

2017

SIR LEADERS GUIDE



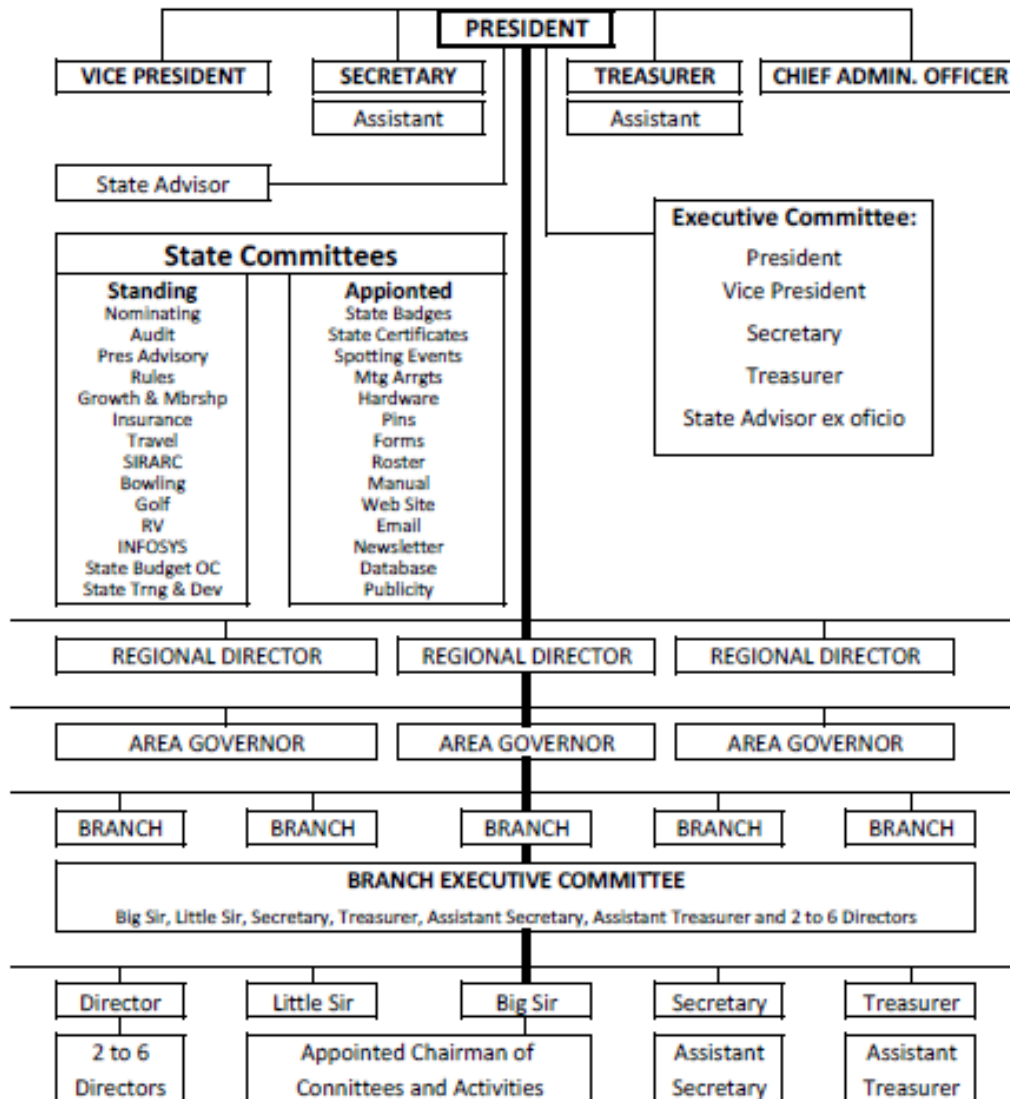
Sons In Retirement, Incorporated

www.sirinc.org

Oct. 19, 2016

Dean Steichen

Sons in Retirement --- Organization Chart



August 16 Revision, DB Sale

SIR LEADERS GUIDE

SIR IS POPULAR BECAUSE IT IS SUCCESSFUL IN PROVIDING SOCIALIZATION OPPORTUNITIES FOR MEN RETIRED FROM FULL TIME GAINFUL OCCUPATION. A RANGE OF ACTIVITIES IS NEEDED TO APPEAL TO ALL RETIREES. OUR SURVIVABILITY CHALLENGE IS TO REMAIN HEALTHY AND VITAL AS OUR MEMBERS ADVANCE IN YEARS.

New members are important to the health and vitality of any organization. New members are especially important for SIR because a continuous supply of new members is needed to replace outgoing members and maintain a healthy balance of newer and older members.

New members should serve as well as be served by the opportunities in SIR. New members are expected to serve on committees/teams and to take leadership roles when requested. Each member should bring in at least two new members to continue the legacy of SIR.

This guide will assist leaders at all SIR levels to plan for and to implement policies and programs that will attract new members, retain members, strengthen branches and continue the success of SIR for the long term.

SIR LEADERS GUIDE 2017

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October 2016

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SIR LEADERS GUIDE

Table of Contents

PART ONE

SONS IN RETIREMENT (SIR)

CONCEPT	7
ORGANIZATIONAL STRUCTURE	7
PURPOSE	8

PART TWO

SONS IN RETIREMENT, INC. (SIRinc)

LEADERSHIP	9
SIR MISSION	9
MEMBERSHIP GOAL	9
LEADERSHIP DEVELOPMENT	9
PRESIDENT	10
REGIONAL DIRECTORS AND AREA GOVERNORS	10
AREA & REGIONAL TRAINING MEETINGS	11
AREA TRAINING AGENDAS	12

PART THREE

BRANCH CORPORATIONS

LEADERSHIP	13
A HEALTHY BRANCH	13
LEADERSHIP DEVELOPMENT	13
BIG SIR	13
LITTLE SIR	15
BRANCH SECRETARY	15
BRANCH TREASURER	15
BRANCH DIRECTOR	15
RAMP FUNCTION COMMITTEES	16
BEC MEETINGS	16
Sample Agenda	16
LUNCHEON MEETINGS	17
Sample Agenda	18
RAMP GOALS AND ACTION PLAN	19
ACTIVITIES AND EVENTS	20

PART FOUR
ADMINISTRATIVE INFORMATION

WEBSITE (sirinc.org)	21
EMAIL	23
SCHEDULES OF OPERATIONS	23
SIR MANUAL	
How to use the Manual	23
Standing Rules and Bylaws	23
Guidelines	23
Updating the Manual	24
FINANCIAL	
SIR inc	24
Financial, Branches	24
MEMBERSHIP STATISTICS	25
ROSTERS	
Roster, SIRinc	25
Roster, Areas	25
Roster, Branches	25
TRAVEL	26
RECOGNITION AND AWARDS	26
WORTHY CAUSES	26
INSURANCE	
Business Package Policy	27
Excess Liability	27
Directors and Officers Liability Coverage	27
Certificates of Insurance	27
STATE EXPENDITURES CHART	29
WHAT STATE DOES FOR BRANCHES	30
SCHEDULE OF STATE OPERATIONS	31
SCHEDULE OF BRANCH OPERATIONS	33

PART ONE

SONS IN RETIREMENT (SIR) CONCEPT

In early April 1958 Damian Reynolds and three friends, Claus J Hink, Lorenz Hansen and later Wallace Plummer, all members of The Shriners' Royal Order of Jesters, conceived the idea of a retired men's organization. It would have a program of regularly scheduled meetings for the purpose of "maintaining old friendships, making new acquaintances, and promoting the general well being and dignity of the members of the organization."

These four founders met several times and on June 23, 1958 they established basic principles that remain today as the backbone of the organization.

- A luncheon meeting at a specific time and place

- Cost of lunch to be paid by the member

- No initiation ritual or fees

- Membership open to men retired from full or part time gainful occupation, regardless of age, race, color or religion

- No espousal of any political, religious, sectarian or fraternal philosophy or organization

The founders invited friends to a meeting on July 23, 1958 in San Mateo. Besides the founders five others attended. Sons In Retirement was born on that day and these nine men are the founding members.

Time passed and four other branches were formed. Managing five branches was difficult, ineffective and sometimes rancorous. A meeting was held on April 5, 1962 to begin the process of creating a workable organizational structure. Representatives from the following branches attended: Peninsula Branch (later Damian Reynolds Branch 1), Berkeley Branch (later East Bay Branch 2), Sacramento Branch (later Camellia City Branch 3), the San Francisco Branch (later Branch 4) and the Palo Alto Branch (later Southern Peninsula Branch 5). After spirited debate on September 8, 1962 agreement was reached on an organizational structure.

