORM 28</a></p> <p><b><u>CRITICAL</u></b></p>	<p>Big Sir &amp; Little Sir attend Area Representative's meeting to elect next year's Area Representative by 8/31.</p>

## Annual SIR Schedule of BRANCH Operations - continued

When	BIG SIR	LITTLE SIR	SECRETARY	TREASURER	OTHER
<b>September</b>	Big Sir to ensure that Big Sir and Little Sir Elect and Secretary and Treasurer Elects or Alternates attend annual Leadership Training in September or October. Invite BEC Elects to BEC meetings.	Conduct a BEC and Luncheon Meeting in order to gain advance training in this position while still working with the current Big Sir.  Review SIR Schedule of Branch Operations monthly to ensure compliance and report any non-compliance to BEC.	Send BEC meeting minutes to Area Representative by the end of the month or send memo to them when a BEC meeting is not held.  Report to BEC monthly on correspondence received and upcoming submittals due	Form 28 is Sent to Form28 Recipient@sirinc.org and to the Area Representative (AR) by the end of each month.  <u><a href="#">FORM 28</a></u>  <u><b>CRITICAL</b></u>	
<b>October</b>	Big Sir to ensure that Big Sir & Little Sir Elect and Secretary & Treasurer Elects or alternates attend annual Leadership Training in September or October.	Review SIR Schedule of Branch Operations monthly to ensure compliance and report any non-compliance to BEC	Send BEC meeting minutes to Area Representative by the end of the month or send memo to them when a BEC meeting is not held.  Report to BEC monthly on correspondence received and upcoming submittals due  Order Past Big Sir pin - Form 23 (Optional)  <u><a href="#">FORM 23</a></u>	Pay SIR State Assessment by 10/15, basis is October member numbers.  <u><b>CRITICAL</b></u>  Form 28 is Sent to Form28 Recipient@sirinc.org and to the Area Representative (AR) by the end of each month.  <u><a href="#">FORM 28</a></u>  <u><b>CRITICAL</b></u>	
<b>November</b>	Install next year's Officers in November or December	Review SIR Schedule of Branch Operations monthly to ensure compliance and report any non-compliance to BEC	Send BEC meeting minutes to Area Representative by the end of the month or send memo to them when a BEC meeting is not held.  Report to BEC monthly on correspondence received and upcoming submittals due	Form 28 is Sent to Form28 Recipient@sirinc.org and to the Area Representative (AR) by the end of each month.  <u><a href="#">FORM 28</a></u>  <u><b>CRITICAL</b></u>	

## Annual SIR Schedule of BRANCH Operations - continued

When	BIG SIR	LITTLE SIR	SECRETARY	TREASURER	OTHER	
<b>December</b>	<p>Install next year's Officers if not installed in November.</p> <p>Big Sir-Elect to schedule a meeting with the BEC to develop Goals and Action Plans and assign responsibilities for the next year.</p> <p>Big Sir-Elect confirms Nominating and Audit Committee Appointments and completes appointment of Committee Chairmen and members</p>	<p>Assist Big Sir-Elect with Goals and Action Plans for next year</p> <p>Review SIR Schedule of Branch Operations monthly to ensure compliance and report any non-compliance to BEC</p>	<p>Send BEC meeting minutes to Area Representative by the end of the month or send memo to them when a BEC meeting is not held.</p> <p>Report to BEC monthly on correspondence received and upcoming submittals due</p> <p>On-line Form 20 Branch Roster Form is submitted with any changes that have occurred.</p> <p style="text-align: center;"><b><u>CRITICAL</u></b></p>	<p>Form 28 is Sent to Form28 Recipient@sirinc.org and to the Area Representative (AR) by the end of each month.</p> <p style="text-align: center;"><b><u>FORM 28</u></b></p> <p style="text-align: center;"><b><u>CRITICAL</u></b></p>		



## APPENDIX B

### ADDITIONAL GENERAL POLICIES AND PROCEDURES

#### Procedure B-1 NON-DISCRIMINATION PRINCIPLE

SIR, Inc. policies, procedures, bylaws, and supporting practices are built upon the principle that trust, mutual respect, and dignity are fundamental beliefs between all members of our organization. SIR, Inc. does not and shall not discriminate against any member, guest, or prospective member of our organization based on race, color, religion, national origin, marital status, sexual orientation, age, or disability. SIR, Inc. shall comply with all applicable national, state, and local statutes pertaining to nondiscrimination. In furtherance of these commitments, it has and will continue to be a fundamental policy to update and take action-oriented steps to implement our policy.

##### Procedure for Policy B-1:

###### How to Respond to Individual Complaints

The procedure for responding to individual complaints shall be as follows:

1. Any member or prospective member who believes that inappropriate discrimination has occurred shall notify the branch's Big Sir within a reasonable time following the alleged discriminatory action.
2. The Big Sir shall immediately notify the Area Representative and the Vice President, hereinafter referred to as the Discrimination Task Force (DTF).
3. The Big Sir concurrently shall commence a thorough investigation and report, within thirty days from the notice of the alleged discrimination, all information about the complaint to the DTF.
4. The DTF shall take appropriate action to address the complaint, including meeting with the complainant and any other parties that may be relevant, and within a reasonable time thereafter issue its recommendations to the State Board.
5. The State Board at a special meeting or its next scheduled Board meeting shall review the complaint and the DTF recommendations and approve appropriate action to resolve the complaint. This action shall be communicated to all involved parties.

#### Policy B-2 -POSITION DESCRIPTIONS FOR BRANCH/STATE OFFICERS AND STATE COMMITTEE CHARMEN

Go to SIRINC.ORG (the main SIR home website).

For Branch Position Descriptions go to "Branch Info", then Branch Leadership, and then Branch Job Descriptions.

For State Position Descriptions go to "State Info", then State Position Descriptions.

BRANCH	STATE
Big Sir	President
Little Sir	Vice President
Branch Secretary	2 <sup>nd</sup> Vice President
State Secretary	State Secretary
Branch Assistant	State Treasurer
Branch Treasurer	State Directors
Branch Assistant Treasurer	Chief Information Officer
Activity Chairman	Area & State Representatives
BEC Member	SIRARC Chairman
Branch Audit Chairman	Golf Chairman
Bulletin Editor	Bowling Chairman
Branch Travel Chairman	RV Chairman
Member Relations Chairman	Growth & Membership Chairman
Membership Chairman	Travel Chairman
Nominating Chairman	Policies & Procedures Chairman
Publicity Director	Audit Chairman
Recruiting Chairman	Nominating Chairman
	Insurance Chairman Budget
	Oversight Chairman
	Training & Develop Chairman

## Policy B-3 ALCOHOL POLICY

Alcoholic beverages at an SIR, Inc. function may be served or provided, whether for compensation, only when there is full compliance with all federal, state, and local laws, rules, or regulations.

- a. If the restaurant or facility is serving, SIR, Inc. is absolved of liability providing SIR, Inc. has received a certificate of insurance (Form 64) naming SIR, Inc. as an additional insured.
- b. At any Branch function where SIR, Inc. is providing alcoholic beverages, the alcoholic beverages must be served by certified SIR, Inc. member bartenders OR the participants must serve themselves...no exceptions.
- c. Should a Branch receive income from the sale of alcohol, said income shall be reported monthly as a separate line item on the Branch Form 28 under Receipts, 103 Other – Alcohol Sales. Total annual sales receipts for liquor sales are to be reported to the Chairman of the State Insurance Committee.

### *Procedure for Policy B-3:*

#### How to Provide and Serve Alcoholic Beverages at Meetings and Events

- a. To meet the requirements of our Liquor Liability Carrier, any branch serving alcohol at their meetings or events shall have two certified bartenders.
- b. Any SIR, Inc. member selling and serving alcohol shall be trained and certified through a Bartenders training course via the internet or through another responsible beverage server

certification program. The expense of the program is to be absorbed by the branch. Documentation of compliance is the certificates of completion. Failure to meet this requirement could result in the branch losing its Liquor Liability insurance.

- c. Should a Branch receive income from the sale of alcohol, said income shall be reported monthly as a separate line item on the Branch Form 28 under Receipts, 103 Other – Alcohol Sales. Any branch that generates income from selling alcohol shall report annual income to the State Insurance Committee Chairman, as mandated by our insurance carrier.
- d. Exception to this Procedure – Participants Serving Themselves. If at a SIR, Inc. function where Certified Bartenders are not present or are not serving alcoholic beverages, the participants must serve themselves. No exceptions.

## Policy B-4 ALLIANCES WITH WOMAN'S GROUPS

Notwithstanding the provisions of Policy B-5, and for new member recruitment purposes, an Area Representative in concurrence with the Vice President may approve, upon application from a SIR, Inc. Branch, the Branch's non-financial/noninsurance liability support of a social group of women, formally organized or not, regarding social, recreational activities.

This support may be in the form of SIR, Inc. bulletins, Newsletter notices, and mutual recruitment efforts at retirement seminars offered by businesses and corporations which benefit both SIR and the Social Group of women. Examples could be but are not limited to such liaisons as "Red Hat Ladies," a ladies group such as "Daughters of Leisure (DOLS)" made up of mostly wives of SIR, or any group of SIR spouses engaged in similar activities to SIR.

## Policy B-5 COMMUNITY INVOLVEMENT PROGRAM

SIR, Incorporated, and its Branches shall not provide monetary support directly or indirectly to any entity: charitable or civic project party, affiliation, group, or organization other than SIR, Inc.

Exception: SIR, Inc. members, on a Branch-by-Branch basis, may engage in community involvement projects that adhere to Policy B-5.

Speakers at luncheons or other meetings of the Branch or State shall be made aware of this position so as to avoid any semblance of soliciting contributions or business, or endorsing any political, religious or ideological concepts.

SIR, Inc. groups composed exclusively of SIR, Inc. members that provide entertainment to others may appear before other than SIR, Inc. groups so long as their main objective of the appearance adheres to the Mission of SIR, Inc. - "to improve the lives of our members through fun activities and events while creating friends for life".

Actions prohibited by this Policy shall include, among other things:

- a. Inclusion of material referred to above in Branch bulletins or distributing or making available such literature at Branch or State meetings or events.

- b. Solicitation of business or solicitation for volunteers, collection or distribution of funds, materials or other assistance by any person or persons at any luncheon or other meeting of the Branch or State.
- c. Inclusions of statements, displays or other verbal or graphic material referred to above at luncheons and other meetings or events of the Branch or State.
- e. The lending of credit by means of holding harmless or pledging indemnification or the like to insure another entity against losses, liabilities, fees, taxes, or other obligations arising, in whole or in part, because of that entity's actions or omissions.

