



BRANCH 159 STANDARD OPERATING PROCEDURES

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BRANCH 159 PROCEDURES

The Branch Secretary or his designated representative is responsible for maintaining and updating the Branch Procedures.

All new Branch Executive Committee (BEC) Members and new Branch Committee Chairmen will be briefed on the procedures and given a copy.

PROCEDURE 1—APPLICATION FOR MEMBERSHIP

The overall membership process requires cooperation between the Branch Executive Committee, Membership, Recruitment and Public Relations, Attendance and Orientation Committees. To ensure a smooth membership process, communication between these committees is paramount. These procedures deal with how potential new member applications are handled.

1. The Membership Chairman will provide all Guests a name tag. If the Guest is a potential new member, a Membership Application and a Recruiting Brochure will also be provided if not already supplied by the Guest's sponsor.
2. The Attendance Chairman will make note of the guest's name and the member who brought them so that they both can be introduced during the luncheon by the Big SIR. The Attendance Chairman will then give the membership application to the Membership Chairman so that he can follow-up with potential new member during the luncheon to determine their interest.
3. If the potential new member application was completed, the Membership Chairman will collect the application for processing by the Membership Chairman.
4. If the application was not completed, the Membership Chairman will follow-up with the new member's sponsor during the next several days to determine the guest's interest in joining. If the sponsor is unaware of the guest's intent, the Membership Chairman will contact the guest.

PROCEDURE 2—WHEN A NEW APPLICATION FOR MEMBERSHIP IS RECEIVED

1. To be accepted into the Branch, an applicant must have attend at least one luncheon as a guest or new member and then be introduced to the members in attendance.
2. The Membership Chairman will then verify the application for completion and accuracy.
3. Once the application is verified and approved, the Membership Chairman will make all pertinent information from the form available, including birthday and anniversary dates, for publication in the Branch Directory.

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4. The Membership Chairman will include the new member information in the Membership database. After notification from the Membership Chairman, the Newsletter editor will send the new member the prior month's Newsletter.
5. After receiving an email with new member information, the Membership Committee or designee will assign a badge number. The Membership Chairman or designee will then inform the Attendance Chairman of the badge number who will make the badge.
6. The Membership Chair will prepare the New Member Packet.

PROCEDURE 3—AT THE BEC MEETING

1. The new member application will be presented to the BEC by the Membership Chairman for approval of membership.
2. The BEC approves his membership and the approval by the BEC is recorded in the BEC minutes.

PROCEDURE—4 AT THE LUNCHEON

1. The Membership Chairman will call the new member and his sponsor to the podium.
2. The Membership Chairman will inform the membership that the BEC has approved the new member for induction by the Members into Branch 159.
3. At the induction lunch, the Membership Chairman will inform the new member of his responsibilities as a member of SIR branch 159 and will provide the new Member with a New Member Packet which will include
 - a. Welcome letter from the Big SIR
 - b. Welcome letter from Membership Chairman.
 - c. Branch Roster (after the branch assessment is collected)
 - d. SIR information Cards to be handed out to potential new members.
 - e. A Rooster pin.
4. A picture will be taken of the new member and to be included in the photo Directory located on the Branch website and to be published in the next month's Newsletter along with his short biography.
5. The Big SIR will acknowledge the efforts of the sponsor in recruiting a new member.

PROCEDURE 5—MEMBERSHIP REPORT

1. The Membership Report is due within 5 days prior to the BEC meeting and will be revised during the month as necessary. The report will identify:
 - a. Applications On File
 - b. Number of new Members in the last Month
 - c. Members Leaving/Transferring Out
 - d. Total Number of New Members accepted by year
2. The Membership Chairman or designee will update the Branch database, monthly, of members with new member information such as name, wife's name, address, phone number, member interests and birth/anniversary dates.

PROCEDURE 6—CALLING

1. When a new Roster call list is updated, the Caller Coordinator will identify members who will be responsible for calling and then he will designate a member as a Caller for each caller page.