Since then, branches have added more activities for men and couples to increase the appeal for retired men and partners who could meet and become new friends for life.

ORGANIZATIONAL STRUCTURE

The basic structure consists of a parent corporation governed by a board of directors and separate subsidiary branch corporations governed by branch executive committees. Branches are authorized to exist and are regulated by the host corporation. The name of the host corporation is Sons In Retirement, Incorporated (SIRinc). The names of branches are Sons In Retirement, Branch Name Branch Number, Incorporated. For example: Sons In Retirement, Damian Reynolds Branch No. 1, Inc. The entire organization is commonly referred to as SIR. The geographic boundaries of the SIR

organization are all of Northern California extending from the California/ Oregon Border to the Bakersfield environs. Note that we abandoned the Santa Maria branch and the environs.

PURPOSE

The parent and all branch corporations are California Public Benefit Corporations. They are non-profit 501-(c)4 corporations and as such meet the required civic need by providing for the welfare of all semi-retired or retired men from all walks of life in their pursuit of a common goal, the enjoyment of their later years with dignity and pride. SIR assists these retired citizens in renewing former friendships and associations and providing them an opportunity to make new friends for life through association with other retired men and couples.

PART TWO
SONS IN RETIREMENT, INC. (SIRinc)
LEADERSHIP

The members of SIRinc are the members of the Board of Directors, Past State Presidents, Area Governors and the Big Sirs of chartered branches. The Board of Directors is the governing body. The members of the Board are the President, Vice President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, and Chief Administrative Officer who are elected by the members of the Corporation at the annual meeting in August, and the Regional Directors, each of whom is elected by the Area Governors in his Region. The chart on the inside back cover illustrates this leadership structure. There is no paid staff.

SIRinc has Standing Committees charged with administering, advising and making recommendations. Some examples are the President's Advisory, Rules, Information Systems, Insurance, Budget Oversight. and Growth & Membership Committees.

SIRinc also has Standing Activities Committees charged with administering major SIR activities including Bowling, Golf and Travel Committees. These are popular activities and are very important to the success of SIR. Many members enjoy making new friends by participating in SIRinc sponsored activities locally, statewide and with Travel- internationally.

A major responsibility of the SIRinc Board of Directors is to define the mission of SIR and establish goals and objectives that will direct all SIR endeavors towards achievement of the mission.

SIR MISSION

The Mission of SIR is to improve the lives of our members through fun activities and events – while making friends for life.

ANNUAL MEMBERSHIP GOAL

The SIRinc **annual** goal is for each branch to recruit and induct new members for a net gain of plus 1. There shall be an item on each State Board Meeting Agenda for review of Form 27 and other membership statistics to monitor progress towards reaching annual membership goals.

LEADERSHIP DEVELOPMENT

Leadership is a process of engagement which maximizes the achievement of a goal. Look through this guide for opportunities for your branch. Qualified State Officers are essential for attaining success of the SIR mission. It is important for current SIRinc leaders to identify members who embrace the SIRinc mission and provide them opportunities to develop leadership skills in preparation for serving in SIRinc leadership positions.

PRESIDENT

The administrative duties of the President are described in the SIR Manual. The following are suggested organizational leadership duties:

- 1) Begin planning ahead immediately after the August election.
 - a. Embrace the current SIR Mission Statement.
- 2) Provide guidance to the State Training Committee in developing the curriculum for and conducting the October SIRinc Training Sessions.
 - a. Attendees: Newly elected members of the SIRinc Board of Directors and newly elected Area Governors and Big Sirs.
 - b. Emphasize the benefit of Regional Directors, Area Governors and Big Sirs working collaboratively.
 - c. Emphasize strong leadership and goal setting.
 - d. Emphasize the importance of creating programs for adoption at the beginning of the year in order to reach annual goals.
 - e. Emphasize the importance of taking timely corrective action during the year when goals are not being met.
- 3) Appoint Nominating Committee Members with great care on or before November 30th. These Committee Members need to embrace the SIRinc mission and understand the need to select candidates for state officer positions who also embrace the SIR mission. These candidates may be identified by their records of SIR leadership and by interviewing them. Computer literacy is a requirement for SIRinc officers.
- 4) Monitor progress towards reaching goals throughout the year. Report progress and recommend timely corrective action if needed at each SIRinc Board Meeting.

REGIONAL DIRECTORS AND AREA GOVERNORS

Regional Directors Duties and the Area Governor Duties are described in the SIR Manual. The following are their suggested leadership duties:

- 1) After election, work as assistant to the current office holder.
- 2) Attend the Training Session for Area Governors and Regional Directors, then attend the appropriate training session for incoming Big Sirs.
- 3) In a collaborative effort with the incoming Big Sirs, plan for and conduct Branch Officers training sessions before January first, preferably in November. This training may be done at the Region, Area or Branch level.
 - a. Training Session Attendees: At least the newly elected Big Sir, Little Sir, Secretary, Treasurer and Recruiting Chairman. Other newly elected BEC members may attend at the discretion of the Big Sir.
 - b. Emphasize the importance of Branch Officers embracing SIRinc goals, and setting annual goals that address issues of importance to branch improvement.

- c. Emphasize the importance of creating branch function committees and programs for adoption at the beginning of the year in order to reach annual goals. The Annual Branch Assessment Form and Solutions are found on the Branch Improvement web page: <http://sirinc.org/MemInfo/BrAreaTools>
 - d. Emphasize the importance of branch officers taking timely corrective action when goals are not being met.
- 4) Receive monthly Form 27 reports. Regional Directors to provide monthly feedback to Area Governors who provide feedback to Big Sirs in response to data on each Branch Form 27. Feedback to include encouragement and suggestions for branch improvement
 - 5) Area Governors receive quarterly written reports including action plans from the Big Sirs. Collaborate with the Big Sirs in developing and implementing plans for taking corrective action if goals are not being met.
 - 6) Area Governors submit quarterly written reports to Regional Directors with recommendations for corrective action if needed.
 - 7) Area Governors may consider appointing an Area Support Team to maintain Area Contact Rosters, Area Activity Lists, and to help with Area Officer Training and Area Round Tables.
 - 8) Regional Directors submit quarterly written reports to the President with recommendations for corrective action if needed.
 - 9) Promote and support activities and events of interest to members at the Area and State levels.
 - 10) Encourage the use of Area or Regional speaker bureaus to enhance the quality and vitality of the branch speakers and luncheon meetings.

AREA & REGIONAL TRAINING MEETINGS

After the August Branch/State elections, and after the Big Sir Elect training but before the end of the year, the Area Governor should schedule a training session for all newly elected Branch officers and RAMP (**R**ecruitment, **A**ctivities, **M**ember Relations, **P**ublicity & Nominating Committee Chairman) appointees in his Area. Big Sir Elects are asked to participate in the training, returning Branch officers are encouraged to attend to get them involved in the new actions. Arrange for SIR Banner and SIR Recruitment Items to be displayed. Tables can be arranged by branch but it is often more productive to group attendees by their role eg have a table for Little Sirs, another for Treasurers etc. It may be necessary to hold separate meetings for Officers by role.

The following is a sample agenda:

Area Training Agenda

Area XX Date

Sign in, with phone and email address

Area Governor

Welcome all in attendance

Explain the reasons for the training, the content of the session, and why it is important

Introductions

Important information for all BEC members (by Branch)

The SIR Leaders Guide – ensure attendees have copies

Review SLG contents briefly, especially Schedule of Branch Operations

Branch Assessment form given to all attendees

Open discussion on opportunities to improve

Are your Membership /Attendance Secretaries/Chairs voting members of BEC?

Form 27 Review of Goals with 3 year branch data given to all attendees

RAMP improvement teams PowerPoint presentation with open discussion

Recruitment

Activities

Publicity & Image

Member Relations

Ask each attendee to select and discuss a goal for their office for the next three months. Area Governor and Big Sirs to record goals for follow-up

Important information for specific officers

How to prepare Forms:

Form 20 (Leadership by Secretary)

Form 27 (Membership & Attendance Chairman/Secretaries and Big SIR)

Form 28 (Financial by Treasurer)

Form 50 series (Travel by Travel Chairman)

THANK ALL FOR ATTENDING, AND ADJOURN THE MEETING.

PART THREE

BRANCH CORPORATIONS

LEADERSHIP

The members of the branch corporations are the active branch members. The Branch Executive Committees (BECs) are the governing bodies. The officers that serve on the BECs are the Big Sir, Little Sir, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer and from 2 to 6 Directors, all of whom are elected by the active branch members in attendance at the August luncheon meeting. There is no paid staff.