Paragraphs a, b and c above do not apply to acts necessary to promote an authorized activity which is directly related to the fulfillment of the purposes and objectives of SIR, Incorporated. This includes State events such as SIR Day at the Giants, Oakland A's, Golden State Warriors, Sacramento River Cats, and other events approved by the State Board of Directors.

Notwithstanding the above provisions, individual SIR, Inc. members may be notified of a SIR, Inc. cause to raise funds to furnish financial or other assistance to a Branch and its members in distress caused by events such as fire, flood or earthquake. Such notification for example may be in the form of an email from a SIR, Inc. officer, from a branch or state newsletter or during a Branch Luncheon meeting.

## Policy B-6 - COMMUNITY INVOLVEMENT PROJECTS

Being a part of a SIR, Inc. Branch Community Involvement Project helps SIR, Inc. Members be a part of something greater than themselves.

It gives members the opportunity to connect with other people and to assist in improving the community.

As members our goal is to differentiate ourselves from other organizations in that we do not support, promote, endorse, or otherwise act to benefit, directly or indirectly in any cause such as political, religious, and charitable entities. We act as volunteer participants giving time and not as sponsors.

Members who volunteer shall wear logoed SIR, Inc. apparel signifying a unified message as the public gains awareness of SIR, Inc. commitment to the community in which they live.

Many SIR, Inc. members are volunteers in their community on their own with great personal satisfaction as independents. Now, with the SIR, Inc. Branch Community Involvement Program they may join with other members in SIR sanctioned events with many benefits:

- Helping the community as a whole
- Recognition from other non-profit organizations
- Presenting our SIR, Inc. Brand to the public in general
- Boosting physical & mental health
- Achieving vital social connections and engagement
- Achieving SIR, Inc. Branch recognition in the community

- Public recognition and appreciation of our efforts
- Greater enjoyment working with SIR, Inc. Branch friends.

Solicitation for volunteers is permissible and highly encouraged. Examples: In Branch Bulletins, at luncheons and other meetings of the Branch or State, displays or graphic material highlighting successes of the Branch Community Involvement Program in said events or documents including SIR, Inc. Happenings.

*Requirements:*

- All Branch community involvement projects shall have Branch Executive Committee approval and be documented in the BEC minutes.
- Identify a member as a chairman and one as a co-chairman of the program.
- Be prepared to wear a mask if required (the chair for the event should bring a box of masks).
- Be following local County Health Departments requirements.
- Require wearing a color Branch T-shirt with the following:

I am a SIR, Inc. Volunteer, Branch name and #, and our SIR, Inc. logo on the front.

Note: Shop online at the SIRPROSHOP found on Sirinc.Org.

- Volunteers will not Paint, Climb Ladders, Sweep or Mop, Lift over 50 lbs. or work in unsanitary or unhealthy conditions.
- Volunteers must only assemble as identified Covid-19 cleared Branch Volunteers until such time as our health officials declare the pandemic over and rescind all restrictions and requirements.

*Restrictions:*

The following activities are not authorized:

- Winter sports include, but are not limited to, ice skating, snow skiing, or sledding.
- Water activities in or on houseboats.
- Participation in sports, including but not limited to, football, basketball, soccer, hockey, and the like, in which participation normally involves bodily contact.
- Air travel on any air-supported device other than a regularly scheduled airline or air charter company.
- Operating or learning to operate any aircraft, as pilot or crew.
- Mountain climbing.
- Riding or driving in any motor competition.
- Activities involving firearms.

## Policy B-7. TRAVEL & SHORT BUS TRIPS

**Non-Responsibility Declaration:** All travel and other events/activities arranged for or sponsored by SIR, Inc. and its Branches are for the convenience and pleasure of the members of SIR, Inc. and their guests who desire to participate. SIR, Inc. and its Branches do not assume any responsibility for the well-being or safety of the participants or passengers or their property whatsoever, in any matters pertaining to said events/activities.

Only a member of SIR, Inc. his wife or companion, and his guest(s) - including widows of deceased members- shall be entitled to participate in SIR, Inc. travel events. A relative of a SIR, Inc. member (meaning a parent, sibling, child or grandchild) and their companions, and the widow of a deceased member may also participate. The number of guests participating in a SIR, Inc. travel event shall not exceed the total number of members, plus participating wives, companions and relatives.

A Travel Coordination Committee may be formed by two or more Branches for the purpose of sponsoring and coordinating travel events. It shall be chaired by the Branch Travel Chairman (BTC) that arranges the event and is responsible for BTC approval. Publicity for the event shall be confined to the branches participating. Multi Branch travel is encouraged.

### How to Administer a Domestic or Overseas Trip

#### *BRANCH TRAVEL APPOINTMENTS/RESPONSIBILITY:*

The Branch Travel Chairman, under the direction and supervision of the BEC, is responsible for the planning, promotion and conduct of duly authorized Branch travel events.

1. As part the BEC's responsibility for the Branch travel program, it shall require the Branch Travel Chairman (BTC) to use SIR, Inc. Form 59, ensuring that all travel event requirements are followed. 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.
2. Upon completion of Form 59, it shall be submitted to the Branch Secretary for filing with Form 53.
3. The Branch Travel Chairman, under the direction and supervision of the BEC, is responsible for the planning, promotion and conduct of duly authorized Branch travel events.
4. As part the BEC's responsibility for the Branch travel program, it shall require the Branch Travel Chairman (BTC) to use SIR, Inc. Form 59, ensuring that all travel event requirements are followed. 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.
5. Upon completion of Form 59, it shall be submitted to the Branch Secretary for filing with Form 53.

#### *TRAVEL PROHIBITIONS:*

- a. No BTC, DM or GL involved in a SIR, Inc. travel event shall receive or accept any personal gain from travel other than free passage or reduced fare passage, as remuneration or compensation for ongoing travel arrangements, duties and/or responsibilities as specified by SIR, Inc. and/or the travel agency contract. This Policy also includes Familiarization trips when such travel has been expressly authorized by the President or BEC in accordance with the SIR, Inc. Travel code. The above provisions also apply to Branch and State travel, bowling, and golfing events when such travel has been expressly authorized by the President or BEC.
- b. No member or BTC shall present or vote on any travel proposal to the BEC or State Board, nor be designated as a DM or GL for a travel event if the member or BTC, his wife or companion or relative has any financial interest in, or is an employee, agent or representative of an Agency that will be providing services for any portion of said event.
- c. Acceptable forms of remuneration by Travel Agencies for SIR, Inc. travel events for a BTC, DM or GL are free or reduced fare passage, or a percentage of the fare based on terms negotiated with Travel Agency Contract.
- d. Upon approval Acceptable forms of remuneration by Travel Agencies for SIR, Inc. travel events for a BTC, DM 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 Policy 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 exempt from this Policy 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.

## TRAVEL FORMS

- a. Form 53 - Any event involving travel that is arranged by a Branch shall be approved by the Branch Executive Committee (BEC) on Form 53 (Request for approval of Branch Travel Event) with or without a Travel Agency. After Form 53 has been approved with affirmative vote of the BEC at a regular or special meeting, it shall be properly recorded in the minutes of the meeting, with a copy of Form 53 attached.
- b. Form 50 - Following approval of Form 53, if an Agency is used, the BEC or Designated Member (DM) must complete a Form 50 Contract signed by the BEC and the agency before any deposits are accepted for the event or it is publicized or otherwise announced as being available to members of the Branch or their guests. Form 50 shall not be altered in any way other than filling in blanks as appropriate, and it must be done on SIR, Inc. Contract Form 50 with a SIR, Inc.-Qualified Travel Agency. The contract executed by the DM of a Branch and the Agency shall be signed by both him and the authorized representative of the Agency and kept on permanent file with the Branch Secretary.
- c. Form 53B- Any event involving travel that is proposed by a State Activity Committee must be approved by the State Board using Form 53B—Request for Approval of State Event Involving Travel. The event must be arranged using SIR, Inc. State Contract

**EVENT APPROVAL—STATE ACTIVITY COMMITTEE (SAC):**

- d. Form 50B, or equivalent, with a SIR, Inc.-Qualified Travel Agency. The executed contract shall be signed by both the Designated Member (DM) of the activity committee and the authorized representative of the Agency and kept on file for at least 5 years with the committee Secretary.

**EVENT APPROVAL—STATE TRAVEL COMMITTEE (STC):**

- e. Any event involving travel that is proposed by the State Travel Committee (STC) must be approved by the State Board and recorded in the minutes of the meeting. A contract must be completed with a SIR, Inc.-Qualified Travel Agency. The contract executed by the Designated Member (DM) of the State Travel Committee and Agency shall be signed by both him and the authorized representative of the Agency and kept on file for at least 10 years with the State Secretary.
- f. The STC is exempt from mandatory use of Approval Form 53B and Contract Form 50B.

**EVENT CANCELLATION:**

- g. If a Branch Travel Event is canceled for any reason, the BTC shall make copies of the SIR, Inc. Contract Form 50 for that Travel Event and mark on the face of the Form in bold lettering of a distinctive color “EVENT CANCELLED”, and the date of cancellation.
- h. Copies of the canceled Form 50 must then be promptly sent to the Branch Secretary, Branch Treasurer, State Insurance Chairman and State Travel Chairman.
- i. The BTC/Branch or State Committee DM authorized to sign SIR, Inc. contract Form 50 or 50B for the event, shall be responsible for notifying the Agency providing the goods or services that they shall collect, account for and remit all insurance add-ons, by a separate check, made payable to the Branch or State Treasurer and issued no later than the event departure date.

**INSURANCE COVERAGE (FOREIGN TRAVEL):**

A \$27.00 add on fee for foreign travel liability insurance coverage shall be included in the fare to be paid by each participant.