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2. Callers will be appointed and sent via letter/email from the Caller Coordinator, and will include Caller responsibilities—**SEE PROCEDURE 7, BELOW.**
3. The Caller will be responsible for calling/emailing the members, one week prior to the luncheon, on his page(s) to see if they will be attending the upcoming Luncheon and report the results to the Caller Coordinator.
4. The Caller Coordinator will then inform the Treasurer of the estimated number of members who plan to attend the Luncheon no later than the Monday morning prior to the Thursday Luncheon.
5. The Caller will report any serious member illness or injury to the Caller Coordinator who will then inform the Sunshine Chairman.
6. The Treasurer or Caller Coordinator will inform the restaurant of the expected number of members that will attend the Luncheon no later than the Monday afternoon prior to the Thursday Luncheon. The number reported will be multiplied by a factor of 0.95 to correct for no-shows. This number should be reviewed annually and changed as necessary.

PROCEDURE 7—CALLING COMMITTEE

Thank you for volunteering to be a Caller. The following identifies Caller responsibilities:

1. Please contact the members on your caller report page(s) either by phone (5 days) or, if by email, (approximately 6-7) days prior to Thursday's Luncheon to determine if they will be attending.
2. Approximately 10 days prior to Thursday's Luncheon, you will receive an email from the Caller Coordinator that will serve as a reminder that contacts need to be made.
- 3.3. If you use email (please see suggested verbiage below) and have not received a reply by the SUNDAY prior to the Thursday Luncheon, a phone call will be required.
4. If a member is unable to attend the Luncheon due to a serious illness or injury, report this information to the Caller Coordinator . The Caller Coordinator will then inform the Sunshine Committee Chairman.
5. Contact the Caller Coordinator with the number of people attending and the specific members who are requesting an excused absence, either by phone or email no later than the Monday morning prior to the Thursday Luncheon.

Suggested Email verbiage for callers

To: All Email Addresses On Your Roster Page(s)

Subject: SIR Luncheon

Our next SIR Luncheon will be on Thursday (date). Our lunch menu will consist of (complete) and our Guest Speaker will be (complete). Please reply and let me know if you will be attending. If you are unable to attend please let me know so that your absence can be recorded in the monthly Luncheon Attendance Report. Also, if you are unable to attend due to a serious illness or injury, please let me know so that our Sunshine Committee Chairman can be informed. Please reply to this email no later than Sunday prior to the luncheon. Thank you.

PROCEDURE 8—CELEBRATING BIRTHDAYS/ANNIVERSARIES

To promote Branch Member's Birthdays/Anniversaries, the following will apply:

1. Birthdays and anniversaries for the current month will be listed in the monthly Newsletter and celebrated at the monthly Luncheon.
2. December Birthdays/Anniversaries will be listed in the December Newsletter but celebrated at the January Luncheon.
3. The Membership Chairman (or designee) will prepare and update a list of Birthdays and Anniversaries and distribute it to the Little SIR and Newsletter Editor.

PROCEDURE 9—LADIES DAY/ HOLIDAY LUNCHEON

Should there be a desire to hold special events for ladies, they will be a separate event put on by a committee of SIR 159 members appointed by and coordinated through the Big and Little SIRs.

1. A Holiday committee (assigned by the Big and Little SIR) will be responsible for all phases of the luncheon.
2. The date will be selected and coordinated with the restaurant as soon as possible in the year.
3. The holiday committee will contact and contract with the entertainment. The BEC will approve a dollar amount for the entertainment.
4. To allow ample time to generate the greatest participation in the Ladies X-Mas luncheon, it is recommended that particulars of the luncheon be published in the monthly Newsletter in October and a flyer be included in the November and December Newsletter.
5. Admittance will be by pre-paid reservations only with payments being sent to the Treasurer.
6. The holiday committee will be responsible for decorations.
7. The holiday committee and Treasurer will coordinate the menu selection with the restaurant.

PROCEDURE 10—BRANCH EXECUTIVE

The Branch Executive Committee often referred to as the BEC or "The Board", is made up of 6 Officers (Big SIR, Little SIR, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer) and up to 6 Directors. Their job is to run the business of the Branch. They are the only people that can vote at a BEC Meeting. In order to conduct business, a quorum must be present (half the members +1. Although all special activity Committee Chairmen should attend BEC Meetings, they cannot vote on any motion (unless they are a member of the board) brought before the board, however; they can present items to the Board for consideration.