The BECs delegate some branch administrative and activity functions to branch committees. For example Branch New Member Recruitment committees are administrative committees and Branch Bowling Committees are activity committees.

A major responsibility of the Branch Executive Committees is to establish goals and objectives that comply with SIRinc goals and that will direct all Branch endeavors towards achievement of the SIR mission.

A HEALTHY BRANCH

A healthy branch is a growing one in which new members are recruited at a rate of 10% or more to achieve an annual net gain of plus 1. There should be at least ten Activities for members (some shared with spouses) with a net gain of 1 activity each year. 70% or more of active members should attend regular luncheon meetings.

LEADERSHIP DEVELOPMENT

Qualified Branch Officers are essential for maintaining branch health and vitality. It is important for current branch leaders to identify members who embrace the SIR mission and provide them opportunities to develop leadership skills in preparation for serving in branch leadership positions. All branch officers and committee chairs are encouraged to wear SIR logo apparel.

BIG SIR

The administrative Duties and Responsibilities of the Big Sir are described in Rules 160 through 166 and Guidelines 160 of the SIR Manual. The following are organizational leadership responsibilities:

- 1) Attend the SIRinc Training Session in October.
- 2) Working in collaboration with the Regional Director and Area Governor, plan for and train newly elected Branch Officers before December 31st, preferably in November. This Local Training Session may be done at the Region, Area or Branch level. The Branch Officer Training curriculum is to include the information presented in this SIR Leaders Guide.
 - e. Local Training Session Attendees: At least the newly elected Little Sir, Secretary and Treasurer. Other newly elected BEC members and committee members may attend at the discretion of the Big Sir.
 - f. Emphasize the importance of Branch Officers embracing SIRinc goals, and setting annual goals that address issues of importance to branch improvement. Use the Branch Assessment Form and RAMP committees PowerPoint in the orientation meeting.

- g. Emphasize the importance of creating branch action plans for adoption at the beginning of the year in order to reach annual goals.
 - h. Emphasize the importance of branch officers taking timely corrective action when goals are not being met.
 - i. Emphasize the need for prompt submission of reports to the Area Governor and State SIR.
- 3) Plan ahead. After the local Branch Officer Training Session begin planning and team building with the newly elected BEC members. Advanced planning and goal setting for all branch programs is important. Develop Action Plans for reaching each goal and objective set. Hit the ground running in January.
 - 4) Suggest programs for BEC approval that will result in recruiting to meet the SIRinc annual goal of plus 1 net new members. This is necessary to maintain a good balance of younger and older members and to maintain the attractiveness of the branch to members and potential members. Active members, who are the greatest source of new members, must be continually reminded to sponsor new members. Creative and spirited incentive programs are very important in this effort. There are documents available on the "Member's Information" page of the sirinc.org web site designed to assist branch leaders in new member recruitment.
 - 5) Select next year's Nominating Committee Members with great care before November 30th. Branch and Area Governor Candidates need to embrace the SIR mission and understand the need to select branch officers who also embrace the SIR mission. These candidates may be identified by their records of SIR leadership and by interviewing them. Computer literacy is mandatory for Branch Officers and essential for Branch Secretaries and Branch Treasurers. Job Descriptions and 3 Steps for Recruiting are found on the Branch Improvement web page <http://sirinc.org/MemInfo/BrAreaTools>,
 - 6) Reappoint Chairmen of Standing Committees; e.g. Audit, Ladies Day Luncheons, Growth Coordinator, Publicity & Image, Activities, Recruitment, Member Relations. Place Directors on these committees as assistant chair or chair for continuity of good practices.
 - 7) Monitor progress towards reaching goals throughout the year by reviewing Form 27 goals and your action plans. Report progress and recommend action if needed to the BEC monthly and to the Area Governor quarterly.
 - 8) A prime function of the Big Sir should be to act as a mentor to the Little Sir. Learning the duties of the Big Sir will facilitate the transition from Little Sir for the next year. It is recommended that as a part of this process the Little Sir work with Branch Officers and Committee Chairmen in order to develop an understanding of the various functions. In addition, the Little Sir should be given the opportunity to officiate at a Branch and BEC meeting. While some Branches use the Little Sir as a program chairman, if that interferes with the learning process, that duty should be assigned elsewhere.
 - 9) Encourage new members to serve on activity committees and involve them in recruitment and publicity efforts.
 - 10) The Big SIR should encourage and/or appoint their BEC Directors to serve on at least one committee as chairman or assistant chairman.

LITTLE SIR

The Little Sir supports the Big Sir, and takes over his duties and responsibilities in the Big Sir's absence. To better prepare him for becoming the Big Sir he may introduce the speaker for each luncheon and prepare a column for the monthly newsletter. If the branch has a Program Committee, he should be active in helping to select speakers. The Little Sir is an ex-officio member of all Branch committees, and may have other duties as assigned by the Big Sir.

To prepare for his future term as Big Sir, the Little Sir should work with each of the BEC officers to prepare their reports at least once in the first few months of the year. Special emphasis is on understanding how the four required branch reports and documents are generated and what they tell about Branch health: Form 27, Form 28, Newsletter, and Minutes. He should ensure that the Branch reports are sent on the branch scheduled dates. See the Branch Schedule of Operations, Little SIR column for recommended duties.

Become familiar with the State SIR Manual and Guidelines for an overview of Branch rules. Review the Branch Statistics, and the last three years of Form 27. Review the sections of the Branch Operations Guide on the State website. Search the SIR Happenings PDF archive for ideas that work in other branches. Meet quarterly with other Area Little Sirs to discuss problems and solutions. If he is Big Sir Elect, he attends a State Training Session for incoming Big Sirs.

BRANCH SECRETARY

The Branch Secretary is the official record keeper (except financial records) for the Branch. He takes roll, determines quorum, produces Meeting Minutes and maintains the Branch copy of the SIR Manual. He communicates with the Branch and State Officials about changes in Branch Leadership and other info as needed.

BRANCH TREASURER

The Branch Treasurer pays the Branch bills. He produces the monthly Cash Report (Form 28), drafts an annual Branch Budget, collects all monies, maintains the Branch Bank Accounts and participates in the annual Branch Audit.

BRANCH DIRECTOR

A Branch Director serves on the branch BEC and should be appointed to at least one Branch RAMP Committee as chair or assistant chair. All branch officers should be familiar with SIR Rules and Guidelines and visit the SIR website to become familiar with the many guidance documents like "The Legacy of One".

RAMP COMMITTEES

As no one of us is as smart as all of us, we should use the experience and talents of our members in Branch committees. These support the direction and leadership of the BEC by reviewing goals and action plans for survivability and continuity of good practices for the branch and its members. Each committee should have an assistant chair and several new members. All are appointed by the Big Sir and report periodically to the BEC through him.

Recruitment Committee—uses SIR brochures, SIR banners, and other tools to recruit from farmers markets, golf expos, senior centers, bowling alleys, and through Sir wives and other organizations.

Activities Committee—promotes new couples and Sir activities to offer more choices for social interaction. There are 73 activities listed on the State SIR Application Form 2.

Member Relations Committee—develops goals and action plans to keep new and present members in the branch. This committee should have a majority of experienced Sirs as well as new Sirs.

Publicity & Image Committee—publicizes meetings through local newspapers and other venues; maintains supplies of SIR Cards and SIR Brochures at luncheons; maintains the SIR Banner and offers other image items such as SIR hats and SIR apparel.

Detailed Job Descriptions and Tools & Ideas are found on the Branch Improvement web page <http://sirinc.org/MemInfo/BrAreaTools>.

Nominating Committee—uses the Three Steps to Get Volunteers and Job Descriptions found on the Branch Improvement Page on the SIRinc website. Include nomination for Area Governor. New SIR members can be great volunteers.

BEC MEETINGS

The future success or failure of the branch will be the result of the current decisions of the BEC. The BEC has total responsibility for all aspects of the Branch. Underlying all of these aspects is the need to maintain branch health for the long term. Branch health is directly related to the numbers of new members inducted annually and member retention. The loss of members or maintaining the status quo with respect to the number of branch members will ultimately result in branch failure. The Big Sir and the other BEC officers are responsible for establishing Branch goals, policies and programs that will assure branch membership growth. Review the current and previous years' Form 27 at each BEC meeting to determine progress towards achieving membership and attendance goals. Corrective action needs to be initiated immediately if goals are not being met.