- j. No fee is required for travel within Canada or the United States of America including its Territories and Possessions (Puerto Rico, Guam, U.S. Virgin Islands, Northern Mariana Islands and American Samoa) which are exempt from this fee.
- k. Our main liability insurance policy covers travel within the above-listed countries.
- l. The Branch Treasurer shall remit such insurance add-ons received from the Agency to the SIR, Inc. State Treasurer with the SIR, Inc. Report Form 51 within 7 days of receipt of the funds.
- m. Travel Agencies shall comply with paragraph k., above
- n. All funds paid directly or indirectly by an Agency to a Branch for a travel event for the

purpose or purposes designated by the Agency shall be made by check payable to the Branch DM for the travel event. The funds shall include, but not be limited to, money handled by the designated escort to pay for non-prepaid travel expenses such as gratuities, entertainment, parties, unexpected expenses, fees, and the like. Such funds do not include refunds, or the like paid directly from the Agency to the participants.

o. SIR, Inc.-Qualified Agency shall:

1. Have a current California Seller of Travel license and identification number (CST ID No.)
2. Carry a minimum of \$1,000,000 in comprehensive General and Professional Liability Insurance. The Policy shall include SIR, Inc., All Authorized Branches and Members as Additional Insured. A 30-day notice must be sent to SIR, Inc. in the event of policy cancellation. A copy of the Insurance Certificate shall be kept on file with the SIR, Inc. State Insurance Committee.
3. Have a current appointment to ARC (Airline Reporting Corporation) or IATAN (International Airlines Travel Agency Network),
4. Maintain a trust account in an insured institution, deposit and keep therein all funds of participants of each travel event pending disbursement of those funds for goods or services pertinent to the event.

**RESPONSIBILITY FOR INSURANCE REQUIREMENTS:**

- p. The insurance requirements listed under "Travel Agencies- SIR, Inc. Qualified Agency" are the responsibility of the SIR, Inc. State Insurance Committee.
  1. The State Insurance Committee Chairman or a designated State Insurance Committee member shall maintain a file of the required insurance documents for each Agency and approve them.
  2. The State Travel Chairman must notify the Agency 30-days before the insurance expiration date that the SIR, Inc. Insurance Committee must receive a copy of the new insurance policy or the renewal certificate not later than the current insurance expiration date.
  3. Failure of the Agency to comply may result in the Agency being removed from the SIR, Inc.-Qualified list.
- q. The airline-related requirements listed under "Travel Agencies- SIR, Inc. Qualified Agency" are the responsibility of the State Travel Committee. The Chairman shall maintain a file of those required documents for each Agency.
- r. The State Travel Committee Chairman shall cause to be published on the SIR, Inc. Website a list of the SIR, Inc.-Qualified Travel Agencies.
  1. It shall be updated, if changes occur, monthly, and it shall include the name of the travel agency, CST Number, and the expiration date of their insurance.
  2. It shall identify those SIR, Inc.-qualified Agencies that are not permitted to provide air transportation (ATP – Air Transportation Prohibited) for any portion of a SIR, Inc. travel event because they do not belong to ARC or IATAN.

- s. The Branch Travel Chairman is responsible for verifying that the Agency's insurance shall be in effect from the date the contract is signed until the travel event is completed.
  - 1. If the insurance expires 30 days prior to or during the travel event, the BTC shall check the SIR, Inc. Website to ascertain if the insurance has been updated on the list of Agencies or contact the Chairman of the State Insurance or Travel Committee to ascertain the status of the insurance.
  - 2. Confirmation that the insurance was reinstated or renewed must be provided by the BTC to the Branch Secretary by an updated copy of the qualified list or a signed and dated note as to how this was ascertained for filing with Form 53.
- t. If the insurance of an Agency is not renewed or is canceled prior to the contracted travel event, the BTC shall immediately notify the State Travel Committee Chairman of this fact.
  - 1. The BTC will be provided a recommendation by the State Travel Committee Chairman regarding the status of the travel event. The BTC shall then promptly notify the Big Sir of the situation and the recommendation received from the State Travel Committee Chairman.
  - 2. If there are significant changes regarding the travel event, the Big Sir shall call for an emergency meeting of the BEC.
  - 3. The BTC shall promptly notify the travel event participants and the Chairman of the State Travel Committee of the decision of the BEC.
- u. If the BTC or State Committee wants to contract with a travel agency not listed on the SIR, Inc. Website, the BTC or State Committee will instruct the agency to forward current copies of all the documents to the Chairmen of the SIR, Inc. State Insurance and Travel Committees so that the agency may be included on the SIR, Inc. -Qualified Travel Agency list. The State Chairmen shall maintain a file of those documents. See Form 59A—Travel Agency Letter.

## REMOVAL FROM THE SIR, INC.-QUALIFIED AGENCIES LIST:

- v. The following conditions provide grounds for the SIR State Board to have an otherwise SIR, Inc.-Qualified Travel Agency removed from the list of agencies that must be used by SIR Inc. or its Branches for events involving travel:
  - 1. Failed to comply with the provisions of a signed SIR and/or Travel Agency contract to the satisfaction of the SIR, Inc. 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.
  - 2. Refused to accept credit card payment from participants for a SIR, Inc. 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.
  - 3. Used a SIR, Inc. participant list for purposes of other than SIR, Inc. approved events involving travel.

#### **RESPONSIBILITY OF THE DM TO THE AGENCY:**

- w. The Designated Member (DM) of the sponsoring Branch or State Committee shall agree, in contracting with the Agency:
  - a. To act as or provide a group leader(s) (GL) for the sponsoring Branch or State Committee in connection with a specified event.
  - b. To act on behalf of the Agency in offering or selling all transportation and travel good and services in connection therewith for the event and sell no other travel goods or services in connection with the specified event.
  - c. Not to receive any consideration for travel services from any passenger.
  - d. To require the event participants to pay all consideration for travel services.
  - e. To ensure that insurance fees are collected and remitted to the Branch or State Treasurer as required.

#### **POST-TRIP PROCEDURES**

- x. Upon termination of each travel event, all unencumbered travel funds that are subject to the control of the BTC shall either be expended as a refund to the participants in a proportionate manner, or expended on an appropriate activity that directly benefits the participants of that travel event, in a uniform manner. Any such funds remaining that amount to less than \$5.00 per participant, shall be turned over to the Branch Treasurer as unencumbered surplus travel money.

Within 30 days of the termination of each travel event, the BTC shall submit to the Branch Treasurer a SIR, Inc. Form 52, along with the unencumbered surplus travel money specified above, setting forth in detail all receipts and expenditures of funds received by him.

- a. SIR, Inc. Form 52 shall include copies of documents supporting monies received from the Agency and receipts for all expenditures except gratuities and refunds to participants of excess funds.
- b. The report shall include a statement setting forth any deviations from the travel services and the accommodations provided and those contained in the proposal as approved, the financial or other adjustments made for such deviations and the BTC's statement as to the reasonableness of the adjustments.

#### **ADVERTISING TRIPS IN BRANCHES**

- a. No Branch shall participate in, or publicize in any way, any travel event of another Branch unless it has been duly authorized by the BEC of the sponsoring Branch. All travel literature shall clearly state which Branch is sponsoring the event.

## How to Use a Bus Company for Short Trips

### *PRE-TRIP:*

- a. A Designated Member (DM) may be appointed by the BEC to manage a bus trip. He shall be responsible for all aspects of the trip – planning, trip literature, and fare collection from the participants.
- b. The DM shall only use a carrier that is on the List of SIR, Inc. Qualified Bus Companies found on the SIR, Inc. website (and updated by the State Insurance Committee). This selection ensures the carrier possesses an active “Transportation Charter Class A Certificate” issued by the California Public Utilities Commission (CPUC) and has a Commercial Automobile Liability Insurance Policy that meets the requirement of CPUC General Order 101-E (a minimum of \$5 million liability coverage).
- c. The DM shall complete SIR, Inc. Form 46 “Request for Approval of Branch Bus Trip”, which includes space for the carrier’s CPUC Number and Insurance Expiration Date found on the Qualified Bus Companies list, above.
- d. The DM shall submit participants’ fares to the Branch Treasurer, who shall maintain a separate custodial sub-account in the branch financial records
- e. 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

### *POST-TRIP:*

Upon completion of a bus trip, the DM shall comply with the requirements of SIR, Inc. Form 47 – Short Bus Trip Financial Report, which details the disbursement of the trip’s funds and distributes it as indicated on the Form.

### *INSURANCE ADD-ONS:*

To provide adequate funding for insurance coverage for each event involving travel outside the United States, Canada and U.S. Territories and Possessions (Puerto Rico, Guam, U.S. Virgin Islands, Northern Mariana Islands and American Samoa) an insurance add-on shall be included in the fare to be paid by each participant contracted by the Travel Agent.

The State Activity Committee or Branch Designated Member (DM) authorized to sign SIR, Inc. contract Form 50 or 50B for the event, shall be responsible for notifying the Agency providing the goods or services that the Agency shall collect, account for, and remit all insurance add-ons, by a separate check, made payable to the State Treasurer. The check should be issued no later than the event departure date.

### *AREA ACTIVITY:*

All funds received in connection with an Area activity shall be received in the name of the Area fund and deposited in and distributed through the treasury of a designated Branch or in the depository of a designated Branch treasury in an account bearing the designated Branch’s federal identification number.

## Policy B-8. NO CONTACT WITH INSURANCE COMPANY, AGENT OR BROKER

No one in SIR, Inc. shall contact the Insurance Company, Agent, or Broker directly except for a member of the SIR, Inc. State Insurance Committee, the SIR, Inc. State Treasurer, or a member approved in writing by the President. Exception: Branch Big Sir, Little Sir, and or Branch Secretary may fill out Form 8, "Insurance Certificate Request" and forward it by email to the SIR, Inc. insurance agent/broker listed on Form 8 in accordance with Form 8 instructions.

## Policy B-9. PROVIDING FOOD AT SIR, INC. FUNCTIONS

Food at Sir luncheons and events could be provided in one of five ways:

1. By a licensed restaurant
2. By a caterer hired by a third party (usually the owner of the facility hosting the occasion)
3. By a caterer hired directly by the Branch or State
4. By other Sir, Inc. members
5. By using a food delivery service such as Saltalk, DoorDash, GrubHub, Uber Eats, etc.

Cases 1 and 2: Form 63 "No Caterer Document" is to be completed and a copy sent to the State Insurance Chairman.

Case 3: Form 64 "Insurance Agreement" and the associated documents are to be completed and forwarded to the State Insurance Chairman, who shall review and approves them prior to the caterer preparing and serving food at any SIR, Inc. luncheon or event. Special note should be made of this policy by Branches who ordinarily follow Cases 1 and 2, but hire caterers for events such as BBQs, picnics and Ladies' Days.

