

SIR SCHEDULE OF STATE OPERATIONS ~ 2017

Watch for possible revisions on the SIR Website - www.sirinc.org

MEETINGS	STATE SECRETARY	STATE TREASURER	REGIONAL DIRECTOR	AREA GOVERNOR	OTHER ITEMS
<p><u>JANUARY</u></p> <p>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 661]</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><u>FEBRUARY</u></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><u>MARCH</u></p>	<p>Send notice of 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><u>APRIL</u></p> <p>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 768.2]</p> <p>ALL-Submit prior qtr. Expense Form 15 by 4/15. [Rule 38]</p>
<p><u>MAY</u></p>	<p>Send notice of 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 869]</p>			<p>State Nominating Comm. report nominations to President by 6/1. [Rule 769]</p>
<p><u>JUNE</u></p> <p>Regular Board meeting – [Rule 810]</p>	<p>Post minutes of the Board mtg to Website within 20 days after mtg. [Rule 831]</p>		<p>Hold Region mtg within 2 wks of Board mtg. [Rule 883]</p>	<p>Hold Area mtg within 2 weeks of Region mtg. [Rule 895]</p>	<p>Rules Committee submit Bylaw changes 45 days prior to annual meeting.</p>

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MEETINGS	STATE SECRETARY	STATE TREASURER	REGIONAL DIRECTOR	AREA GOVERNOR	OTHER ITEMS
<u>JULY</u>	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]
<u>AUGUST</u> 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]
<u>SEPTEMBER</u>	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]
<u>OCTOBER</u> Leader Training Seminar & Installation of next years Area Governors. [Rules 805, 898]	Send notice of 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]
<u>NOVEMBER</u> 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, 124]	On or before December 15 th the Budget Oversight Committee (BOC) shall submit to the President Elect an annual budget. [Rule 661]
<u>DECEMBER</u>	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]