The Big Sir shall prepare and publish an agenda prior to each BEC meeting.
The following is a sample agenda:

Sample Agenda — Executive Committee Meeting

Branch XXX

Date

Big Sir

Welcome those in attendance

Introduce guests

Opening remarks

Secretary

Verify quorum

Present minutes of previous meeting for approval

Review current and next month's items from Schedule of Branch Operations

Treasurer

Present Treasurer's report and new expenses for approval

Big Sir Report

Correspondence

Report on items of current importance New Member Recruitment

The current Form 27 is to be reviewed and compared to last year

Report on progress towards reaching goals for new member recruitment, activities and luncheon attendance

Make recommendations for future recruitment efforts

Little Sir Report

Report on luncheon speakers scheduled

Report on status of branch reports and other activities of the Little Sir

Committee Reports

Membership

Get approval of inactive applications. Give reason for going inactive Introduce applicants and sponsors if present (Pronounce names correctly)

Make motion to accept applicants for membership

Attendance

Activities

Report on member participation in Activities Make recommendations for new activities

Other Committee Chairmen

Old Business

New Business

Anything for the good of the order

Announce date of next meeting

Remind those in attendance to bring a guest who can become a friend to the next luncheon meeting

— Adjourn

LUNCHEON MEETINGS

Most members derive their initial satisfaction as members of SIR from the luncheon meetings. The luncheon meetings need to be held in good locations with good parking and a good sound system. The food must be good and the speakers interesting and entertaining. The entire luncheon event needs to be uplifting and satisfying. Member recognition during the meeting is very important. The Big Sir must take every opportunity to recognize those members by name who give reports or deserve recognition for their birthdays or other special reasons. Satisfied members will invite their friends. The Big Sir needs to remind those in attendance at each meeting to invite someone who could be a friend to come as a guest.

The Big Sir shall prepare an agenda for each luncheon meeting and adhere to it. The following is a sample two hour agenda:

Sample Agenda Luncheon Meeting

Branch XXX

Date

Big Sir

- Welcome all in attendance
- Introduce the Chaplain or other who will give the invocation (Optional)
- Pledge of Allegiance
- Introduction of those at the head table
- Introduction of SIR dignitaries; invite comments if appropriate
- Introduction of guests and visitors
- Introduction of Branch photographer who will be taking pictures
- Introduction of new members and sponsors
 - Short biographies of new members
- Introduction of New Member Recruitment Chairman for his report on incentive rewards, etc.
- Introduction of Activities Chairman or Chairmen who will give brief reports
- Humor time, jokes, etc.

Little Sir

- Read the list of birthday boys (pronounce names correctly)
- Award prize winner or winners

Lunch

Little Sir

- Introduce Speaker
- Open questions for Speaker after talk
- Remind those in attendance to bring a guest to the next meeting
- Sing God Bless America (Optional)
- Adjourn the meeting

RAMP GOALS AND ACTION PLANS

Each Branch has different problems that can be best addressed by first identifying areas which can be improved and then establishing standing committees to focus on these individual areas e.g., Recruiting, Activities, Member Relations, and Publicity. The Branch Assessment and Assessment Solutions are found at <http://sirinc.org/MemInfo/BrAreaTools/>.

Form 27 is used to track membership and attendance goals each month at the branch BEC meeting. In December or early January the BEC should set New Member In and Guest goals to have a net member gain of plus 1. An activities goal of ten is a good start.

Once Goals are determined, an action plan can be approved by the BEC. These plans should include the goals, measures, action items, dates and the Sirs responsible. A table with five columns is easy to use. Use action plans for publicity, recruitment, ladies day luncheons, member relations.

GOAL	MEASURE	ACTION PLAN ELEMENTS	DATES	RESPONSIBLE
Set Form 27 New Members Goal	BEC approval	Review attrition for a net gain of 1 member	November	Sir John Henry Recruitment
Obtain SIR recruitment aids	Available	SIR Cards. Tri- folds	Each Luncheon	Sir Dave Wright Publicity & Image
Outreach—publicize SIR in public places	# No-Sponsor Guests	Brochure holders at Senior Centers, Golf Desks, Bowling	Monthly	Recruitment Golf Committee Bowling Team
Each BEC member bring someone who could be a friend	Guest of BEC member, report quarterly	Legacy of One commitment	January April July October	Report by Little Sir Tim Adams
Engage New Members	# on RAMP committees; % in Dine In	Appoint for 1 year Dine In Couples	Quarterly	Big Sir Sir Joe Wave Activities

ACTIVITIES AND EVENTS

The most important of these are good luncheons in good locations with good speakers. A wide selection of activities of interest to members and their partners are vital for member satisfaction. The interest and excitement of members will be enhanced by continually asking them to identify activities of interest to them and their partners and then creating at least ten activities in each Branch. Branch Activities Committees are very important in this effort.

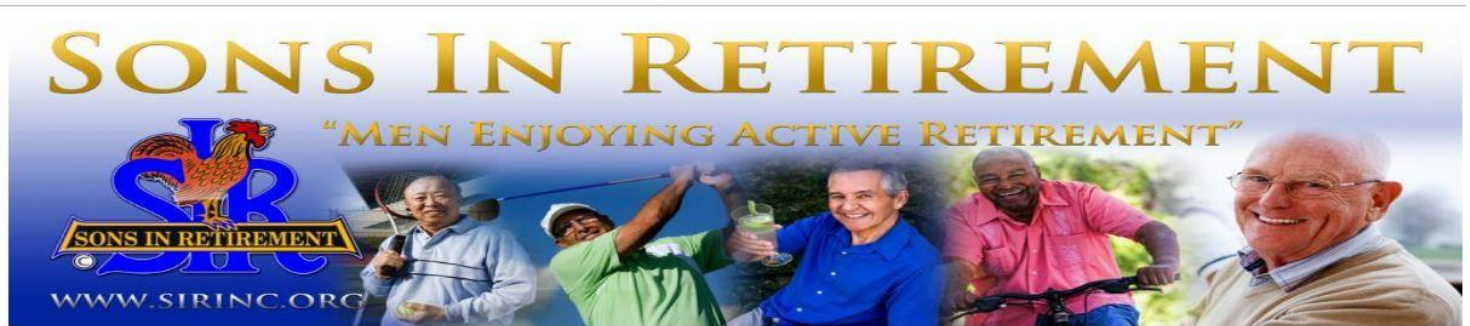
Following is a list of some popular activities in which SIR members and partners are participating:

Antique Cars	Golf, Couples
Astronomy	Hobby Display
Backgammon	Hiking
Barbecuing	Horseshoes
Biking	Investments
Bocce Ball	Men Dine Out
Book Groups	Mexican Train
Bowling	Model Railroading
Bridge, Duplicate	Pedro
Bridge, Party	Photography
Bridge, Couples	Ping Pong
Chess	Pinochle
Coins	Poker
Computers	Pool Billiards
Cooking	Radio Amateur
Cribbage	Recreational Vehicles
Dancing, Couples	Singing, Barbershop
Dining In, Couples	Singing, Chorus
Dining Out, Couples	Softball
Dominoes	Sports events, Couples
Explore and Dine, Couples	Stamp Collecting
Fantasy Baseball	Table Pool
Fantasy Football	Tennis
Fishing	Theater, Stage & Movies, Couples
Gardening	Time Shares
Genealogy	Travel, Couples
Golf, Eighteen Holes	Walking
Golf, Nine Holes	Walking, Couples
	Woodworking
	Wine Tasting, Couples
	Writing Life Stories
	Veterans
	Yoga

PART FOUR ADMINISTRATIVE INFORMATION

WEBSITE (sirinc.org)

All SIR data that can be stored digitally are available on the SIR website sirinc.org, which is administered by the members of the Information Systems Committee (INFOSYS). SIR is a paperless organization, so all data and documents must be obtained from the website. Just go to the sirinc.org web site and click on “**Member’s Information**” and then click on the desired item for immediate access to the data.



Our Newsletter

[SIR Mission](#)

[HOW TO JOIN SIR](#)

[Branch Locations](#)

[Branch Websites](#)

[What is SIR?](#)

[How SIR Started](#)

[About the Rooster](#)

[Member's Information](#)



WATCH OUR INFORMATIVE VIDEO! >>> [Click Here](#)

Are you retired or semi-retired and want to make new friends, participate in fun activities and better enjoy your leisure time?

JOIN SIR and MAKE FRIENDS FOR LIFE!

SIR Membership is open to men regardless of age, race, national origin or religion. Begun in 1958, SIR has thousands of members and branches in most areas of Central and Northern California. Surely there is a Branch near you. See the "Branch Locations" button on the left for specific localities.

WE CREATE ACTIVITIES OUR MEMBERS ENJOY.