Note: Branches not completing Form 64, Insurance Requirements for SIR, Inc. or meeting the requirement to have SIR, Inc. named as additional insured by the time their contract with their caterer commences are not to serve any meal to Branch members until such time when the necessary documents are received and accepted by the State Insurance Committee. Failure of a Branch to adhere to this policy can result in the potential loss of the Branch Charter. Exception to this policy may be granted by the State President in consultation with the State Insurance Chairman

Case 4 All SIR, Inc. cooks and food handlers shall familiarize themselves and comply with Procedure 16a – How to Handle Food Safely, which follows USDA requirements.

Case 5: For a Branch to use this type of luncheon program that involves a member preordering menu item that are delivered by a third party each member must agree to the following waiver which will be part of their lunch invitation/registration email.

I RELEASE FROM LIABILITY AND WAIVE MY RIGHT TO SUE SONS IN RETIREMENT, INC. AND/OR SIR, INC. BRANCH \_\_, FROM ANY AND ALL CLAIMS, INCLUDING CLAIMS OF NEGLIGENCE, RESULTING IN ANY ILLNESS (INCLUDING DEATH) OR ECONOMIC LOSS I MAY SUFFER OR WHICH MAY RESULT FROM MY PARTICIPATION IN ANY THIRD-PARTY MEAL DELIVERY PROGRAM, OR ANY EVENTS INCIDENTAL TO SUCH ACTIVITY.

Note: The way this waiver is documented is dependent upon how the Branch implements the program. Some Branches may choose to use an email system where the member responds by clicking on 'Register' and selecting the food delivery service and menu items and therefore agrees that they have read and accept the terms of the above waiver.

Additionally, the program must include provisions for members that are inviting guests or a potential new member to ensure they have also read and accept the terms of the above waiver.

#### *Procedure for Policy B-9*

##### How to Handle Food Safely

Safe steps in food handling, cooking, and storage are essential to prevent food borne illness. If SIR, Inc. members are cooking and/or serving food at SIR, Inc. luncheons and events, those performing the tasks shall familiarize themselves and comply with the requirements listed below. These requirements are excerpted from the USDA document, "Basics for Handling Food Safely".

No one can see, smell, or taste harmful bacteria that may cause illness. In every step of food preparation and handling, SIR, Inc. shall follow the four steps of the Food Safe Families campaign to keep food safe:

- a Clean — Wash hands and surfaces often.
- b Separate — Don't cross-contaminate.
- c Cook — Cook to the right temperature.
- d Chill — Refrigerate promptly.

#### Shopping

- a Purchase refrigerated or frozen items after selecting your non-perishables.
- b Never choose meat or poultry in packaging that is torn or leaking.
- c Do not buy food past "Sell-By," "Use-By," or other expiration dates.

#### Storage

- a Always refrigerate perishable food within 2 hours—1 hour when the temperature is above 90 °F (32.2 °C).
- b Check the temperature of your refrigerator and freezer with an appliance thermometer. The refrigerator should be at 40 °F (4.4 °C) or below and the freezer at 0 °F (-17.7 °C) or below.
- c Cook or freeze fresh poultry, fish, ground meats, and variety meats within 2 days; other beef, veal, lamb, or pork, within 3 to 5 days.
- d Perishable food such as meat and poultry should be wrapped securely to maintain quality and to prevent meat juices from getting onto other food.
- e To maintain quality when freezing meat and poultry in its original package, wrap the package again with foil or plastic wrap that is recommended for the freezer.

1. Canned foods are safe indefinitely if they are not exposed to freezing temperatures, or temperatures above 90 °F. If the cans look ok, they are safe to use. Discard cans that are dented, rusted, or swollen. High-acid canned food (tomatoes, fruits) will keep their best quality

for 12 to 18 months; low-acid canned food (meats, vegetables) for 2 to 5 years.

## Preparation

- a Always wash hands with warm water and soap for 20 seconds before and after handling food.
- b Don't cross-contaminate. Keep raw meat, poultry, fish, and their juices away from other food. After cutting raw meats, wash cutting board, utensils, and counter tops with hot, soapy water.
- c Cutting boards, utensils, and counter tops can be sanitized by using a solution of 1 tablespoon of unscented, liquid chlorine bleach in 1 gallon of water.
- d Marinate meat and poultry in a covered dish in the refrigerator.

## Thawing

- a Refrigerator: The refrigerator allows slow, safe thawing. Make sure thawing meat and poultry juices do not drip onto other food.
- b Cold Water: For faster thawing, place food in a leak-proof plastic bag. Submerge in cold tap water. Change the water every 30 minutes. Cook immediately after thawing.
- c Microwave: Cook meat and poultry immediately after microwave thawing.

## Cooking

- a Cook all raw beef, pork, lamb and veal steaks, chops, and roasts to a minimum internal temperature of 145 °F (62.8 °C) as measured with a food thermometer before removing meat from the heat source. For safety and quality, allow meat to rest for at least three minutes before carving or consuming. For reasons of personal preference, consumers may choose to cook meat at higher temperatures.
- b Ground meats: Cook all raw ground beef, pork, lamb, and veal to an internal temperature of 160 °F (71.1 °C) as measured with a food thermometer.
- c Poultry: Cook all poultry to an internal temperature of 165 °F (73.9 °C) as measured with a food thermometer.

## Serving

- b Hot food should be held at 140 °F (60 °C) or warmer.
- c Cold food should be held at 40 °F (4.4 °C) or colder.
- d When serving food at a buffet, keep food hot with chafing dishes, slow cookers, and warming trays. Keep food cold by nesting dishes in bowls of ice or use small serving trays and replace them often.
- e Perishable food should not be left out more than 2 hours at room temperature—1 hour when the temperature is above 90 °F (32.2 °C).

## Leftovers

- a Discard any food left out at room temperature for more than 2 hours—1 hour if the temperature was above 90 °F (32.2 °C).
- b Place food into shallow containers and immediately put in the refrigerator or freezer for rapid cooling.
- c Use cooked leftovers within 4 days.
- d Reheat leftovers to 165 °F (73.9 °C).

## Refreezing

Meat and poultry defrosted in the refrigerator may be refrozen before or after cooking. If thawed by other methods, cook before refreezing

## Policy B-10. FORMING A NEW BRANCH

The following Procedure: How to Form a New Branch shall be followed when forming a New Branch

### *Procedure for Policy B-10*

#### How to Form a New Branch

##### *a. Forming a Provisional Branch*

1. Twenty-five members or men with qualifications to become members shall agree to become a Provisional Branch, working with the SIR, Inc. member assigned by the Vice President.
2. The assigned SIR, Inc. member shall confer with the appropriate Area Representatives of contiguous Areas, and Big Sirs of other Branches in the Areas to determine the effect of the proposed Provisional Branch on existing Branches. Upon Area Representatives approval, one of those Branches shall agree to become the Sponsoring Branch.
3. The assigned SIR, Inc. member shall assist the applicants in completing Form 33-Application to Form A Provisional Branch. The State Secretary shall assign a branch number using the list of Inactive Branches as a source. In the event there are no inactive branches he will select a branch number for the list of dissolved branches. This assistance shall include the applicants' selection of Provisional Branch Officers. The completed Form 33 shall be forwarded as stated on the Form.
4. During its Provisional period, a Branch shall be governed by the Corporate and Branch Bylaws, Policies, and Procedures. A member of a Provisional Branch shall have the same privileges and responsibilities as a member of a Chartered Branch except where the performance of an activity requires membership in a Chartered Branch such as in the case of voting at the Annual Meeting.
5. The Sponsoring Branch shall arrange for the advancement of necessary funds, but not less than \$100 to cover the organizational expenses of the Provisional Branch. Repayment of such advances at the end of the Provisional period shall be by agreement between the Executive Committees of the Provisional Branch and the sponsoring Branch.
6. All funds contributed to a new Branch shall be processed in accordance with Policy 9, Standard Financial and Banking Procedures for Branches and Procedures for Processing Branch Expenses.
7. After a period of at least six months from the date of approval of Application Form 33, the Provisional Branch has been conducting its regular monthly luncheon meetings, and has a minimum of 50 members and all other requirements have been met,

chartering shall be implemented as directed in Step 2 of this procedure

b. Granting a Charter:

1. The minimum number of members required for a Branch to be chartered is 50. This requirement shall not be obtained through temporary transfers and shall be attained within two years of the organization date of the Provisional Branch. Upon application, the President may extend the Provisional period.
2. The Branch Officers serving during the Provisional period shall continue to serve following the granting of the charter until their successors have been duly elected and installed. Their duties shall be as prescribed for Branch Officers.
3. Once the Provisional Branch has successfully met the terms of being a Provisional Branch and Paragraphs a. and b., above, the Big Sir of the Provisional Branch shall so state in writing- including his preference for an award date to the ASR, who shall indicate his approval and forward it through the Vice President to the President for approval.
4. Upon approval, the President shall terminate the Provisional status of the Branch in writing and approve the granting of a charter for the new Branch. The official Branch Charter Date is the date of the President's notification terminating the Provisional status of the Branch.
5. The President shall notify the AR, Big Sirs of the Provisional and Sponsoring Branches, the State Secretary, the State Certificates Chairman, and the State Secretary of the Charter approval.
6. The State Secretary shall take the necessary actions to incorporate the Branch, if a dissolved branch number is used.
7. The State Certificates Chairman shall prepare the charter; forward it to the President or his designee for framing and awarding; and furnish a copy to the State Secretary for the Branch file.
8. The State Secretary shall file a Branch name change to the California Secretary of State when requested by the new Chartered Branch Secretary. See Procedure 30 – How to Change a Branch Name.

## Policy B-11. REVOKING OR SUSPENDING A BRANCH CHARTER

The State Board may revoke or suspend the Charter of a Branch for a serious breach of a State Bylaw, Policy, Procedure or Branch Regulation. See Procedure for Policy B-11 – How to Revoke or Suspend a Branch Charter.

### *Procedure for Policy B-11*

#### *How to Revoke or Suspend Branch Charter*

- a. Upon the finding by the President and/or the State Executive Committee that a Branch has breached any SIR, Inc. Bylaw, Policy, Required Procedure or Branch Regulation or has refused to conform thereto, the President, upon recommendation of the Committee, shall

refer such findings and recommendation to the State Board.