It is recommended that Directors normally serve for no more than three consecutive one year terms. We encourage all BEC members to attend the Branch Training Session in (TBD).

The Branch has written procedures that cover a number of subjects to insure continuity from year to year. Please familiarize yourself with these procedures. As a BEC member, you are running a California Chartered C-4 Non Profit Corporation whose charter is renewed every other year by The Secretary of State. We are required to file tax returns, and this is done by the SIR State Secretary.

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All Branch operations are conducted under the rules of the SIR Manual. You can find the complete copy on the State website www.SIRinc.org.

PROCEDURE 11—SUNSHINE COMMITTEE

The Sunshine Committee's purpose is to keep the Branch members informed of the well-being of all members.

PROCEDURE 12—WHERE DO YOU GET INFORMATION?

1. Most of the information is gathered by word-of-mouth, monthly callers or through the grapevine. Frequent notices are placed in the Branch Newsletter to call the Sunshine Chairman when someone is sick, hospitalized, or passed away.
2. Monthly callers are asked to pass on any health related absence problems uncovered during their calling to the Caller Coordinator . He will then inform the Sunshine Chairman.

PROCEDURE 13—NOMINATING COMMITTEE

1. The Nominating Committee is composed of a minimum of three members appointed by the Big SIR. Their term of office will be for one year with exception to the chairman who shall serve a two year term.
2. It is recommended that Committee members shall have served at least one year as a member of the BEC or as Chairman of a Committee.
3. The Committee will first determine the number of BEC positions that they anticipate need to be filled for the next year.
4. The Committee will make reports to the BEC in accordance with the current year's Schedule of Branch Operations.
5. The Committee will select possible candidates for all positions that will be vacant.
6. The Committee will interview selected candidates and inform them of Branch Procedure #10 (Branch Executive Committee).
7. The Committee will agree on a Slate of Officers and a nomination for Area Governor for the following year and inform the BEC no later than May 31.
8. It is recommended that nominees for Little SIR and Big SIR have served at least one term as a Director of the branch
9. For a complete list of Job Descriptions for Branch 159, refer to our website—sirinc2.org.

PROCEDURE 14—TREASURER

The Branch Treasurer shall keep and maintain accurate accounts of the properties and financial transactions of the Branch, including accounts of its assets, liabilities, receipts and disbursements.

General Responsibilities

1. Establish and maintain Branch checking account

- a. All checks need only be signed by one of the officers designated approved at the bank

2. Receive all Branch Funds

- a. Voluntary contributions
- b. Payment for special activities and Ladies Day/Holiday Luncheon designated by the Branch
 - 1) As authorized by BEC

3. Disburse Branch funds.

- a. State SIR Pro-rata assessment
- b. Luncheon costs
 - 1) Guest speaker's lunch
 - 2) SIR State Officer's lunch
 - 3) Others as authorized by BEC
- c. Branch operating costs
 - 1) Branch roster, Newsletters, Guest Speaker gifts, ink cartridges, paper, etc.
- d. Payment for special activities
- e. Ladies Day/Holiday Luncheon entertainment costs

4. Maintain Branch financial records.

- a. Form 28 (due to recipients by 10th of the following month)
- b. Treasurer Report to BEC
- c. Treasurer reduced report to Chanticleer editor (due prior to the end of each month)
- d. Branch Budget for approval by the BEC prior to year end
- e. Internal Receipts and Disbursements form used to prepare above documents
- f. All financial records are retained for three (3) years

5. Monthly Responsibilities.

1. Present Treasurer's Report (form 28) to BEC by 10th of the following month.
2. Write checks as necessary for supplies, ink, frames, etc. Obtain receipts/invoices and record who submitted the request for payment and the specific items that were purchased.
3. Write checks as necessary for special activities.
4. Accept and record money received for assessments and provide a Branch Roster.
5. Obtain a count of attendees at the luncheon, including the number of members, guests and visitors. Provide counts to Membership Chairman for use in completion of Form 27.
6. Write checks to the restaurant at the agreed price per meal for Guest Speaker(s), State SIR Officers (if requested) .
7. The restaurant will determine how many meals the branch must cover. Also and at the discretion of the restaurant, the branch may have to pay for over-estimating the number of meals prepared for the membership.