We have monthly luncheons with interesting speakers and good fellowship. Additionally, our members have lots of fun doing a variety of other activities such as golf, fishing, bowling, card games and computers. Many activities like travel, dining, picnics, and holiday parties include our ladies and guests. To get more information on our activities Click on the icons to the right.

BUT THERE ARE SOME THINGS WE DON'T DO!

We don't raise money. We don't have a political agenda. We don't have a religious orientation. We don't sell light bulbs or anything else. We don't have a problem with organizations that do these things, its just that we don't. You've paid your dues to the working world - it's time to enjoy life.

Email Questions or Comment

[Click Here](#)

Popular Activities



Golf Bocce Fishing



Cards Travel Dining



Computers Bowling Walking



Investing RV-ing Ham Radio



Tennis Parties Sports Events

[And Lots More](#)



MEMBER'S INFORMATION

STATE INFORMATION

Key Documents

- [SIR FORMS](#)
- [SIR Leaders Guide 2016](#)
- [State Roster and Branch Locator](#)
- Password needed - Contact Branch Big SIR for password
- [Schedule Of State Operations](#)
- [SIR Rules Manual, Checklist and Revisions](#)

SIR State Communications

- [SIR Happenings Newsletter](#)
- [State Treasurer Reports](#)
- [State Annual and Board Meetings](#)
- [State Executive Committee Actions](#)
- [Presidents Letters](#)

Region & Area INFORMATION

SIR RD/AG Leadership Training

- [RD/AG Guides, Duties & Tools](#)
- [AG & RAMP Trainers Training Dates](#)
- [RD/AG Leadership Training Docs](#)

Area Improvement

- [Ideas, Tools & Examples](#)

BRANCH INFORMATION

Membership Information

- [Membership Statistics](#) NEW Monthly
- [Branch Data Sheets](#)
- Password needed-Contact Branch Big SIR for password
- [SAT Branch Membership Charts](#)
- [Branch Membership Counts 2011-June 2015](#)

SIR Branch Officer Guides

- [Br. Leaders Guides, Duties & Tools](#)
- [Schedule Of Branch Operations](#)

Branch Improvement

- [Ideas, Tools & Examples](#)
- [PROJECT 2016](#)

Branch Officer Training Information

- [Branch Leaders Training 2016](#)

Travel Management Information

- [Qualified Travel Agencies](#)
- [Qualified Bus Companies](#)
- [Travel Handbook](#)

How To Information

- [Branch Banking](#)
- [Merge Branches](#)
- [Obtain a Nonprofit Mail Permit](#)
- [Get Official SIR Logos](#)
- [Get Letterhead Stationery](#)
- [Raffles](#)

MISC. INFORMATION

SIR Promotional Items

- [SIR Apparel](#)
- [SIR Banners](#)

Organization Information

- [SIR Organization Chart](#)
- [SIR Hierarchy Level Table](#)
- [Non-profit Documents](#)
- [IRS Group Exemption Number](#)
- [Worthy Causes](#)
- [Primer - Use of SIR](#)
- [Charter Day Presentation](#)
- [SIR: A Club For Men](#)
- [SIRARC Policies](#)
- [SIR History](#)

Computer User Information

- [Publish Your Own Branch Website](#)
- [Branch Website Model](#)
- [SIR Database](#)

Password needed-For State Administrator Use Only

Archived Member Information

- [Archived Member Information](#)

SEARCH HERE

search engine by freefind advanced

EMAIL

SIRinc communications are by email. If to all Branches, messages are addressed to a specific group like Big Sir or Branch Webmaster. Copies always go to:

1. The Branch Secretary as part of Branch correspondence,
2. The Big Sir so he knows what is going on,
3. State Administrators (Board, Advisor, Governors and State Committee Chairmen) and to anyone else that may be involved.

Most branch BEC communications are by email. Many branch newsletters and other branch documents are posted on branch websites or emailed.

SCHEDULES OF OPERATIONS

For leaders at all levels there is a “Schedule of State Operations” and a “Schedule of Branch Operations.” These are summaries of meeting dates, due dates for document submittals, etc. They are updated annually and are very useful to State and Branch officers. They are available for printing from the sirinc.org web site, “Member’s Information” page “**SIR Leaders Guide**” Section (top left corner of page). (See pages 31-32 and 33-35 in this booklet for the Schedules of State and Branch Operations)

SIR MANUAL (RULES)

How to use the Manual

The current Manual is available to every member of SIR by accessing it on the “Member’s Information” page of the sirinc.org web site. To locate information in the Manual use the Table of Contents, the Index, or search for a topic by clicking on the little binocular icon located in the vertical side bar on the left side or **CTRL-F** and then type in the desired topic.

Standing Rules and Bylaws

There are separate Articles of Incorporation and Bylaws for SIRinc and for the Branch Corporations included in the SIR Manual. The Bylaws of SIRinc and of the Branch Corporations are akin to the United States Constitution. They can only be changed by a two thirds majority of the members of SIRinc in attendance at the August Annual Meeting. Standing Rules are similar to laws passed by the United State Congress. They are adopted and changed by a majority vote of the SIRinc Board of Directors.

Guidelines

The guidelines in the Manual provide expanded explanations of the rules and duties of officers and committee chairmen. They are not Rules. It is anticipated that appropriate parts will move from the Manual to the “Leaders Guides and Training Tools” page on the SIR Website.

Updating the Manual

During the year, shortly after Standing Rules or Bylaws are changed, the Manual is revised on the web site under the supervision of the State Rules Chairman. Branch Secretaries are notified of the changes by email. On the "SIR Manual" page of the sirinc.org web site, there are links to "Checklist of Revised Pages," "Summary of Changes" and a compilation of "Revised Pages Only" for the latest revision to the Manual. Revised pages may be printed from the revised Manual on the website for holders of hard copies.

FINANCIAL, SIR INC

The President and members of the SIRinc Board of Directors maintain a high level of fiduciary responsibility by furnishing guidance to all SIR members and officers who handle SIR funds. SIRinc is responsible for liability insurance premium expenses and administrative expenses for services more efficiently handled centrally such as communication, postage, supplies, training, promotion, website, travel, lodging, meals, pins, plaques, certificates and such other SIRinc expenses that may be authorized by the Board of Directors. SIRinc expenses are defrayed through the assessment of Chartered and Provisional Branches on a pro rata membership basis. The current annual assessment is \$5.00 per member, payable \$1.25 per member quarterly.

Almost all of our income is from Branch Assessments. Where does this go? The two major operating costs are insurance for all Branches (44%) and for meetings and mileage (40%). Much of the 16% administration is for maintaining branch incorporation. See Budget Chart on Page 29.

FINANCIAL, BRANCHES

Big Sirs and members of BECs are to maintain high levels of fiduciary responsibility by furnishing guidance to Branch members who handle SIR funds. The participants in Branch luncheons, activities and events shall be charged enough to pay for all expenses associated with these functions. Income to cover Branch overhead expenses for the SIRinc assessment, newsletters, officer expenses, Branch promotion, etc. shall be derived from assessments of active Branch members. The preferred, and most effective, method for generating income is by requesting lump sum annual assessments from all active members. The amount should be set according to each year's budget.

Branch Treasurers submit monthly Treasurers' reports at the BEC meetings. As a guide Branch cash reserves should be budgeted at about \$15.00 per member minimum at year end. (100 member branches should budget about \$1,500 in cash reserves at year end).

The Form 28, Monthly Cash Report, which includes branch financial data, is to be submitted by Branch Treasurers monthly on or before the tenth of the month to the SIRinc Assistant Treasurer, preferably electronically. It is intended to furnish data for reporting to the IRS and others as well as data for Area Governors and Regional Directors to monitor branch financial health.

Form 28 Cumulative data is for a calendar year, but the End of December balance must transfer as the Opening Balance for January. It must not be changed.

MEMBERSHIP STATISTICS

Form 27, Monthly Membership Report, which includes membership and luncheon attendance data, is submitted monthly to Branch Executive Committees, Area Governors, Regional Directors and State. (sirstateform27@gmail.com).

The data is intended to furnish monthly data useful to Branch Executive Committee Members for monitoring progress towards reaching membership and luncheon attendance goals.

A quarterly report, including copies of action plans, shall be submitted to the Area Governor indicating why or why not the Branch is meeting its goals with recommendations on how to achieve the goals if they are not being met.

ROSTERS

Roster, SIRinc

The State Roster Chairman compiles a State Roster annually which is published on the sirinc.org website in October and then updated throughout the year as needed. It includes the names and addresses of SIRinc elected officers, Regional Directors, Past Presidents, Area Governors, Appointees, State Committee members and a listing of the names of Honorary and Senior Honorary Life Members. It also includes a listing of all branches that includes branch number, name, meeting place, date and time of luncheon meetings, number of active members and the names and addresses of the Big Sir, Little Sir, Secretary, Treasurer, Bulletin Editor, Webmaster and Travel Chairman. Access is restricted to SIR members and requires use of a User Name and Password which is available from every Branch Email Contact.