- b. Notice of a meeting at which the pending revocation or suspension of a Branch is to be considered shall be delivered, either personally or by first class mail return receipt requested sent to the last address of the Big Sir shown on Branch records, not less than 15 days prior to such meeting. Such notice shall:
  1. Give the reasons for the action being taken against the Branch.
  2. Notify the Branch of its right to be heard, either through appearance of a representative or by a letter to be received at least five days before the meeting,
  3. Specify the date, time, and place of the meeting.
- c. Revocation or suspension of a Branch Charter shall be accomplished by a two-thirds affirmative vote by the State Board at a regular or special meeting called by the President after the required notice and hearing has been fulfilled. If there is no one in authority to notify because of resignations or similar circumstances the revocation or suspension may be accomplished without a hearing.
- d. Exception: In the event that forms 63 and/or 64 are not completed and the non-complying branch has been notified of this noncompliance and the noncompliance continues for 30 days, the President may commence the revocation or suspension of this branch's charter. This exception supersedes Procedure a. through c. above.
- e. When a Branch Charter is surrendered or revoked, the Branch Secretary shall exercise his best efforts to locate and turn over to the Area Representative (or the Vice President if the Branch does not have an Area Representative) the following Branch records. Other Branch records may be discarded.
  1. Branch Charter.
  2. Branch Articles of Incorporation.
  3. Tax Exemptions from IRS and State of California.
  4. Employer Identification Number assignment from IRS.
  5. Branch Record of Organization.
  6. Minutes of Branch Executive Committee meetings (recent five years).
  7. Final or most recent copy of Form 28 – Monthly Cash Report.
  8. Documents pertaining to closing of the Branch including any information about merging with another Branch.
  9. Bank statement annotated to indicate disposition of final bank funds.
  10. Any other records that in the Area Representative or Vice President's judgment are relevant enough to be retained in the State Secretary's Branch files.
  11. The Area Representative or Vice President shall forward those records to the State Secretary, if available.

## Policy B-12. DISBANDING/MERGING BRANCHES AND MANAGING INACTIVE BRANCHES

### *DISBANDING/MERGING BRANCHES*

The primary objective is to retain a Branch and its members. If all reasonable efforts to save a Branch fail, a Branch shall disband. However, its members shall be encouraged to join another

Branch.

A Branch that is to disband may merge with another branch. For disbandment as well as merging, see Procedure for Policy B-12- How to Disband or Merge with Another Branch.

### **MANAGING INACTIVE BRANCHES**

When the circumstances listed below occur, the Branch shall be managed on an interim basis by the President, Vice President, State Secretary, State Treasurer. They will constitute the Interim BEC and be vested with all the powers of all SIR, Inc. BECs.

The following situations shall trigger the interim management of a Branch:

- a. During such time as the Charter of the Branch is suspended.
- b. Upon the revocation of the Charter of the Branch.
- c. Upon surrender of the Charter of the Branch by action of the BEC with the approval of 80% or more of the Branch members present and voting.
- d. During such time as the State Executive Committee determines that the Branch is in the state of bankruptcy.
- e. During such time as the State Executive Committee determines the Branch to be inactive. A Branch is conclusively considered inactive when it fails to hold a luncheon meeting for four consecutive months except in the case of a National or State emergency such as the Corona Virus Pandemic, earthquake, Wildland fire or the like.
- f. During such time as the State Executive Committee determines that the BEC can no longer function because Branch Officers have resigned or otherwise refuse to perform their duties.

For interim management use Procedure for Policy B-12–How to Disband or Merge with Another Branch

### **Procedure for Policy B-12:**

#### **HOW TO DISBAND OR MERGE WITH ANOTHER BRANCH**

In either a branch disbandment or a merger, one branch shall disband. There are two principal options for the branch and its members:

**OPTION 1 (DISBANDING).** A branch disbands in a locale with no other branches for its members to transfer, or with no transfer agreement with any other branch/es some members transfer to another branch/es of their own individual choosing.

**OPTION 2 (MERGER).** A branch disbands, but merges with another branch in the locale. The disbanding members transfer to the remaining branch. (See BRANCH MERGER PROCESS)

#### **DISBANDING BRANCH PROCESS (OPTION 1)**

- a. The BEC shall consider the need to disband and the options available. At that time, the Area Representative (or the Vice President if the Branch does not have an Area Representative) is informed if he has not already been involved in the disbandment/merger options issue. The AR provides advice as appropriate regarding the pros/cons of remaining as a viable branch or choosing one of the two options. If another branch(es) may be involved in member transfers, their Big Sirs are informed of the disbandment/merger possibilities, as well as their Area Representative.
- b. If there is another branch(es) in the locale, key leaders from each of those branches with the

AR(s) are encouraged to discuss details that could affect their branch(es) and the members involved.

- c. Once an AR is informed, he shall notify the State President, Vice President, 2<sup>nd</sup> Vice President, State Secretary, and State Treasurer so that these parties are aware of the pending action.
- d. If the decision is made to disband without an agreement for a merger, the following process shall be followed. If there is an agreement for a merger with another branch, see MERGER PROCESS (Option 2) below.
  1. The Big Sir of the disbanding branch shall write a letter to the State President with a copy to the State Secretary and State Treasurer that covers the following:
    - (a) A vote was held at a regular luncheon meeting, by email and by regular mail (for those members not having email capability) who did not attend the luncheon with a 21-day window for voting. 80 percent of those voting elected to disband and surrender the Branch Charter.
    - (b) The last Branch meeting will occur or has occurred on (date), which is the disbandment date.
    - (c) Any discussions/agreements with other branches regarding disposition of the disbanding branch's members
    - (d) Termination status of outstanding events, travel, or other member activities- unless assumed by another branch.
    - (e) Other explanatory information that the Big Sir may care to put in the letter.
  2. The President shall confirm to these administrators of the Branch disbandment and its date of disbandment:
    - (a) Database Chairman.
    - (b) Area State Representative or Vice President if involved.
    - (c) State Treasurer.
    - (d) State Secretary
  3. The Branch Secretary shall exercise his best efforts to pass on to the Area State Representative or Vice President on or about the last meeting date the following information:
    - (a) Branch Charter.
    - (b) Branch Articles of Incorporation.
    - (c) Tax Exemptions from IRS and State of California.
    - (d) Employer Identification Number assignment from IRS.
    - (e) Branch Record of Organization.
    - (f) Minutes of Branch Executive Committee meetings (recent five years).
    - (g) Final or most recent copy of Form 28 – Monthly Cash Report.
    - (h) Documents pertaining to closing of the Branch including any information about merging with another Branch.
    - (i) Branch membership roster and membership records.
    - (j) Any other records that in the Area Representative or Vice President judgment are relevant enough to be retained in the State Secretary's Branch files.
  4. The AR shall forward the above records to the State Secretary.
  5. The Branch Treasurer, after the outstanding checks have cleared, shall do the following:
    - (a) Write a check for the balance of the account payable to Sons in Retirement, Inc., or, in the case of a merger, to the Branch that is being merged with, thereby,

closing the account.

(b) If sending to SIR, Inc.:

(1) the above check.

(2) a final Form 28-Monthly Cash Report showing the amount of the check on line 207, with line 8 and cash elements showing a zero balance.

(3) branch financial records for the prior seven years.

(4) bank statement annotated to indicate disposition of final bank funds.

(c) The State Board of Directors, at its sole discretion, shall then direct the State Treasurer to disperse such remaining funds, using the following general guidelines:

(1) If a significant number of members have transferred to more than one branch and the situations are clearly defined then the funds should be split among those Branches based on numbers of transferees. Any amount, so determined, that is less than \$5.00 shall be retained by the State Treasury.

(2) If the State Board has determined that the transferee situation is unclear then the funds are retained by the State Treasurer until clarity occurs.

6. The Interim Branch Executive Committee (IBEC) shall be the State Elected Officers who shall serve as the Big Sir, Little Sir, Secretary, Treasurer, Assistant Secretary and Assistant Treasurer respectively. The IBEC may require action from the former Branch Officers as may be required to carry out the provision of this Procedure and the related Policy.

7. Interim management of the Branch shall begin after the date of the last meeting and/or the surrender of the Branch's charter. The Branch shall continue as a shell corporation with all branch matters such as future SI-100 submittals being handled by SIR, Inc. This interim management shall continue until a newly formed branch is assigned that branch's number along with a name change if required or, at the discretion of the State Board of Directors, the Branch may be dissolved (unincorporated).

#### BRANCH MERGER PROCESS (OPTION 2)

- a. The disbanding branch in a merger shall follow the "DISBANDING BRANCH PROCESS" above, except that the membership roster and membership records shall be given to the Branch Secretary of the remaining branch.
- b. The merging branches shall agree to transfer all the members from the disbanding branch to the remaining branch, or - if there is no agreement - the members from the disbanded branch shall complete Form 2- Application For Membership In Or Transfer to SIR, Inc.
- c. The merging branches prior to the merger shall decide on a Branch name change if desired. The Branch Secretary of the remaining branch then shall follow Policy 29- Changing the Branch Name.
- d. Internal matters concerning new BEC members and committee chairmen shall be the responsibility of the remaining branch, following applicable procedures. Such matters should be discussed between the branches prior to the merger.
- e. The Branch Treasurer after the outstanding checks have cleared, shall do the following:

Write a check payable to the Branch they are merging with for the balance of the account thereby closing the account. If members of a disbanding branch are merging

into two or more other Branches the funds will be distributed based on a per capita basis to the receiving Branches.

## Policy B-13 - Record Retention for SIR, Inc. Branches

The Branch Secretaries shall retain records related to the local Branch. Those records shall be kept for a minimum period of five (5) years.

Examples of such records includes the following:

- Correspondence
- Branch BEC Minutes
- Branch Bulletins
- Press releases shared on social media
- Databases
- Event Photographs
- Branch Contracts for lunch facility and catering

Other Secretary retention responsibilities held indefinitely:

- Branch Charter
- Branch Articles of Incorporation
- Tax exemption form from the IRS and State of California
- Employer Identification Number assignment from IRS

The Branch Treasurers shall retain financial records that include the following for a period of seven (7) years:

- Bank Statements
- Reimbursement Receipts
- All payable receipts and documentation
- Form 28's- Monthly Cash Report
- Annual Branch Audits

## Audit Committee Responsibility

The Audit Committee will be responsible in February of each new year to examine all records for compliance of the branch. Any exemption should be addressed at the next BEC meeting.

## Destruction of Records

The Secretary and Treasurer will work together and submit a plan of action to the BEC and advise a procedure for purging old records each year.

