



BRANCH 159 STANDARD OPERATING PROCEDURES

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The Standard Operation Procedures for SIR's Branch 159

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

PROCEDURE 1 – BRANCH EXECUTIVE COMMITTEE

The Branch Executive Committee (BEC) is the group of officers and directors that are responsible for completing the leadership activities of Branch 159.

1. The SIR Branch 159's Branch Executive Committee will be comprised of six officers. The officers are Big Sir, Little Sir, Secretary, Assistant Secretary, Treasurer, and Assistant Treasurer. The job descriptions for each of these officer positions are listed in our job descriptions manual. The manual can be found at branch159.sirinc2.org and the tab Job Descriptions. In addition, there will be up to six directors.
2. It is recommended that directors serve for no more than three consecutive one-year terms.
3. Only the officers and directors can vote at a BEC meeting.
4. It is advised that all BEC members attend branch training sessions.
5. In order to conduct business, a quorum (half the BEC members plus one) must be present at the BEC meeting.
6. Special activity committee chairmen, who are not board members, cannot vote during a BEC meeting, but are encouraged to attend and participate during the meetings.
7. Branch 159 has written procedures that cover a number of subjects to ensure continuity. BEC members should familiarize themselves with the procedures. BEC members should be aware they are managing a California Chartered C-4 Non-profit Corporation whose charter is renewed very other year by the Secretary of State. The Branch is not required to file tax returns. All communications with taxing authorities are done by the SIR State Secretary.
8. All branch operations are conducted under the rules and procedures of the SIR Manual. A complete copy can be found on the State website www.SIRinc.org.

PROCEDURE 2 – APPLICATION FOR MEMBERSHIP

The overall membership process requires cooperation between the Branch Executive Committee, Membership, Recruitment, Public Relations, and Attendance 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 Attendance Chairman will provide a name tag to all guests. If the guest is a potential member, the Membership Chairman will provide an Application and Recruiting Brochure if not already supplied by the guest's sponsor.
2. The names of the member sponsor and his guest will be provided to the Big Sir by the Attendance Chairman, so they can be introduced during the luncheon. The Membership Chairman will follow-up with the potential new member during the luncheon to determine any interest in joining Branch 159.
3. When a membership application is completed, the Membership Chairman will collect the application for processing.
4. If an application is not completed, the Membership Chairman will quickly contact the sponsor to determine if the guest is interested in pursuing a membership. If the sponsor is unsure of the guest's intent, the Membership Chairman will contact the guest.

PROCEDURE 3 – RECEIPT OF A NEW MEMBERSHIP APPLICATION

When a new Membership Application is received by Branch 159, the following activities will begin the membership process.

1. To be accepted into Branch 159, an applicant must have attended at least one monthly luncheon as a guest and be introduced to the members in attendance at the luncheon.
2. The Membership Chairman will then verify the application for completion and accuracy.
3. The Membership Chairman will next make all pertinent information from the form available for publication. This would include birthday and anniversary dates.
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 the new member's information, the Membership Committee or designee will assign a badge number. The badge number will be given to the Attendance Chairman who will make a new badge.
6. The Membership Chairman will prepare the New Member Packet.

PROCEDURE 4 – MEMBERSHIP APPLICATION AT THE BEC

Following the work of the Membership Committee the Membership Application will be presented to the Branch 159 Branch Executive Committee (BEC).

1. The Branch 159 BEC will review the application and vote to accept the applicant.
2. The vote of the BEC is recorded in the BEC meeting minutes.

PROCEDURE 5 – MEMBERSHIP ACTIVITIES AT THE LUNCHEON

At the monthly luncheon, the approved member will be inducted into SIR Branch 159.

1. The Membership Chairman or designee 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 into Branch 159.
3. 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. A welcome letter from the Big Sir.
 - B. A welcome letter from the Membership Chairman.
 - C. A copy of the 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 to be included in the Photo Directory located on the branch website. The photo will also be published in the next newsletter along with his short biography.
5. The Big Sir will acknowledge the efforts of the sponsor for recruiting a new member.

PROCEDURE 6 – MEMBERSHIP REPORT AND DATABASE

The Membership Report is issued monthly to reflect membership activities.

1. The Membership Report is revised monthly and submitted to the BEC members 5 days prior to the monthly BEC meeting. The report will identify:
 - A. Applications that are on file.
 - B. Number of new members in the last month.
 - C. Members leaving or transferring out.
 - D. The total number of new members accepted during the year.
2. The Membership Chairman or designee will update the Branch Database each month to accurately reflect each Branch 159 member's information such as name, wife's name, address, phone number, member interests, and birth/anniversary dates.

PROCEDURE 7 – CALLING MEMBERS FOR LUNCHEON ATTENDANCE

Prior to each monthly luncheon, each Branch 159 member should be contacted. The primary purpose of the call is to determine if the member is planning to attend the luncheon.

1. A Caller Coordinator will be appointed to develop and maintain a pool of Callers who will be responsible for contacting all SIR Branch 159 members each month.
2. The Caller Coordinator will produce a specific call list for each Caller every month.
3. The Call List will be emailed by the Caller Coordinator to the designated Caller.
4. Each Call List will include the Caller responsibilities (See PROCEDURE 8 below).
5. Each Caller will be responsible for directly contacting the SIR Branch 159 members on their assigned call list to determine if each member is planning to attend the next luncheon meeting.
6. After contacting every member on their assigned call list, each Caller should report the number of luncheon attendees to the Caller Coordinator.
7. The Caller Coordinator is responsible for notifying the branch Treasurer of the estimated number of members who plan to attend the luncheon no later than the Thursday morning a week prior to the luncheon.
8. The estimated number of attendees will be multiplied by .90 to .95 to allow for “no shows.” The multiplier used is determined by the Treasurer and can be altered as necessary and should be reviewed annually and changed if necessary. The restaurant will be asked to set one extra table above the estimate in case of excess attendees.
9. The Treasurer or Caller Coordinator will inform the restaurant of the adjusted number of members that will attend the luncheon no later than the Thursday afternoon a week prior to the Thursday luncheon.