Roster, Areas

The Area Governor may appoint someone to maintain an Area Contact Roster that includes the State Officer contacts, Area Chairs, all Branch information that includes: Branch number, name, meeting place, members and the names, phones and emails of the Big Sir, Little Sir, Secretary, Treasurer, Bulletin Editor, Webmaster, Travel Chairman, Publicity & Image Chair, Recruitment Chair, Activities Coordinator, and Member Relations Chair. That appointed Sir can also maintain the Area Activities Checklist.

Roster, Branches

The SIRinc agreement with the IRS requires that we have a complete list of all members updated yearly. The collection of Branch rosters fulfills this requirement. In addition, the State Database Chairman refers to these rosters on a daily basis to confirm member data like addresses, telephone numbers and name spelling.

For this reason branch secretaries are required to see that branch rosters are prepared and to send printed copies to the State Roster Chairman, Regional Director and Area Governor annually on or before March first.

We strongly recommend that Branch Rosters be prepared during November and December of the previous year so that all members start the new year off with a current roster and that the people preparing the roster have had at least a year in office so that the process is not new to them.

Branch rosters are for the private use of State and branch officers and members to use in communicating with branch members. Roster information is not to be given or sold to any entity outside of SIR.

TRAVEL

Travel is one of the most popular SIR activities. It also creates significant potential liabilities. The SIRinc Travel Committee is responsible for administration of THE TRAVEL CODE. Over the years SIRinc has adopted rules and procedures that promote travel and limit liability exposure at the same time. These are embodied in the TRAVEL CODE found in Rules 360 through 454 of the SIR Manual. The BECs must approve all travel events so BEC members need to be knowledgeable about these Rules. The importance of complying with these rules and procedures to minimize liability insurance expenses can't be overstated. The liability insurance policy covers travel events inside the USA with a limit of \$1,000,000. For travel outside the USA (including its Territories and Possessions), there is a \$7 surcharge for each event that is contracted by SIR or any of its Branches to help pay for this insurance.

RECOGNITION AND AWARDS

SIRinc provides Honorary and Senior Honorary Life Membership awards for State and Branch leaders and branch members for extraordinary achievements (See Form 45). The President is to present these awards.

Senior, Super Senior and Century Certificates are awarded to those who reach the ages of 90, 95 and 100 respectively. The Big Sir of the Branch must submit a Form 6 - Senior Certificate Order Form - directly to the State Certificates Chairman for processing. The Certificate will be sent back to the Big Sir for framing. The Big Sir should present the Senior Certificate, contact the Area Governor for presentation of the Super Senior Certificate, and the Regional Director for presentation of the Century Certificate. The awards shall be presented at a suitable SIR function or regular monthly luncheon. Branches should record branch achievements on their website.

WORTHY CAUSES

SIR is an organization formed to provide for the social needs of its members. SIR provides its members with social opportunities through participation in SIR activities and events. There are additional exposures to risks, and greater insurance expenses, associated with providing benefits to those who are not SIR members. This is the reason for Rule 13 prohibiting support of worthy causes and affiliations outside of SIR.

Service clubs, such as Lions Clubs, and other non-profit public benefit organizations exist to serve others with special needs who are not members of their organizations; and they do a fine job, a needed job. The purposes of these organizations are to support civic and other charitable causes. SIR does not support any causes. No event may act as a fund raiser for any other event or activity.

INSURANCE

The SIRinc Insurance Program provides protection for SIR members at all levels for officially designated SIR functions. The SIRinc Insurance Committee administers the insurance program. The annual premium is based partially upon the total number of SIR members. It is the single highest expense of SIRinc. The following provides a synopsis of the SIRinc Insurance Program:

Serving Alcoholic Beverages

Any SIR member selling and serving alcohol must be trained and certified through Bartenders training course via the internet. Any branch that generates income from selling alcohol must report annual income to the insurance chairman. This is a mandate from our insurance company.

Business Package Policy

General Liability: Insures SIR, its branches and members, against claims which may have been caused by members at an “authorized function” resulting in injuries to person(s) or property. The protection is up to \$1,000,000 for any one claim and \$2,000,000 for all claims in one policy year, which is May 1 through April 30. Note: An “authorized function” is a function that has been approved by the Branch Executive Committee for branches and the State Board for state functions. It includes picnics, travel, golf, bowling, etc. **Every activity must be renewed each year by the BEC.**

Vehicle: When a member uses his own vehicle for an approved SIR function SIR may also be liable for an accident claim. Under California law all vehicles owners are required to have liability insurance, but SIR may be responsible for all claims in excess of the member’s insurance limit.

Liquor Liability: If a branch serves its own liquor (as differentiated from a restaurant where members buy individual drinks) the branch is required to obtain a liquor license from the State ABC. The policy is effective if the license has been obtained and the function is an authorized function.

Fire Damage Legal Liability: If a facility is damaged by fire during an authorized function SIR is insured up to a maximum of \$300,000. There is excess coverage up to \$1 million.

Voluntary Medical Payment: There may be instances when SIR may not be legally responsible for an injury to a person. The insurance carrier may elect to make a voluntary payment up to \$5,000.

Property and Valuable Records: Replacement of damaged property belonging to the Corporation is insured up to \$26,000 and valuable records up to \$10,000.

Fidelity Bond: All officers, directors and members of SIR are bonded up to \$100,000 for dishonest acts.

Money and Securities: A loss due to burglary or robbery is covered up to \$25,000 on our premises or banking facility (with a \$1,000 deductible) and \$5,000 in custody of a “messenger” (i.e. A branch treasurer taking luncheon payment to the bank).

Excess Liability

It extends our basic liability policy coverage up to \$6,000,000 on any one claim and \$7,000,000 for all claims in one policy year.

Directors and Officers Liability Coverage

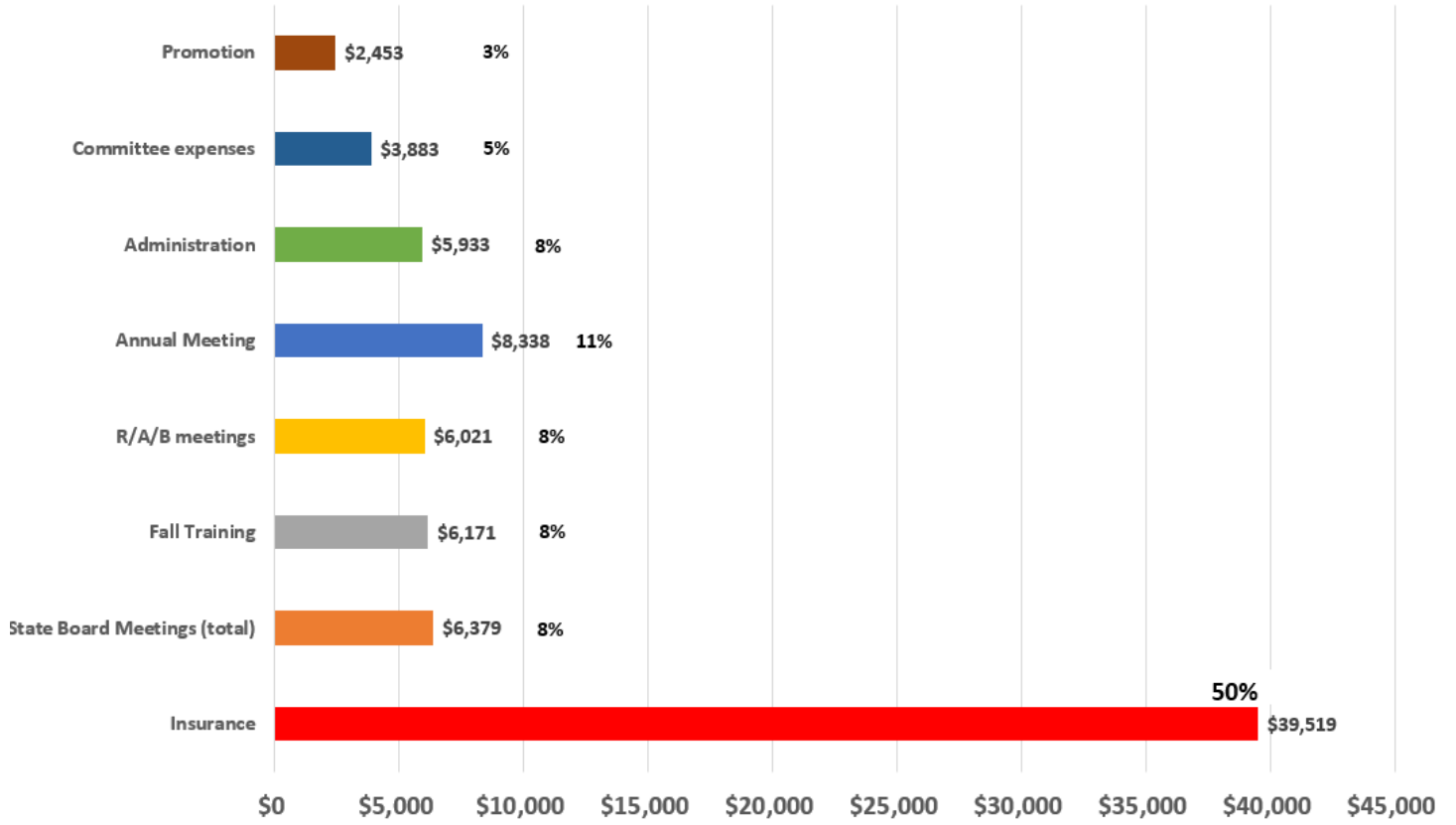
Directors and Officers of the SIRinc Board of Directors and all Directors and Officers of the Branch Board of Directors are covered for up to \$2,000,000 for unintentional negligent act errors or omission in the performance of their duties.