## Policy B-14 – First Aid and Safety

Even though it is not required, each branch should make a conscious effort to provide first aid and safety to their members. The Branch should also consider having some of its members attend Red

Cross training sessions in first aid and CPR. At luncheons they should confirm that, if possible, the venue providing lunch has appropriate first aid and rescue equipment available in case it is needed. If the venue cannot provide it, the Branch should consider providing it on their own. It is recommended that a Red Cross First Aid Kit be provided at activities and luncheons that contains 115 items. The following are basic needs:

Basic items on a first aid kit consists of:

- Adhesive dressings and bandages
- Antiseptic solution (most commonly povidone iodine or hydrogen peroxide)
- Cotton balls or swabs
- Emergency blanket
- Gauze sponge
- Gloves
- Hand sanitizer
- Ice pack
- Alcohol
- Saline solution
- Tweezers

Each branch should also consider holding events where a defibrillator is available if possible. Most golf courses and large venues have these available.

## Policy B-15 – Photo Release Form



### PHOTO RELEASE FORM

---

I, \_\_\_\_\_, located at \_\_\_\_\_  
hereby agree and consent as follows:

A. I consent and authorize SIR, Inc., (Releasee) to use my likeness, image, and appearance.

B. I grant the Releasee the irrevocable right to use the Photos for lawful commercial purposes, including but not limited to advertising, promotion, marketing, or trade, in any format or publication, whether print or web-based. This consent applies globally, is not limited by time, and includes the right to copy, edit, enhance, crop, or otherwise modify the Photos as needed. I also waive any right to inspect or approve the final product featuring the Photos.

C. I understand and agree that all Photos, including any derivative works, are the exclusive property of the Releasee, and I do not retain any ownership or intellectual property rights to the Photos.

D. I agree to release and forever discharge the Releasee, its affiliates, successors, assigns, officers, employees, representatives, partners, agents, and anyone claiming through them, in their individual and/or corporate capacities, from any and all claims, liabilities, obligations, promises, agreements, disputes, demands, damages, causes of action of any nature or kind, known or unknown, which I, or anyone claiming on behalf of me, may have or claim to have against the Releasee in connection with the use of the Photos.

E. I represent that I am at least 18 years of age and have the full legal capacity to execute this Photo Release Form.

F. I have carefully read and fully understand all the provisions of this Photo Release Form and am freely, knowingly, and voluntarily signing. This agreement shall be governed by the laws of the State of California, and any disputes arising from this agreement shall be resolved in the courts of the State of California .

G. I. If any provision of this Photo Release Form is found to be invalid or unenforceable, the remaining provisions shall continue in full force and effect.

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**Signature**

**Date**

---

**Print Name**

## Branch Level Administration of Form

Responsibility: The Branch Secretary to get form signed prior to first photo or image use

Members Chairman: New Members when completing the New Members Application sign a Photography Release Form

Retaining the Forms: The filing of the Form would be delegated to the Branch Secretary



## APPENDIX C. HISTORY

SIR, Inc., was founded on July 23, 1958, by Damian L. Reynolds, Claus J. Hink, Wallace B. Plummer and Lorenz H. Hansen. It was incorporated under the laws of California governing non-profit mutual benefit corporations on February 13, 1959, as a tax-exempt corporation for retired men. Branches were also incorporated under that law until 1991.

In 1990 and 1991 the Corporate and Branch Articles of Incorporation were amended to incorporate SIR, Inc., and its Branches as non-profit public benefit corporations under Title 1, Division 2 (commencing at Section 5110) of the California Corporation Code.

One distinguishing characteristic of a non-profit corporation is the fact that no part of its income can be distributed to its members, directors, or officers. SIR, Inc., is such a corporation and can use its income only in furtherance of its public purpose.

The Articles of Incorporation of SIR, Inc. provide, in part:

"The specific purpose of this corporation is to provide for the welfare of retired men . . . who are pursuing a common goal, the enjoyment of their later years with dignity and pride. . . . through association with other retired men who also face the particular problems that confront men upon their retirement."

Corporate and Branch Bylaws, Policies and Procedures are adopted as may be necessary to protect and preserve the integrity and goals of SIR, Incorporated, and to provide for uniformity in the administration of its activities. The State Board of Directors is the governing body of the Corporation.

Each Branch authorized by the parent corporation, SIR, Inc., is chartered as a separate corporation. Upon being granted its charter, the Branch is empowered to adopt regulations, not inconsistent or in conflict with the Corporate or Branch Bylaws or the Policies and Procedures, as may be necessary to govern its activities in furtherance of the objectives of SIR, Inc. The Branch Executive Committee is the governing body of the Branch.

The provisions contained in the Bylaws, Policies and Procedures are the product of the untiring efforts of dedicated members of SIR, Inc., since it was organized in 1958. Deeply ingrained are carefully considered principles found necessary to protect and further the objectives of SIR, Inc.

Over the years, these provisions have been reviewed, recast, polished, and expanded to meet new and ever-changing conditions. SIR, Inc. has revised the Bylaws at many Annual Meetings. The Policies and Procedures (called Standing Rules prior to 2019) have been in a constant state of revision.

SIR, Inc. made major revisions to the Bylaws and Rules in 1983. The 1990 reincorporation of SIR, Inc. from a non-profit mutual benefit corporation to a non-profit public benefit corporation triggered another major revision made by two committees. Starting in 1990, Rules Committee Chairman, Louis J. Heinzer, former Legal Advisor led the effort of reorganization, rearranging

and renumbering the Rules. In 1991, an ad-hoc committee headed by President Weston M. Alt, utilizing the work of the Heinzer committee as a base, undertook more complete restatement of the Bylaws and Rules and Procedures to make them more cohesive and understandable and to eliminate redundant and unnecessary wordage with as little substantive change as possible.

In 1998, then Travel Chairman and future President, Jim Faverman spearheaded a complete rewrite of the travel rules to conform to insurance requirements and good business practice.

Starting in 2001 under the direction of President Dwight Sale and Assistant Secretary Gary Gruber the production and distribution of the Manual underwent a complete overhaul. This Manual is now distributed almost exclusively from the SIR, Inc. website and went from voluntary website distribution to mandatory in 2005. In addition, a strict production protocol was developed which ensures that every page of the Manual has the same look and feel and that changes are identified in a uniform manner.

In 2019 'Sons in Retirement' was changed to 'SIR' to reflect that all men, retired or not, were eligible for membership and it's Logo and banner was changed from 'Sons in Retirement' to 'SIR- Social Activities For Men'. This was done to emphasize that the organization focuses on activities for men in all areas with many being coed so member's spouse/partner can be involved in SIR, Inc. also.

In 2019, after 18 years, the Manual underwent another complete overhaul by President Ed Benson and Policies & Procedures Chairman Dick DeVoe, in collaboration with the 2018 Rules Committee and a number of functional experts.

In April of 2020 a major restructuring by Policies & Procedures Chairman Dale Decker the SIR Manual was completed in a new format dated 4/7/20. This new formatted manual was reconstructed such that Procedures immediately followed the appropriate Policies.

Previously the Procedures were multiple pages further down in the manual and were difficult to locate. Thus, there was the problem of a reader having to flip back and forth between the Policy and the Procedure to fully understand the requirements.

Edited and reorganized from the 10/18/2019 version by Dale Decker, Policies & Procedures Chairman, and Dwight Sale, Chief Information Officer, April of 2020.

Edited to change the title of Area Governor to Area Representative, deleted Regional Director, added Area State Representative and State Director positions by Dale Decker, Policies & Procedures Chairman, March 2023.

**The SIR, INC. MANUAL was totally revised and reformatted by Director of State Documents, Bruce Corwin and the P&P Committee, August 2025 and further edited by Bruce Corwin in October 2025.**

The SIR, Inc. MANUAL is not the product of any one member or committee, but rather, the sum of the efforts of the members of SIR, Inc., since its founding. Its provisions reflect the total dedication and intelligence of those members to a most worthy cause.

## APPENDIX D. ARTICLES OF INCORPORATION



### California Secretary of State

Business Programs Division  
1500 11th Street, Sacramento, CA 95814

SONS IN RETIREMENT, INCORPORATED  
1535 SUNNY COURT  
WALNUT CREEK, CA 94595

#### Business Amendment Filing Approved

October 1, 2025

**Entity Name:** SONS IN RETIREMENT, INCORPORATED

**Entity Type:** Nonprofit Corporation - CA - Public Benefit

**Entity No.:** 368741

**Document Type:** Amendment

**Document No.:** BA20251951482

**File Date:** 09/26/2025

The above referenced document has been approved and filed with the California Secretary of State. To access free copies of filed documents, go to [bizfileOnline.sos.ca.gov](http://bizfileonline.sos.ca.gov) and enter the entity name or entity number in the Search module.

#### What's Next?

The most up to date records may be obtained by searching for the Entity Name or Entity Number in the Search module at [bizfileOnline.sos.ca.gov](http://bizfileonline.sos.ca.gov).

For further assistance, contact us at (916) 657-5448 or visit [bizfileOnline.sos.ca.gov](http://bizfileonline.sos.ca.gov).



Thank you for using **bizfile California**, the California Secretary of State's business portal for online filings, searches, business records, and additional resources.

CERTIFICATE OF AMENDMENT  
OF ARTICLES OF INCORPORATION

For Office Use Only

**-FILED-**

File No.: BA20251951482

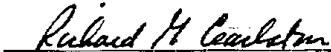
Date Filed: 9/26/2025

The undersigned certify that:

1. They are the President and the Secretary, respectively, of SONS IN RETIREMENT, INCORPORATED, with California Entity Number 368741.
2. Article II B. of the Articles of Incorporation is amended to read as follows:  
II B. The specific purpose of this corporation is to provide for the welfare of men from all walks of life who are pursuing a common goal, the enjoyment of their later years with dignity and pride, by assisting these senior citizens to renew former friendships and associations, and affording them an opportunity to make new friends through association with other men who also face the particular problems that confront senior men. The assets of the corporation are irrevocably dedicated to the foregoing purpose.
3. The foregoing amendment of Articles of Incorporation has been duly approved by the Board of Directors.
4. The foregoing amendment of Articles of Incorporation has been duly approved by the required vote of members.

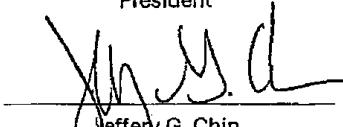
We further declare under penalty of perjury under the laws of the State of California that the matters set forth in this certificate are true and correct of our own knowledge.

