

**BRANCH SECRETARIES**  
*prepared by SIR State Training Committee*  
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The following information has been prepared for Branch Secretaries to supplement the information contained in the Branch Leaders Training Guide (BLTG) and specifically Appendix 3 and Appendix 4 of the BLTG.

**1. Agenda.**

Most BEC meetings use the same agenda and format for all of their meetings. However, when a special meeting is called or a regular meeting with an exceptional item to be presented, it is suggested that the Agenda for that type of meeting and any background material, be sent to the BEC members in advance of the meeting.

**2. Approval of the Minutes.**

Rather than taking time to read the minutes at the next BEC meeting to obtain approval, it is easier to distribute the minutes to those Officers in attendance prior to the meeting for their review. At the BEC meeting the Big Sir needs only to request any corrections or additions to the minutes before obtaining approval.

**3. Branch Executive Committee (BEC)**

**a.** The Branch Officers are the Big Sir, Little Sir, **Secretary, Assistant Secretary**, Treasurer, Assistant Treasurer ( 6-people) and from two to six Directors. The Branch Officers constitute the Branch Executive Committee (BEC). No Branch Officer shall serve concurrently as a State Officer except upon application and approval by the State President. Rules 120-121-122

**Note:** A Branch Secretary cannot also serve as a Director just as the Big Sir cannot also serve as a Director. Each Officer of the BEC represents one-vote. Attendance at BEC meetings by all Officers is of utmost importance to the Branch.

**b.** The BEC, subject to the State and Branch Bylaws and the Standing Rules, and with due consideration of the Guidelines, shall direct the exercise of all corporate powers of the Branch and the conduct of all its activities and affairs. All activities on behalf of the Branch and not in conflict with Rule 13 and Rule 650 or any other rule, must be approved by the BEC. The approval must be effected by an affirmative vote of a majority (51%) of the Executive Committee at a regular or special meeting. The approval shall not be effective unless it is **properly recorded in the minutes of the meeting.** Rules 150 & 151.1

**4. Chain of Corporate Communications.**

In general, the chain of corporate communications shall be: (Rule 8)

**a.** Individual member through his own Branch Executive Committee.

**b.** The Branch through its Area Governor.

**c.** The Area Governor through his Regional Director.

**d.** The Regional Director to the President or State Board.

**e.** Reverse a, b, c, and d for communications in the opposite direction.

**5. Completion of Minutes.**

The minutes should be prepared by the Branch Secretary (or Asst) as soon as practicable after the BEC meeting, but they must be prepared within 10 days of the meeting. The longer one procrastinates in preparing the minutes, the more difficult it becomes because notes get cold and memory fades.

The Branch should furnish the Secretary with a tape recorder to assist him in preparing the minutes.

Refer to Rule 175 for details

**6. Contents of Minutes.**

The minutes should contain the **Names** of members in attendance, and **Names** of the **Officers** that are absent ( it is also a good idea to indicate if the Officer was excused or not), **Note:** use of a **Roll-Call** by the Secretary is suggested. The presence of a **quorum** (51% of the Officers of the BEC, and the **proceedings** of the meeting. In summation, the minutes should provide a good record and reference as to what took place at the meeting. Minutes of special meetings should contain how the meeting was authorized and noticed. Refer to Rule 175 for details

**Note:** Sample Minutes may be obtained from the SIR Web under Training Handouts – 2005 (6?)

**7. Honorary Life Members – Tracking.**

The Secretary of the current Branch of an Honorary Life Member (HLM) shall notify the State HLM Chairman of the transfer, death, resignation and any change of address, telephone number or email address of that HLM. Rule 180

**8. Motions.**

Please remember that motions, seconds and voting can only be done by Officers of the BEC. A Motion must have a second before it can be discussed. It is easier to use the term: MSP (motion-second –passed) rather than the timely and awkward process of naming the Officer making the motion, seconding the motion, and indicating that it “passed”. Sometimes it is required that a motion be unanimous, or that it have a 2/3 majority. In those cases this must be recorded in the minutes.

**9. Separate Travel Files.**

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

**10. Supplies.**

The Branch Secretary shall obtain forms and other supplies from SIRinc, most of which is available via the SIR Website. A Branch may purchase, at its own expense, supplies not available from SIRinc. Embossed Gold Seals for Certificates, Form 7, is available from the Chairman Rooster Hardware using Form 21 to order..