



SIR Branch 125

Administrative Guidelines

Version 1.1
March 21, 2019

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1.0 INTRODUCTION

Over the years the Branch 125 Executive Committee (BEC) has approved various honorary and anniversary awards for its members. The qualifications for committee members and the selection criteria for award recipients have been duly recorded in the minutes of various BEC meetings. This document specifies the guidelines that govern the selection of committee members, the selection of award recipients, the nomination of branch officers, and the recognition of member anniversaries. It serves an aide to the incoming Big Sir for appointing committee members for his year of service with emphasis on Officer Nominating Committee, the Honorary Life Member Selection Committee, and the Award Committee. This document also provides guidance to the committee members themselves. Table 1.1 summarizes the Branch 125 Awards. Table 1.2 outlines the schedule for all of the activities discussed in this document.

For many of the awards addressed in this document the recipient receives a framed certificate or a plaque. It is important that the size and appearance of these awards remain consistent from year-to-year. The Branch Certificates Chairman maintains documentation that specifies the size, material, photos, costs, vendors, etc. for each plaque and certificate. When a new Certificate Chairman is appointed, the new chairman follows these guidelines to acquire awards whose appearance and cost are comparable to past awards.

NOTE: This document provides information that can be useful to any member of the Branch Executive Committee. The Big SIR needs to understand and use all of this information to do his job. In addition, the Big SIR must be familiar with information provided by the SIR State organization. This includes the SIR Manual (especially Division 2, “The Branch”, including Part 3, “Duties of Branch Officers”). The Big SIR must also be very familiar with the “Schedule of Branch Operations” that can be found on the SIR State website at [Member’s Information/SIR Branch Officer Guides](#).

Table 1.1 Summary of Branch 125 Awards

Award	Criteria	When Awarded	Award Committee	Approval	Award	Estimated Cost
Honorary Life Member (HLM)	5 years exceptional service	After State approval	1 HLM + 3 current or former Branch officers with 5 years membership	2/3 BEC + State Board	Framed certificate + pin + unique badge	15x17 Cert. \$50
Senior HLM	HLM for ten years	After 10 years as HLM	Automatic	Automatic	--	--
Above & Beyond	3 years exceptional service	Christmas lunch	1 HLM or past recipient of OM Award + 2 current or former Branch officers with 5 years membership	Quorum of BEC	Plaque + unique badge	6x8 Plaque \$55
Outstanding Member	3 years exceptional service after A&B Award	Christmas lunch	1 HLM or past recipient of OM Award + 2 current or former Branch officers with 5 years membership	Quorum of BEC	Plaque + unique badge	8x10 Plaque \$75
Past Big SIR	Serve as Big SIR	Christmas lunch	Data base	Automatic	Pin + unique badge	\$24
50 Year Wedding Anniversary	Married 50 years	Christmas lunch	Data base	Automatic	Certificate	6x8 \$10
Branch 20 Year Award	Branch member for 20 years	Anniversary month luncheon	Data base	Automatic	Certificate	6x8 \$10
State Senior Awards	90, 95, or 100 year birthday	Birthday month luncheon	Data base	Automatic	Certificate	8x10 \$15
Birthday Award	Present at birthday month lunch	Birthday month luncheon	Data Base, drawing	Automatic	Lunch	\$20