DATE: September 23, 2025



Richard G. Carlton

President



Jeffery G. Chin

Secretary



## California Secretary of State

Business Programs Division

1500 11th Street, Sacramento, CA 95814

**Request Type:** Certified Copies

**Issuance Date:** 10/01/2025

**Entity Name:** SONS IN RETIREMENT,  
INCORPORATED

**Copies Requested:** 1

**Formed In:** CALIFORNIA

**Receipt No.:** 011506958

**Entity No.:** 0368741

**Certificate No.:** 374029326

**Entity Type:** Nonprofit Corporation - CA - Public  
Benefit

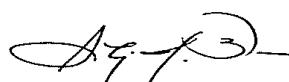
### Document Listing

Reference #	Date Filed	Filing Description	Number of Pages
B4006-7114	09/26/2025	Amendment	1

\*\* \* \* \* \* End of list \* \* \* \* \*

I, SHIRLEY N. WEBER, PH.D., California Secretary of State, do hereby certify on the Issuance Date, the attached document(s) referenced above are true and correct copies and were filed in this office on the date(s) indicated above.

**IN WITNESS WHEREOF**, I execute this  
certificate and affix the Great Seal of the  
State of California on October 01, 2025.

A handwritten signature in black ink, appearing to read "Shirley N. Weber, PH.D.".

**SHIRLEY N. WEBER, PH.D.**  
**Secretary of State**

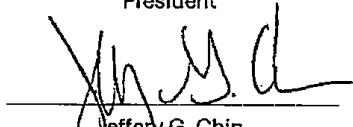
To verify the issuance of this Certificate, use the Certificate No. above with the Secretary of State Certification Verification Search available at [bizfileonline.sos.ca.gov](http://bizfileonline.sos.ca.gov).

The undersigned certify that:

1. They are the President and the Secretary, respectively, of SONS IN RETIREMENT, INCORPORATED, with California Entity Number 368741.
2. Article II B. of the Articles of Incorporation is amended to read as follows:  
II B. The specific purpose of this corporation is to provide for the welfare of men from all walks of life who are pursuing a common goal, the enjoyment of their later years with dignity and pride, by assisting these senior citizens to renew former friendships and associations, and affording them an opportunity to make new friends through association with other men who also face the particular problems that confront senior men. The assets of the corporation are irrevocably dedicated to the foregoing purpose.
3. The foregoing amendment of Articles of Incorporation has been duly approved by the Board of Directors.
4. The foregoing amendment of Articles of Incorporation has been duly approved by the required vote of members.

We further declare under penalty of perjury under the laws of the State of California that the matters set forth in this certificate are true and correct of our own knowledge.

DATE: September 23, 2025

*Richard G. Carlston*  
Richard G. Carlston  
President  
  
*Jeffery G. Chin*  
Jeffery G. Chin  
Secretary

## APPENDIX D. ARTICLES OF INCORPORATION continued

For Branches  
Incorporated  
before 1-1-80

### BRANCH ARTICLES OF INCORPORATION

#### I

The name of this corporation shall be SONS IN RETIREMENT,  
\_\_\_\_\_, BRANCH NO. \_\_\_\_\_, INCORPORATED

#### II

A. This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for public purposes.

B. The specific purpose of this corporation is to operate an organization for the enjoyment of its members as a means of promoting the objective of SIR, Incorporated, the meeting of civic need by providing for the welfare of men from all walks of life in their pursuit of a common goal, the enjoyment of their later years with dignity and pride, by assisting these senior citizens in renewing former friendships and associations and providing them an opportunity to make new friends through association with other men who also face the particular problems that confront men. The assets of the organization are irrevocably dedicated to the foregoing purpose.

#### III

This corporation is organized and operated exclusively for social welfare purposes within the meaning of Section 501(c)(4) of the Internal Revenue Code, or Section 23701f of the Revenue and Taxation Code.

#### IV

The property of this corporation is irrevocably dedicated to social welfare purposes and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person. Upon dissolution or winding up of the corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for social welfare purposes and which has established its tax exempt status under Section 501(c)(4) of the Internal Revenue Code.

This corporation elects to be governed by all the provisions of the Nonprofit Corporation Law of 1980 not otherwise applicable to it under part 5 thereof.

APPENDIX D. ARTICLES OF INCORPORATION continued

The name of the existing unincorporated association, now being incorporated by the filing of these articles is SONS IN RETIREMENT, \_\_\_\_\_.

DATED:

\_\_\_\_\_  
(Signature of Incorporator)

\_\_\_\_\_  
(Typed Name of Incorporator)

-----  
DECLARATION

\_\_\_\_\_  
(President) and \_\_\_\_\_ declare  
(Secretary)

under penalty of perjury that they are the President and Secretary,  
respectively, of SIR, \_\_\_\_\_  
\_\_\_\_\_, the unincorporated association referred to in the  
Articles of Incorporation to which this declaration is attached, and  
that said association has duly authorized its incorporation by means  
said articles.

Executed at \_\_\_\_\_ on \_\_\_\_\_  
(city and state) (date)

\_\_\_\_\_  
(President)

\_\_\_\_\_  
(Secretary)

For Branches  
Incorporated  
before 1-1-80

1-1-92

Page 2 of 2

## APPENDIX D. ARTICLES OF INCORPORATION continued

For Branches Incorporated  
after 1-1-80 whose Articles  
of Incorporation have been  
amended

### BRANCH ARTICLES OF INCORPORATION

#### I

The name of this corporation shall be SONS IN RETIREMENT,  
\_\_\_\_\_, BRANCH NO. \_\_\_, INCORPORATED

#### II

A. This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for public purposes.

B. The specific purpose of this corporation is to operate an organization for the enjoyment of its members as a means of promoting the objective of SIR, Incorporated, the meeting of civic need by providing for the welfare of men from all walks of life in their pursuit of a common goal, the enjoyment of their later years with dignity and pride, by assisting these senior citizens in renewing former friendships and associations and providing them an opportunity to make new friends through association with other men who also face the particular problems that confront men. The assets of the organization are irrevocably dedicated to the foregoing purpose.

#### III

This corporation is organized and operated exclusively for social welfare purposes within the meaning of Section 501(c)(4) of the Internal Revenue Code, or Section 23701f of the Revenue and Taxation Code.

#### IV

The property of this corporation is irrevocably dedicated to social welfare purposes and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person. Upon the dissolution or winding up of the corporation, its assets remaining after payment or provision for payment of all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for social welfare purposes and which has established its tax exempt status under Section 501(c)(4) of the Internal Revenue Code.

APPENDIX D. ARTICLES OF INCORPORATION continued

The name of the existing unincorporated association, now being incorporated by the filing of these articles is SONS IN RETIREMENT, \_\_\_\_\_  
\_\_\_\_\_.

DATED:

\_\_\_\_\_  
(Signature of Incorporator)

\_\_\_\_\_  
(Typed Name of Incorporator)

-----

DECLARATION

\_\_\_\_\_  
(President) and \_\_\_\_\_ declare  
(Secretary)

under penalty of perjury that they are the President and Secretary,

respectively, of SIR, \_\_\_\_\_

\_\_\_\_\_, the unincorporated association referred to in the

Articles of Incorporation to which this declaration is attached, and

that said association has duly authorized its incorporation by means

said articles.

Executed at \_\_\_\_\_ on \_\_\_\_\_  
(city and state) (date)

\_\_\_\_\_  
(President)

For Branches Incorporated  
after 1-1-80 whose Articles  
of Incorporation have been  
amended

\_\_\_\_\_  
(Secretary)

## APPENDIX D. ARTICLES OF INCORPORATION continued

### BRANCH ARTICLES OF INCORPORATION

#### I

The name of this corporation is SONS IN RETIREMENT, \_\_\_\_\_  
\_\_\_\_\_, INCORPORATED.

#### II

A. This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for public purposes.

B. The specific purpose of this corporation is to operate an organization for the exclusive enjoyment of its members as a means of promoting the objective of SIR, Incorporated, the meeting of civic need by providing for the welfare of men from all walks of life in their pursuit of a common goal, the enjoyment of their later years with dignity and pride, by assisting these senior citizens in renewing former friendships and associations and providing them an opportunity to make new friends through association with other men who also face the particular problems that confront men. The assets of the organization are irrevocably dedicated to the foregoing purpose.

#### III

The name and address in the State of California of this corporation's initial agent for service of process is: Lee Duffield, 466 Floral Way, Rohnert Park, California 94928

#### IV

This corporation is organized and operated exclusively for social welfare purposes within the meaning of Section 501(c)(4) of the Internal Revenue Code, or Section 23701f of the Revenue and Taxation Code.

#### V

The property of this corporation is irrevocably dedicated to social welfare purposes and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person. Upon the dissolution or winding up of the corporation, its assets remaining after payment or provision for payment of all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for social welfare purposes and which has established its tax exempt status under Section 501(c)(4) of the Internal Revenue Code.

APPENDIX D. ARTICLES OF INCORPORATION continued

VI

The name of the existing unincorporated association, now being incorporated by the filing of these articles is SONS IN RETIREMENT, \_\_\_\_\_

DATED:

(Signature of Incorporator)

(Typed Name of Incorporator)

DECLARATION

\_\_\_\_\_  
(President) and \_\_\_\_\_  
(Secretary) declare

under penalty of perjury that they are the President and Secretary,  
respectively, of SIR, \_\_\_\_\_

\_\_\_\_\_, the unincorporated association referred to in the  
Articles of Incorporation to which this declaration is attached, and  
that said association has duly authorized its incorporation by means  
said articles.

Executed at \_\_\_\_\_ on \_\_\_\_\_  
(city and state) (date)

\_\_\_\_\_  
(President)

\_\_\_\_\_  
(Secretary)

APPENDIX D. ARTICLES OF INCORPORATION continued

For amending Branch

Articles of Incorporation  
(A different form is available  
for Branch name changes)

**CERTIFICATE OF AMENDMENT OF  
ARTICLES OF INCORPORATION**

\_\_\_\_ AND \_\_\_\_\_ certify that:

1. They are the president and the secretary, respectively, of SIR,  
\_\_\_\_ INCORPORATED, a California  
corporation.
2. The numbered articles of the articles of incorporation of this corporation  
following Article I are amended to read as follows:

II

A. This corporation is a nonprofit public benefit corporation and is  
not organized for the private gain of any person. It is organized under  
the Nonprofit Public Benefit Corporation Law for public purposes.  
B. The specific purpose of this corporation is to operate an organization  
for the enjoyment of its members as a means of promoting the objective  
of SIR, Incorporated, the meeting of a civic need by  
providing for the welfare of men from all walks of life in  
their pursuit of a common goal, the enjoyment of their later years with  
dignity and pride, by assisting these senior citizens in renewing former  
friendships and associations, and affording them an opportunity to make  
new friends through association with other men who also face the  
particular problems that confront men. The assets of the corporation are  
irrevocably dedicated to the foregoing purpose.