PROCEDURE 15—INFORMATION DISTRIBUTION

The Newsletter Editor is responsible for disseminating information via email to Branch members. Information distributed to members includes:

1. Notices from SIR State Officials.

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2. Information from BEC members.
3. Updates on a member's serious injury or illness.
4. Flyers for SIR Days for special events or activities
5. Flyers for travel events.
6. Information regarding new issues of SIR "Happenings" newsletter available on the Internet.
7. Member death notices.

PROCEDURE 16—BRANCH AUDIT

By February 10th following the audit year, the Audit Committee must submit audit information to the Regional Director, Area Governor, Assistant State Treasure and Branch 159's Big SIR, Treasurer and Secretary. This information will be a summary of the Branch's financial transactions and be submitted on Form 28 – Sons In Retirement Monthly Cash Report and Form 29 – Branch Audit Report. Forms 28 & 29 can be found on the SIR Web Site at <http://www.sirinc.org/sirforms>.

The information audited will be provided by the Branch Treasurer and any other activities as directed by the Big SIR. The Branch Treasure will provide the Audit Committee with December's Form 28, which will include a Year-To-Date (YTD) summary of account balances. The Golf Tournament Treasurer will provide December's Form 69 – Sons In Retirement Monthly Golf Activity Report, which will include a YTD summary of account balances and Form 69A – Branch 69 Annual Golf Audit Report, which provides an annual summary of financial receipts and disbursements.

PROCEDURE 17—MEMBERSHIP DIRECTORY PRODUCTION

The SIR's Branch 159 Annual Member Directory is a yearly pamphlet distributed to Branch 159 members following their payment of annual dues. The roster contains information about the Branch Officers, State Officers and Branch members. The main body, the members pages, display members addresses, phone numbers, member interests and email addresses. This pamphlet is distributed at the monthly luncheon. Availability is to be in the month following the month when annual dues are to be paid. Usually in March.

The production of the directory is done in two pieces.

1. The members information portion is produced from the Microsoft Access Data Base maintained by the Membership Chairman. This section is produced by running a pre-programmed report that produces the membership information in the format that is directly used by the printing company. The report file is provided to the Printer by email. The directory is printed on white 18 lb paper in black ink on both sides. The paper size is 8.5" x 14". The finished size is 8.5 H x 7.0" wide, folded mid way at 7". The Printer does the pagination to keep the directory in alphabetical order as provided in the emailed report file.

2. The cover for the Directory is printed separately on both sides of a single sheet of pastel colored 8.5" x 14" 20 lb paper. The cover is bound with staples to the membership section, and folded to 8.5H x 7"W. No edge trimming is required.

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The cover is produced using Microsoft Publisher and manually up dated with the new years information. The names and phone #'s are provided by the club officers. When proofed and ready to print the Publisher file is emailed to the Printer.

The Printer emails a proof file for acceptance, and when accepted commences printing. The printed directory needs to be picked prior to the meeting during which it is to be handed out. A list of members, produced using the Data Base, is used to check off who has received a directory to eliminate duplicates at subsequent meetings.

The SIR's Branch 159 Roster is a yearly pamphlet distributed to all Branch **159** members at the beginning of each calendar year. The roster contains information about the Branch Officers, State Officers and Branch members. The main body, the members pages, display members addresses, phone numbers, member interests and email address's. This pamphlet is distributed at the monthly luncheons beginning in January each year to members upon receiving their yearly assessment.

PROCEDURE 18—INSTALLING OFFICERS

The Big Sir, a past Big Sir of any Branch, a member of the State Board of Directors, an Area Governor or a Past President shall be the Installing Officer.

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 year and until an elected or appointed successor has been installed. Congratulations."