Certificates of Insurance

SIRinc provides certificates of liability insurance coverage that may be required by the owners or operators of facilities where SIR meetings, activities or events are held. These certificates are available on the sirinc.org web site, <http://www.sirinc.org>, in the Forms Section. Form 8, "Insurance Certificate Request" is to be filled out and forwarded to the SIRinc insurance broker listed on Form 8 in accordance with Form 8 instructions.

STATE EXPENDITURES CHART

SIR State Budget 2016 - Dollars



WHAT STATE DOES FOR BRANCHES

SIR Provides:

LEADERSHIP & ORGANIZATION	ACTIVITIES, RECOGNITION & COMMUNICATIONS
Rules and Guidelines	State sponsored Activities
SIR Manual	Golf
SIR Leaders Guide	Bocce
State Roster	Bowling
Membership Records, Statistics	Travel
Training	Certificates
Regional Director	Newsletter (SIR Happenings)
Area Governor	Website (www.sirinc.org)
Branch Officers	Branch Website Hosting
RAMP Committees	

SIR Provides:

INSURANCE LIABILITY	EXCESS LIABILITY
Vehicle	DIRECTORS & OFFICERS
Liquor	Unintentional negligent act
Fire Damage	Errors or omissions
Voluntary Medical Payments	CERTIFICATES OF INSURANCE
Property & Valuable Records	For owner/operators of facilities where SIR meets
Fidelity Bond	
Money & Securities	

SIR Provides:

TAX FILING FOR CALIFORNIA AND FEDERAL 501-C4
Each Branch is a separate Corporation and Tax forms are filed individually for both California and Federal taxes

SIR Schedule of STATE Operations 2017

Check for possible revisions on the SIR website - www.sirinc.org

Meetings	State Secretary	State Treasurer	Regional Director	Area Governor	Other
<p>JANUARY Regular Board meeting [Rule 810]</p> <p>The President submits the annual budget and Branch assessment amount to the Board at the January Board Meeting. [Rule 861]</p>	<p>Send notice of Board mtg at least 10 days prior to mtg. [Rule 833]</p> <p>Post minutes of the Board mtg to Website within 20 days after mtg. [Rule 831]</p>	<p>Issue quarterly Branch pro rata assessments by 1/1. [Rule 866]</p> <p>Send financial report to State Board Members monthly. [Rule 870]</p>	<p>Submit Region Status Report to President by 1/25. [Rule 786]</p> <p>Hold Region mtg within 2 weeks of Board mtg. [Rule 883]</p>	<p>Submit Area Status Report to Regional Director by 1/15. [Rule 800]</p> <p>Receive notice of Branch transfer of records by 1/31. [Rule 204]</p> <p>Hold Area mtg within 2 weeks of Region mtg. [Rule 895]</p>	<p>Assistant State Treasurer receive Branch Form 28 Cash Reports by the 10th of every month for the previous month. [Rule 216]</p> <p>ALL submit final year-end Form 15 Expense Voucher to the out-going Vice President by 1/15. [Rule 38]</p>
<p>FEBRUARY</p>				<p>Receive Branch annual Audit Reports by 2/10. [Rule 257]</p> <p>Submit Certification of Branch financial condition to Assistant State Treasurer by 2/20. [Rule 801]</p>	<p>Regional Directors & Area Governors receive Branch Membership Rosters by 3/1. [Rule 178]</p>
<p>MARCH</p>	<p>Send notice of April Board mtg at least 10 days prior to mtg. [Rule 833]</p>	<p>File Form RRF-1 Charitable Trust Renewal with Calif. Attorney General by 4/15.</p>			
<p>APRIL Regular Board meeting. [Rule 810]</p>	<p>Post minutes of the Board mtg to Website within 20 days after mtg. [Rule 831]</p>	<p>Issue quarterly Branch pro rata assessments by 4/1. [Rule 866]</p> <p>File IRS Electronic Exempt Post Card for each Branch.</p>	<p>Submit Region Status Report to President by 4/25. [Rule 786]</p> <p>Hold Region mtg within 2 wks of Board mtg. [Rule 883]</p>	<p>Submit Area Status Report to Regional Director by 4/15 [Rule 800]</p> <p>Hold Area mtg within 2 weeks of Region mtg. [Rule 895]</p>	<p>State Nominating Committee receives Form 43 Applications for Elected State Office prior to 4/15. [Rule 788.2]</p> <p>ALL-Submit prior qtr. Expense Form 15 by 4/15. [Rule 895]</p>
<p>MAY</p>	<p>Send notice of June Board mtg at least 10 days prior to mtg. [Rule 833]</p>	<p>File SIR Inc. Group 199 & State 990 income tax returns by 5/15. [Rule 889]</p>			<p>State Nominating Comm. report nominations to President by 6/1. [Rule 789]</p>

SIR Schedule of STATE Operations 2017 - continued

Meetings	State Secretary	State Treasurer	Regional Director	Area Governor	Other
JUNE Regular Board meeting [Rule 810]	Post minutes of the Board mtg to Website within 20 days after mtg. [Rule 831]		Hold Region mtg within 2 wks of Board mtg. [Rule 883]	Hold Area mtg within 2 weeks of Region mtg. [Rule 895]	Rules Committee submit Bylaw changes 45 days prior to annual meeting.
JULY	Send notice of Annual Mtg at least 30 days prior to mtg. [Rule 770]	Issue quarterly Branch pro rata assessments by 7/1. [Rule 866]	Submit Region Status Report to President by 7/25. [Rule 786]	Submit Area Status Report to Regional Director by 7/15. [Rule 800]	ALL-Submit prior qtr. Expense Form 15 by 7/15. [Rule 38]
AUGUST Annual Meeting of Members of the Corporation. [Bylaws Sec. 184]	Post minutes of Annual meeting to Website within 20 days after the mtg. [Rule 831] Receive F44A's from Area Gov's. & Region Dir's – Send to State Database Chair. [Rules 794-798]	Submit updated Subordinate Corporation listing to the IRS.	Conduct election of next year Regional Director with Area Governors & have the RD-Elect submit Form 44A to State Secretary. [Rule 781]	Conduct election of next year Area Governor with Big Sirs & Little Sirs & have the AG-Elect submit Form 44A to State Secretary. [Rules 794-798]	State Roster Chairman receives 2017 Form 20's – Branch Personnel by 8/31. [Rule 136]
SEPTEMBER	Report results of Regional Director & Area Governor elections to State Database Chair.		Next year's Regional Directors attend Leader Training Seminar. [Rule 898]	Next year's Area Governors attend Leader Training Seminar. [Rule 898]	President-elect advise Database Chair of next year Appointees. [Bylaws Sec 225, 265]
OCTOBER Leader Training Seminar & Installation of next years Area Governors. [Rules 805, 898]	Send notice of November Board meeting at least 10 days prior to mtg. [Rule 833]	Issue quarterly Branch Pro Rata assessments by 10/1 [Rule 866]	Submit Region Status Report to President by 10/25. [Rule 786]	Submit Area Status Report to Regional Director by 10/15. [Rule 800]	State Roster Chairman produces next year's State Roster, associated reports & post to Website. ALL-Submit prior qtr. Expense Form 15 by 10/15. [Rule 38]
NOVEMBER Regular Board meeting. [Rule 810] President installs 2017 State Board members. [Rule 805]	Post minutes of Board meeting to Website within 20 days after mtg. [Rule 831]		Hold Region mtg within 2 weeks of Board mtg. [Rule 883]	Hold Area mtg within 2 weeks of Region mtg. [Rule 895] Next year's Area Gov's hold training for incoming Branch Officers by Jan. [Rules 898, 899]	On or before December 15th the Budget Oversight Committee (BOC) shall submit to the President Elect an annual budget. [Rule 661]
DECEMBER	Send notice of January Board meeting at least 10 days prior to mtg. [Rule 833]				ALL submit final year-end Form 15 Expense Voucher to the out-going Vice President by 1/15. [Rule 38]