III

This corporation is organized and operated exclusively for social welfare  
purposes within the meaning of Section 501(c)(4) of the Internal Revenue  
Code, or Section 23701f of the Revenue and Taxation Code.

IV

The property of this corporation is irrevocably dedicated to social welfare  
purposes and no part of the net income or assets of this corporation shall  
ever inure to the benefit of any director, officer or member thereof or to  
the benefit of any private person. Upon the dissolution or winding up of  
the corporation, its assets remaining after payment, or provision for  
payment, of all debts and liabilities of this corporation shall be distributed  
to a nonprofit fund, foundation or corporation which is organized and  
operated exclusively for social welfare purposes and which has established  
its tax exempt status under Section 501(c)(4) of the Internal Revenue Code.

APPENDIX D. ARTICLES OF INCORPORATION continued

3. Any and all other numbered Articles are deleted.
4. The foregoing amendment of articles of incorporation has been duly approved by the board of directors.
5. The foregoing amendment of articles of incorporation has been duly approved by the required vote of all the members.

We further declare under penalty of perjury under the laws of the State of California that the matters set forth in this certificate are true and correct of our own knowledge.

DATE:

---

---

For amending Branch  
Articles of Incorporation  
(A different form is available  
for Branch name changes)

APPENDIX D. ARTICLES OF INCORPORATION continued

ENDORSED  
FILED

In the office of the Secretary of State

CERTIFICATE OF AMENDMENT

OF  
ARTICLES OF INCORPORATION

NOV 26 1990

MARCH FONG EU, Secretary of Stat

HARRY E. ESTES AND GORDON G. NEVIS certify that:

1. They are the president and the first assistant secretary, respectively, of SIR, INCORPORATED, a California Corporation.
2. Articles II, III, IV, and V, of the articles of incorporation of this corporation are amended to read as follows:

II

A. This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for public purposes.

B. The specific purpose of this corporation is to provide for the welfare of men from all walks of life who are pursuing a common goal, the enjoyment of their later years with dignity and pride, by assisting these senior citizens to renew former friendships and associations, and affording them an opportunity to make new friends through association with other men who also face the particular problems that confront men. The assets of the corporation are irrevocably dedicated to the foregoing purpose.

C. The purpose of this corporation shall be effected through authorizing the incorporation of branches using the term "SIR, Incorporated", as part of the corporate name and by formulating and promulgating bylaws and rules and procedures as, in the opinion of the board of directors of this corporation, are necessary, expedient, or appropriate to the accomplishment of such purpose and are consistent with the laws of the State of California under which the corporation is formed.

III

This corporation is organized and operated exclusively for social welfare purposes within the meaning of Section 501(c)(4) of the Internal Revenue Code, or Section 23701f of the Revenue and Taxation Code.

IV

The property of this corporation is irrevocably dedicated to social welfare purposes and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person. Upon the dissolution or winding up of the corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for social welfare purposes and which has established its tax exempt status under Section 501(c)(4) of the Internal Revenue Code.

APPENDIX D. ARTICLES OF INCORPORATION continued

This corporation elects to be governed by all the provisions of the Nonprofit Corporation Law of 1980, not otherwise applicable to it under part 5 thereof.

3. Article VI is deleted.
4. The foregoing amendment of articles of incorporation has been duly approved by the board of directors.
5. The foregoing amendment of articles of incorporation has been duly approved by the required vote of all the members.

We further declare under penalty of perjury under the laws of the State of California that the matters set forth in this certificate are true and correct of our own knowledge.

DATE: November 26, 1990

(Original signed by Harry E. Estes)  
HARRY E. ESTES, PRESIDENT

(Original signed by Gordon G. Nevis)  
GORDON G. NEVIS  
FIRST ASSISTANT SECRETARY

Typed copy of amended and executed  
Corporate Articles of Incorporation

11-26-90

Page 2 of 2

## APPENDIX E. IRS EXEMPTION CERTIFICATE



Department of the Treasury  
Internal Revenue Service

FRESNO, CA 93888

**In reply refer to: 8916603779**  
May 10, 1994 LTR 1169C N  
94-6117562 0000 00 000  
07727

SONS IN RETIREMENT INCORPORATED  
% AL WALTON  
3847 ROBERTSON AVE  
SACRAMENTO CA 95821-3805478

Employer Identification Number: 94-6117562  
Group Exemption Number: 4173  
Name of Organization: as above  
Tax Period: Dec. 31, 1994  
Form: SGRI

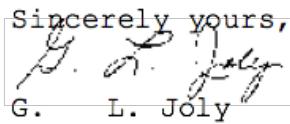
Dear Taxpayer:

The Group Exemption Number (GEN) we assigned to you is 4173. Please give this number to your subordinates because they'll have to include the GEN on any forms the law requires exempt organizations to file. It's also important that whenever you or your subordinates contact us, you include your GEN as well as your Employer Identification Number (EIN).

If you have any questions about this letter, please write us at the address shown on this letter. If you prefer, you may call the IRS telephone number listed in your local directory. An employee there may be able to help you, but the office at the address shown on this letter is most familiar with your case.

Whenever you write, please include your telephone number, the hours you can be reached, and this letter. You may also want to keep a copy of this letter for your records.

Your Telephone Number ( )  
Hours \_\_\_\_\_ We apologize for any inconvenience we  
may have caused you, and thank you for your cooperation.

Sincerely yours,  
  
G. L. Joly

Chief, Inquiry and Support Section

Enclosure(s):  
Copy of this letter

## APPENDIX E. IRS EXEMPTION CERTIFICATE continued

INTERNAL REVENUE SERVICE  
District Director

Department of the Treasury

c/o McCaslin Industrial Park  
2 Cupania Circle  
Monterey Park, CA 91754  
Attn: EOG-2

Date: FEB 23 1994

Sons In Retirement Incorporated  
c/o Albert Walton  
3847 Robertson Ave  
Sacramento, CA 95821-3805

Person to Contact:  
Earl Knight  
Telephone Number:  
(213)725-6619  
Addendum Applies:  
No

Dear Applicant:

We have considered your application for a group exemption letter recognizing your subordinates as exempt from Federal income tax as organizations of the type described in section 501(c)(4) of the Internal Revenue Code.

Our records show that you were recognized as exempt from Federal income tax under section 501(c)(4) of the Code. Your exemption letter remains in effect.

Based on the information supplied, we recognize your subordinates whose names appear on the list you submitted as exempt from Federal income tax under section 501(c)(4) of the Code.

You and your exempt subordinates whose gross receipts each year are normally more than \$25,000 are each required to file Form 990 Return of Organization Exempt from Income Tax, by the 15th day of the fifth month after the end of the annual accounting period. If you prefer, you may file a group return for those subordinates that authorize you in writing to include them in that return. If you are required to file Form 990 for your own activities, you must file a separate return and may not be included on any group return that you file for your subordinates. The law imposes a penalty of \$10 a day, when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty imposed cannot exceed \$5,000 or 5 percent of gross receipts for the year, whichever is less. This penalty may also be charged if a return is not complete, so your subordinates should make sure their returns are complete before filing them. Please advise your subordinates that if they receive a Form 990 package in the mail, they should file the return even if their gross receipts do not exceed the \$25,000 minimum. If not required to file, a subordinate should simply attach the label provided, check the box in the heading to indicate that its annual gross receipts are normally \$25,000 or less, and sign the return. This will allow us to update our records to show that the subordinate is not required to file and to delete that subordinate from the list of organizations that will receive Form 990 packages in future years.

Your subordinates are not required to file Federal income tax

## APPENDIX E. IRS EXEMPTION CERTIFICATE continued

Page 2

### Sons In Retirement Incorporated

returns unless subject to the tax on unrelated business income under section 511 of the Code. Each organization subject to this tax must file Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your subordinates present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

Unless specifically excepted, your subordinates are liable for social security (FICA) taxes for each employee to whom the subordinate paid \$100 or more during a calendar year and unemployment (FUTA) taxes for each employee to whom the subordinate paid \$50 or more in a calendar quarter. FUTA tax is due for each of these employees only if the subordinate paid total wages of \$1,500 or more during any calendar quarter or if the subordinate had any employees in any 20 calendar weeks during the year.

Each year, at least 90 days before the end of your annual accounting period, please send the items listed below to the Internal Revenue Service Center at the address indicated shown below.

1. A statement describing any changes during the year in the purposes, character, or method of operation of your subordinates;
2. A list showing the names addresses (including Postal ZIP codes), actual addresses if different and employer identification numbers of subordinates that since your previous report:
  - a. Changed names or addresses;
  - b. Were deleted from your roster; or
  - c. Were added to your roster.
3. For subordinates to be added attach:
  - a. A statement that the information on which your present group exemption letter is based applies to the new subordinates.
  - b. A statement that each has given you written authorization to add its name to the roster;
  - c. A list of those to which the Service previously issued exemption rulings or determination letters;
  - d. A statement that none of the subordinates are private foundations as defined in section 509(a) of the Code if the group exemption letter covers organizations

Sons In Retirement Incorporated

described in section 501(c)(3);

- e. The street address of each subordinate whose mailing address is a P.O. Box; and
- f. The information required by Revenue Procedure 75-50, 1975-2 C.B. 587 for each subordinate that is a school claiming exemption under section 501(c)(3). Also include any other information necessary to establish that the school is complying with the requirements of Rev. Rul. 71-447, 1971-2 C.B. 230. This is the same information required by Schedule A, Form 1023, Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code.

4. If applicable a statement that your group ruling roster did not change since your previous report.

The above information should be sent "Attention Entity Control Unit," to the following address:

Internal Revenue Service Center  
Fresno, CA 93888

The service center that processes your returns will send you a Group Exemption Number. Your subordinates are required to include this number on each Form 990, Return of Organization Exempt From Income Tax and Form 990-T, Exempt Organization Business Income Tax Return that they file. Please advise your subordinates of this requirement and provide them with the Group Exemption Number.

If the heading of this letter indicates that an addendum applies, the enclosed addendum is an integral part of this letter.

Because this letter could help resolve any questions about the exempt status and foundation status of your subordinates, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



Richard R. Orosco  
District Director