Table 1.2 Branch Activity Schedules

ACTIVITY	RESPONSIBILITY	PRODUCT	RECIPIENTS	DUE DATE
Audit Report	Auditors	Form 29 + Dec Form 28	Area Gov, et al	February 10 th
Identify 20 year members	Database Manager	List of 20 yr members	Big SIR, Members, Cert Maker	2 months before 20 year anniversary
	Certificate Maker	Framed certificate	20 yr. member	Month of anniv.
Identify 50 year wedding anniversaries	Database Manager	List of 50-year anniv.	Branch Cert. Maker	November
	Certificate Maker	Framed Certificate	50 yr anniv. Members	Christmas lunch
Monthly birthday awards	Database Manager	List of birthdays	Big SIR	Month of BD
	Treasurer	Free lunch	Members	BD month lunch
90, 95, & 100 year birthdays	Database Manager	List of eligible members	Big SIR	2 months before BD
	Big SIR	Form 6 Senior Cert. Order	Region Director	2 months before BD
	Big SIR	Notice of coming award	Birthday members	1 month before BD
	State Cert. Chairman	Certificate	Branch Cert. Maker	1 month before BD
	Certificate Maker	Framed Certificate	Birthday members	BD month lunch
Election of Branch Officers	Nominating Committee	List of nominees	Big SIR	May 31 st
	BEC	Approval	Big SIR	June BEC meeting
	Big SIR	List for July Bulletin	Bulletin Editor	June BEC meeting
	All Members	Approval	Big SIR	August lunch
	Big SIR/Secretary	List of elected officers	SIR State organization.	After vote
Nomination of Area Gov.	Nominating committee	Name of nominee	SIR State organization	July 31 st
Above & Beyond and Outstanding Member awards	Award Committee	Names of nominees	Big SIR	Before Nov. lunch
	BEC	Approval	Big SIR	Nov BEC meeting
	Certificate Maker	Plaque	A&B and OM awardees	Christmas Lunch
Honorary Life Member	HLM Committee	Name of nominee	Big SIR	When opening exists
	BEC	Approval	Big SIR	When opening exists
	Big SIR/Secretary	Name of nominee	SIR State organization	After BEC approval
	State SIR	Certificate	New HLM	After State approval
Next year's committees	Big SIR-Elect	List of next year committee members	Roster chairman & Merit DB chairman	December 1st

2.0 Committees

2.1 Branch Officer Nominating Committee

2.1.1 Committee Member Qualifications

The Branch Officer Nominating Committee shall consist of three members and shall not include the incoming Big SIR or Little SIR. At least one member must be a current Honorary Life Member (HLM) or a past recipient of the Outstanding Member award. Each of the other two members of the committee must be a current or former branch officer with at least five years membership in SIR. *No member can serve on this committee in consecutive years.*

2.1.2 Branch Officer Qualifications

The members nominated to serve as a branch officer have a high probability of being elected and will exert a dominant influence on the character and success of the Branch for many years to come. It is therefore incumbent on the Nominating Committee to carefully examine the qualifications of the potential candidates, not only for their expertise in fulfilling the duties of the office, but also for their proven and expected dedication in making the Branch more attractive to its members and potential members. (For more detailed information regarding the Election and Duties of Branch Officers see the Sir manual Part 2, Branch Officers, Rules 120 to 141 and Part 3, Duties of Branch Officers, Rules 150 to 273 and Rules 155 and 890 to 898.)

2.1.3 Nomination Schedule

- April or May – The nominating committee begins the nominating process,
- May 31st – The committee submits the list of nominees to the Big SIR.
- June BEC meeting – The BEC approves the list of nominees.
- July – The list of nominees is presented in the July Bulletin
- August Lunch Meeting – Members vote to elect the nominees.
- December Christmas Lunch – New Officers are sworn in.

2.1.4 Nomination Process

- Identify those positions to be filled for the coming year. Normally this is at least the Little Sir and the two or three Directors whose term will expire at the end of this year. The other officers should be evaluated and if their tenure has been satisfactory they should be contacted to ascertain if they are willing to continue.
- Compile a list of members from the Merit Data Base who have seniority in SIR of several years, have served on several committees and are expected to have the enthusiasm and physical ability to become involved for several years to come.
- Identify members who, in SIR or in previous activities/occupations, have demonstrated a capability and a desire for becoming involved.
- Associate these potential candidates with the various offices to be filled
- Determine that the potential Treasurer, Secretary and their assistants are capable of creating, storing and transmitting data by electronic means per Rule 131 of the Sir manual.

- Contact the potential candidates and determine their interest in candidacy. Continue this process until a candidate for every branch officer position has been identified.
- The list of candidates is presented to the Big SIR by May 31st and is presented to the BEC for approval at the June BEC meeting.