SIR Schedule of BRANCH Operations 2017

Check for possible revisions on the SIR website - www.sirinc.org

When	BIG SIR	LITTLE SIR*	SECRETARY	TREASURER	OTHER
It is important to start preparing for the following year as soon as the Big Sir and his team are elected.					
Previous September	Big Sir Elect begins selecting Nominating, Audit Committee, all branch committees including; administrative and RAMP Committee Chairs and members (Rules 130, 255)				
Previous December	Big Sir Elect confirms Nominating and Audit Committee appointments, also all branch committees, including administrative and RAMP Committee Chairs and members prior to January 1st (Rules 130, 255)				
Routine	Hold regular monthly luncheon meetings. Branch may have up to 2 parties or Ladies Day functions in lieu of regular luncheon meetings. [Rule 41] Check calendar for future holidays that may necessitate changing meeting day. [Bylaws Sec. 35] Send Form 27 - Membership Status by 10th of each month for previous month, per distribution on Form. [Rule 167]	Verify all Branch Documentation sent on schedule	Send BEC meeting minutes to Area Governor & Regional Director within 10 days of meeting or send memo to them when a BEC meeting is not held. [Rule 175] Notify State Roster Chairman of any changes to Form 20 - Branch Personnel. [Rule 138] Report to BEC on all Branch Operations Scheduled Items each month.	Send Form 28 - Monthly Cash Report to Asst. State Treasurer by the 10 th of each month per distribution on the form. [Rule 216] The Branch Treasurer is responsible for the collection of voluntary contributions. [Rule 220] Maintain certain financial records for seven years. [Rule 227]	Big Sir may call special meetings of Officers or members, with at least 5 days written notice. [Bylaws Sec. 36] Bulletin Editor -Assure Branch bulletin is sent to all Branch members, Big Sirs of Area Branches, Area Governor, Regional Director, State President, & Editor of "SIR Happenings". [Rule 272]
January	Confirm Nominating and Audit Committee appointments & complete appointment of administrative Committee Chairmen and members prior to 1/1. [Rules 130, 255] Communicate Goals and Action Plans for coming year to membership. Place in BEC minutes, Newsletter, and website Secure approval of the year's Branch activities and record in BEC minutes. [Rule 151.1] Provide New Member Qtrly. written report to Area Governor by 1/5. [Rule 168]	Understand how Form 27 is completed and what the data means. [Rule 167] Assist BS in writing the quarterly report Understand how the Activities chair gets new activities and gets approvals	Notify Area Governor of transfer of records to new Officers. [Rule 204]	Pay SIR State assessment by 1/15, basis November active members. [Rule 218,886b] Form 28 due to Asst. Treas. by Jan 10 [Rule 216].	Branch Officers transfer all records to the incoming Officers by January BEC meeting. [Rule 203] Complete Branch Audit of books and records of all financial transactions including Branch activities like Golf, Bowling, etc. by the Branch Audit Committee. [Rules 255, 256].

SIR Schedule of BRANCH Operations 2017 - continued					
When	BIG SIR	LITTLE SIR	SECRETARY	TREASURER	OTHER
Feb	Follow Error & Omission instructions from State insurance Committee. [Rule 617]	Understand the Audit process. [Rules 255, 256]	Mail printed copy of Membership Roster to State Roster Chairman & provide a copy (by any media) to Area Governor & Regional Director. [Rule 178]	Send Branch Audit Report - Form 29 with December Form 28 to Area Governor by 2/10. [Rule 257] Form 28 due to Asst. Treas. by Feb 10. [Rule 216]	
March	Solicit proposed amendments to SIR Branch Bylaws and submit to Area Governor. [Bylaws Sec. 56]	Understand how Form 28 is completed and works. [Rule 216]		Form 28 due to Asst. Treas. by Mar 10 [Rule 216].	Nominating Committee make a progress report to BEC. (See May)
April	Provide New Member Qtrly. written report to Area Governor by 4/5. [Rule 168]	Assist BS in writing the quarterly report Understand the Member Relations activities		Pay SIR State assessment by 4/15, basis Feb. active members. [Rule 218, 866b] Form 28 due to Asst. Treas. by Apr 10. [Rule 216]	Nominating Committee make a progress report to BEC. (See May)
May	Receive next year's Branch Officers slate from Nominating Comm. by 5/31. [Rule 131]	Understand how to prepare Branch Bulletin [Rule 272]		Form 28 due to Asst. Treas. by May 10. [Rule 216]	Nominating Committee submits proposed slate of Branch Officers to Big Sir. [Rule 131]
June		Understand how Ladies Day committee works		Form 28 due to Asst. Treas. by Jun 10. [Rule 216]	
July	Submit BEC nomination for next year's Area Governor. [Rule 155] Provide New Member Qtrly. written report to Area Governor by 7/5. [Rule 168]	Assist BS in writing the quarterly report Understand SIR Website tools and documents		Pay SIR State assessment by 7/15, basis May active members. [Rules 218, 866b] Form 28 due to Asst. Treas. by Jul 10. [Rule 216]	Bulletin Editor publishes nominations for next year's Officers in the July bulletin, or by written notice to each member. [Rule 131]
August	BS attend SIR State Annual Meeting, or BEC must appoint an alternate. [Rule 165-6] Hold election of next year's Branch. Officers. [Rule 134]	Understand how Programs Chair finds excellent speakers.	Send Form 20 - Branch Personnel for next year to State Roster Chairman. [Rules 136-138]	Form 28 due to Asst. Treas. by Aug 10. [Rule 216]	Big Sir & Little Sir attend Area Governor's meeting to elect next year's Area Governor by 8/31. [Rules 794-6]

SIR Schedule of BRANCH Operations 2017 - continued					
When	BIG SIR	LITTLE SIR	SECRETARY	TREASURER	OTHER
September	Big SIR-Elect plan to attend Leadership Training. [Rules 124, 898] Invite BEC-Elects to BEC meetings	Conduct BEC and Luncheon Meetings Understand the Publicity activities		Form 28 due to Asst. Treas. by Sep 10. [Rule 216]	Big Sir & Little Sir attend Area Governor's meeting to elect next year's Area Governor by 8/31. [Rules 794-8]
October	Provide New Member Qtrly. written report to Area Governor by 10/5. [Rule 168] BS-Elect attend Leaders Training. [Rules 124, 898]	Little Sir Elect-read SIR Leaders Guide cover to cover Assist BS in writing the quarterly report	Order Past Big Sir pin Form 23. (Optional)	Pay SIR State Assessment by 10/15, basis August active members. [Rule 218] Form 28 due to Asst. Treas. by Oct 10. [Rule 216]	
November	Install next year's Officers in November or December. [Rule 140]	Understand how Recruitment Chair sets goals and action plans		Form 28 due to Asst. Treas. by Nov 10 [Rule 216]	Certain Branch Officers attend Training Session held by Area Governor. [Rules 124 & 898]
December	Install next year's Officers if not installed in November. [Rule 140] Develop Goals & Action Plans with BEC for next year.	Assist BS with Goals and Action Plans for next year		Form 28 due to Asst. Treas. by Dec 10 [Rule 216]	Big SIR-Elect confirms Nominating and Audit Committee appts & completes appt of admin Committee Chairmen and members prior to 1/1. [Rules 130, 255]

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

RULE 160. In general, subject to the control of the Branch Executive Committee, the Big Sir shall control all of the affairs of the Branch in accordance with the Corporate and Branch Bylaws and Standing Rules, with due consideration being given to the Guidelines.

RULE 240. The Branch Directors are an integral part of the Branch Executive Committee. They have equal voting rights with other members of the committee and share equal responsibility for the conduct of all Branch operations and activities.

*We have listed some monthly goals for Little Sir. By completing these he will be ready to take over as Big Sir at the end of the year. Branches can change the order of the monthly goals provided they are all completed by year end.