PROCEDURE 8 – THE CALLING COMMITTEE

The Calling Committee is the group of members who have volunteered to contact the branch membership prior to our monthly luncheons to determine who is planning to attend. This is an important activity because we must commit to paying for a specific number of lunches prior to the luncheon date.

1. Approximately 10 days prior to our monthly luncheon, Callers will receive an email from the Caller Coordinator that includes a call list. The call list is the group of members that each Caller needs to contact prior to the next monthly luncheon.
2. Callers should contact the branch members on the call list they receive from the Caller Coordinator. The contacts can be made by phone, email, or text.
3. If it is determined that a member is unable to attend the luncheon due to a serious illness or injury, Callers should report this information to the Caller Coordinator.
4. After all branch members on a call list have been contacted and attendance at the luncheon determined, the Caller will notify the Caller Coordinator of the number of members on his call list who are planning to be at the luncheon. This report should be completed by the due date issued by the Caller Coordinator.

PROCEDURE 9 – BRANCH AUDITS

At the end of each calendar year, the Big Sir must appoint an audit committee that will complete an audit of our branch financial transactions and provide audit reports by February 10th of each year.

1. The branch Treasurer will provide all requested financial records regarding any branch activities to the audit committee. This information will include December's Form 28 report.
2. The results of the audit should be entered on the Monthly Cash Report (Form 28) and the Branch Audit Report (Form 29).
3. The reports should be submitted to the Area Representative, Big Sir, Treasurer, and Secretary.
4. The Golf Treasurer will provide December's Monthly Golf Activity Report and the Branch Annual Golf Audit Report to the audit committee.

PROCEDURE 10 – MEMBERSHIP DIRECTORY PRODUCTION

The SIR's Branch 159 Member Directory is sent by email to Branch 159 members following their payment of annual dues.

1. The directory should contain information about the state officers, branch officers, and branch members.
2. The majority of the pages present information about members including addresses, phone numbers, interests, and email addresses.
3. The directory is regularly updated and published at least once a year. It is usually sent to members after the annual dues are collected (during March).

PROCEDURE 11 – CELEBRATING BIRTHDAYS/ANNIVERSARIES

To promote branch members birthdays and 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 if a special December luncheon is held.
3. The Membership Chairman or designee will develop and maintain a list of birthdays and a list of anniversaries. Each month the Membership Chairman will prepare a list of members who have birthdays during the luncheon meeting month. A similar list is needed for the members celebrating anniversaries. The two lists will be given to the Little Sir and newsletter editor.
4. Members who are experiencing a birthday or anniversary during the current meeting month are invited to sit at the special birthday and anniversary tables during the luncheon.

PROCEDURE 12 – LADIES DAY/SPECIAL LUNCHEONS

Should there be a desire to hold a ladies day luncheon or other special event luncheon, a special committee appointed by and coordinated through the Big and Little Sirs will be developed.

1. A Special Events Committee, who are responsible for all phases of the luncheon, will be appointed by the Big and Little Sirs.
2. The date will be selected and coordinated with the restaurant as soon as possible in the year.
3. The Special Events 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 a ladies Christmas 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. Ladies Day and special event luncheons will require pre-paid reservations paid to the Treasurer.
6. The Special Events Committee will be responsible for decorations.
7. The Special Events Committee and Treasurer will coordinate the menu selection with the restaurant.

PROCEDURE 13 – NOMINATING COMMITTEE

The role of the Nominating Committee is to develop a list of members that will serve as Branch Executive Committee officers and directors.

1. The Nominating Committee is comprised of a minimum of three members appointed by the Big Sir. Their term of office will be for one year with the exception of the chairman who will 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 will be vacant at the beginning of the next year.
4. The committee will select possible candidates for all BEC positions that will be empty.
5. The committee will interview selected candidates and inform them of Branch Operating Procedure 10 regarding the responsibilities of the Branch Executive Committee. The Nominating Committee should also encourage candidates to visit our website, SIR Branch 159 in Fresno, CA, for a complete list of branch job descriptions.
6. The committee will make reports to the BEC in accordance with the current year's Schedule of Branch Operations.
7. The committee will agree on a slate of officers and a nomination for Area Representative for the following year and present their selections to the BEC by May 31 of each year.
8. It is recommended that nominees for Little Sir and Big Sir have served at least one term as a director of the branch.

PROCEDURE 14 – INSTALLATION OF OFFICERS

After the officer elections each year, a ceremony is held to install the elected officers into their positions. The installation ceremony should occur during August or September.

1. The Big Sir, a past Big Sir of any branch, a member of the State Board of Directors, an Area Representative, or a Past President shall be the installing officer.
2. The installing officer will ask: 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, Procedures, and Branch Operating Procedures of SIR, Inc?
3. 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.

PROCEDURE 15 – SUNSHINE COMMITTEE

The purpose of the Sunshine Committee is to be informed about the well-being of all branch members, and to contact members who are having health issues.

1. The Sunshine Committee members will gather information about the well-being of branch members by making inquiries at the luncheon meeting, gathering information from the Caller Coordinator, and placing requests in the monthly newsletter.
2. The Sunshine Committee will notify the BEC about members with health concerns.
3. The Sunshine Committee will contact members with health concerns.