2.2 Merit Awards Committee

2.2.1 Committee Member Qualifications

The Branch Awards Committee shall consist of three members and shall not include the incoming Big SIR or Little SIR. At least one member must be a current Honorary Life Member (HLM) or a past recipient of the Outstanding Member award. Each of the other two members of the committee must be a current or former branch officer with at least five years membership in SIR. *No member can serve on this committee in consecutive years.*

2.2.2 Merit Award Recipient Qualifications

Any active member of the branch with three or more years of cumulative, outstanding and exceptional performance (not just membership) shall be considered a candidate for the Above and Beyond (A&B) award. A member who has already received the A&B award and has continued to exhibit these qualities for an additional three years shall be considered eligible for an Outstanding Member (OM) award. For candidates with similar contributions, long-term active members will be given preference over newer members. A member may receive each award only once.

2.2.3 Award Selection Schedule

- October – Committee meets to select award recipients.
- November BEC meeting – BEC approves the selected members for each award.
- Christmas Luncheon – Winners receive their awards from the Big SIR.

2.2.4 Award Selection Process

The committee studies the Merit Data Base to develop a list of potential award recipients. The Merit Data Base contains a listing of all activities each member has performed for the branch. The committee shall use this database as a guide in their deliberations. In nominating a member for an award, the committee shall consider the relative value to the branch of each of his contributions such as: Branch officer, highly visible branch activity, low profile yeoman effort in support of branch activities, dollar savings to the branch, and amount of personal time devoted to these activities.

It should be remembered that some member functions or activities are highly visible and require a moderate amount of time, but may have minimum responsibility or have little direct benefit to the branch (Directors, Little Sir, etc.). Some functions require a specific commitment of time and schedule and have consequences if commitments are missed (Big Sir, Secretary, Treasurer, Bulletin, Golf Schedules, etc.). Other functions may or may not require a great deal of time or have visibility, but provide significant benefits to the branch (most Committee functions, Badges, Data Base, Roster, etc.).

The contributions of the candidates shall be in written form so that they can be read by the Big SIR at the presentation and a subset also provided for inscription on the award plaques.

Once approved by the BEC, the names of the members to receive awards shall be given to a member of the Branch Certificates Committee for purchase of the appropriate plaques.

It is very important that the recipients' names not be divulged outside the selection process to maintain an element of surprise at the Christmas Party or January luncheon. The names of the other finalists should not be divulged to the BEC.

2.3 HLM Selection Committee

(Refer to Rule 24 of the State SIR Manual)

The title of "Honorary Life Member" is bestowed on selected members in recognition of exceptional and extraordinary service to the organization. The number of HLM's in a branch cannot exceed 2% of the number of active members in the branch. (Therefore a branch of 180 members can have no more than three HLM's) When a branch HLM has served ten years as an HLM, he is automatically given the title "Senior HLM". When determining the number of HLM's allowed in a branch, Senior HLM's are not counted in the HLM total. An HLM shall remain an active or inactive member of his Branch until death, transfer, resignation or permanent relocation and shall not be subject to attendance requirements.

2.3.1 Committee Member Qualifications

When the number of HLM's in the branch is less than the maximum allowed, the Big SIR appoints a nominating committee. The HLM Nominating Committee shall be composed of at least one current HLM member plus three current or former officers with at least 5 years of membership in the branch.

2.3.2 HLM Candidate Qualifications

HLM candidates must have performed exceptional service to the branch for at least five years.

2.3.3 HLM Selection Process

The selection committee first uses the Merit Data Base to identify all members with at least five years of membership in the branch. They then list all of the functions performed by these potential candidates, previous A&B and OM Awards and other "ad hoc" activities or contributions not listed in the database. Each of the candidates is then evaluated to judge how well they performed their duties. Candidates are then assigned qualitative or quantitative weighting factors based on time contributed to an activity, level of responsibility, and direct benefit to the branch.

After selecting their candidate to fill the HLM vacancy the committee prepares a written justification for their selection and presents their choice for approval by the BEC. After BEC approval, the justification write-up and a completed SIR Form 45 are submitted via the Branch Secretary to the Area Governor (AG) and Region Director (RD) for their approval. Following the approval of the AG and RD, the Form

45 and supporting documentation are submitted to the SIR State President for his approval. After approval the State will provide the Branch with an HLM Certificate. The branch will procure an official HLM lapel pin and frame for the certificate. The Certificate and the pin are then presented by the State President (or his designated representative) to the new HLM at a branch lunch meeting.

2.4 Audit Committee

Following his election and prior to the end of the year, the Big Sir-elect shall appoint an Audit Committee consisting of two or more members who have not served as officers during the current (audit) year. This committee will conduct an audit of the books and records covering the financial transactions of the Branch during the current calendar year. This includes an audit of the funds for normal branch activities and an audit of the branch golf program finances.

The results of the audit will be entered onto SIR Form 29, Branch Audit Report. The Form 29, along with a copy of the December Form 28, Branch Cash Report, must be submitted to the Area Governor and others (as indicated on the Form 29 by February 10th following the audit.

2.5 Other Committees

In addition to the preceding four committees, there are more than 30 other committees with a total of 90 positions. These positions are filled by approximately 50 individuals representing elected officers and committee members that lead and support the activities of the branch. Starting soon after his election in August the Big SIR-elect must contact representatives for every committee to determine if the associated individuals are willing to continue through the coming year. For every case where an individual cannot serve (or does not want to serve) another year, the Big SIR-elect must name a replacement. To help him in this task, the Merit Database Chairman provides him a spreadsheet that lists all of the committees and volunteers for the current year. The Big SIR-elect uses the data in this spreadsheet, along with other information in this document, to help him identify the individuals who have served and might continue to serve in the upcoming year. After the Big SIR-elect has filled all of the committee positions he lists all of the officers and volunteers on an updated version of the spreadsheet. This spreadsheet is then used by the roster chairman to populate the associated sections of next year's roster, and is also used by the Merit Database Chairman to prepare a new spreadsheet that is used in the upcoming year by the new Big SIR-elect. Because this "New Committee Member" spreadsheet is used by the Roster Chairman, the Merit Database Chairman, and the future Big SIR-elect, it is important that every Big SIR-elect follows strict spreadsheet format guidelines provided to him.

3.0 Anniversaries

3.1 Twenty-year Senior Member

The 20 Year Member Award is given to members that have actively served the branch for 20 years. The Branch Database is reviewed each year to determine if anyone will become eligible for this award in the coming year. Within two months of an individual's 20-year anniversary, the Big SIR or his appointed representative will contact the selected member and inform him that he will be awarded a framed certificate to honor his service. The award will be presented at the luncheon corresponding to his anniversary month.

3.2 Fifty-year Wedding Anniversary

The 50-Year Wedding Anniversary award serves to honor members who have celebrated 50 years of marriage and are currently on active status in Sir Branch 125. The Branch Database is reviewed each year to determine if there are married couples eligible for this award in the coming year. This includes members that reach their 50th year of marriage in the coming year and new members that reached their 50th anniversary before they became members of the branch. Each eligible couple will receive a framed certificate at the Christmas luncheon at the end of the year.

3.3 Presidential Award

SIR State rules specify that active members attaining the age of 90 are entitled to receive the Senior Sir Certificate. A member is entitled to receive the Super Senior Sir Certificate upon attaining the age of 95 and the Century Sir Certificate upon attaining the age of 100.

The branch database is reviewed each year to determine if there are active members who will be celebrating their 90th, 95th, or 100th birthday in the coming year. Two months before each eligible member's birthday the Big Sir submits a Form 6 - Senior Certificate Order Form to the State SIR Certificate chairman requesting a certificate to be issued. When each certificate is received, the branch will have it framed. The Big Sir or his appointed alternate will then contact the selected member within 30 days of his birthday and inform him that he will be awarded a certificate at the first monthly luncheon meeting after his birthday.

3.4 Monthly Birthday Award

The purpose of this award is to wish a Happy Birthday, at the monthly luncheon, to all members whose birthday occurs during that month and to award a free lunch to a member whose name has been drawn by chance. The membership database will be reviewed each month for a list of members who will celebrate their birthdays during that month. This list will be given to the Little SIR who will read it aloud at the luncheon, asking each member to stand up as his name is called and then ask the entire audience to sing Happy Birthday. The little SIR will then place these individual names into a suitable container and have a volunteer draw a name to determine the winner of a free lunch.