

**SIR El Dorado Branch 23**  
**Rules and Regulations**  
**BEC Approved – Sept. 14, 2022**

**1. Rules**

- a. These rules are the realization of branch By-Law 5b empowering the BEC to establish regulations.
- b. Other than State SIR directives and any Branch 23 By-Laws, these Rule are the only policies binding on the Branch 23 BEC and the members of Branch 23.
- c. The BEC may review these Rules and make appropriate amendments if needed at the first BEC meeting each year and may make amendments at any BEC meeting. Amendments shall be made by a majority vote of a quorum of BEC members at any meeting.

**2. Officers and Directors**

- a. Duties of officers are described in the Appendix
  - Big Sir: Is the chief executive officer of the branch, a corporation under the laws of the State of California. Primary Responsibilities □ Serve as a Branch Officer and leader of the Branch Executive Committee
  - Little Sir: Is in preparation to become an effective Big Sir. The Little Sir is a Branch Officer and member of the Branch Executive Committee
  - Secretary: Is responsible for recording and publishing the Minutes of BEC meetings and is the official record keeper on non-financial records.
  - Assist. Secretary: Is responsible for performing secretary duties in the absence of the Secretary.
  - Branch Treasurer: Is the Financial Officer of the branch, a corporation under the laws of the State of California and serves on the Branch Executive Committee.
  - Directors at large: Is responsible for ensuring that Branch regulations, actions, activities, and affairs are in accordance with State Bylaws, policies and procedures and Branch Regulations. Each Director has a fiduciary duty to the organization and shall not delegate that requirement to others.

**3. Committees**

- Attendance
- Audit
- Nominating
- Awards
- Sunshine
- History
- Bulletin
- Luncheon
- Membership
- Nominating
- Recruiting and Publicity

- b. Activity Committees:
- 18-hole Golf
  - 9-hole Golf
  - Bowling
  - Bocce
  - Book Exchange
  - Fishing
  - Hiking
  - Directory
  - Web/It
  - Library
- c. The BEC may appoint, disband, or change size of Committees or appoint permanent or temporary committeemen for chairmen having no committeemen as needed to facilitate Branch operation.

#### **4. Banking, Records, Accounting, and Taxes**

- a. These procedures are set forth to standardize and provide direction for the handling of all financial matters, regarding the maintenance of bank accounts, including deposits and disbursements, record keeping, financial statements, and taxes.
- b. All receipts and expenditures of Branch funds must be properly accounted for in detail and shall be promptly reported to the Treasurer, or BEC as appropriate.
- c. The Treasurer shall be involved in all financial activities to insure proper banking, financial records, and accounting. "Generally Accepted Accounting Principles" shall assist Officers in management of Branch funds.
- d. The Bir SIR and the Treasurer are authorized to sign signature cards authorizing signature for Branch checking and savings accounts.
- e. Each Branch check shall be substantiated by an invoice that includes the expenditure date, itemized expenditures with individual amounts, amount of total expenditure, payee, and payee's address. The approval of the invoice is noted by Big Sir or Committee Chair.
- f. No invoice shall substantiate more than one check.
- g. No person authorized to sign Branch checks shall do so without first obtaining an invoice.
- h. The BEC shall select the depository for Branch funds, upon recommendation of the Treasurer.
- i. Individual members shall not negotiate contracts or otherwise obligate the Branch unless such activity has been previously approved by the BEC.
- j. All reporting to State or Federal agencies, including tax returns, is the prerogative of the State-level SIR organization, and Branch personnel shall not perform such activities. Any correspondence from such agencies requesting SIR action shall be forwarded to the State SIR Treasurer immediately upon receipt
- k. Branch 23 shall rely on the provisions of Section 5239 of the California Corporations Code to indemnify persons against personal liability for negligence or omission in performance of duties as a Branch Director or Officer and shall not purchase insurance for that purpose.

#### **5. Record Keeping**

- a. The Zoom and IT Administrator is authorized to set up a Google account for Branch 23, to allow storage of Branch 23 data.
- b. A data storage protocol in a Google cloud account is approved, as presented by the Zoom and IT Administrator.

## **6. Membership**

- a. Branch 23 will collect annual dues.
- b. Dues are due and payable on January 1 of each year.
- c. Branch dues shall be prorated for newly joining members at the rate of the currently voted dues minus 8 percent for each month the joiner was not a member, the result to be rounded up to the next dollar.
- d. The BEC will inform members who are 90 days delinquent in paying dues that they risk dismissal for not paying dues.
- e. The Treasurer will identify and the BEC will consider for dismissal those members who are 6 months delinquent in paying dues.
- f. Candidates for membership, except those transferring from other SIR Branches, shall have or be assigned a sponsor who is a Branch 23 member.
- g. A candidate for membership and his sponsor shall attend at least one luncheon meeting prior to the BEC meeting when his membership is considered. The requirement for a sponsor is waived for candidates transferring from other SIR Branches and may be waived for an individual by majority of the quorum attending an official BEC meeting.
- h. A new member shall be inducted by majority of the quorum attending an official BEC meeting.
- i. Each member will be provided with a printed copy of the Branch 23 Membership Roster, By-Laws, and Standing Rules.
- j. A member who sponsors a new member will be given an award approved by the BEC at the general meeting.
- k. Only the month and day of a member's birthday will appear in the annual Membership Roster. (Statement of the Area Governor at the BEC meeting.)

## **7. Conduct of Luncheons**

- a. Members are expected to attend all luncheon meetings and are required to attend fifty percent of luncheon meetings during a year.
- b. Fifty percent attendance at luncheon meetings will be monitored by the BEC on a calendar year basis.
- c. Members not attending fifty percent of actual luncheon meetings in a year will be considered for dismissal.
- d. Members may request Attendance Relief, as allowed by State Policy 25, for prolonged illness, acting as a caregiver to a family member or companion, extended absence from the Branch locale, or another reason deemed valid by the BEC. To be approved, such a request for relief shall be written, be signed by the Big SIR, stipulate a time duration, discuss a luncheon and activity allowance, if any, and remind the member that he still must pay annual dues.
- e. Non-Branch member attendees at general membership meetings are limited to SIR State officers, Regional Directors and Area Governors or their representatives; sponsored

candidates for membership; visitors from other SIR Branches; speakers or entertainers and their assistants; and caregivers for SIR members.

- f. Visiting SIR State officers, Regional Directors, Area Governors, or their representatives; caregivers; and up to two speakers, entertainers, or their assistants will receive a complimentary meal.
- g. In accordance with State SIR policy, members shall not discuss politics or religion as a part of a Branch general meeting at a luncheon.
- h. Speakers and guests will be informed and must agree to SIR policy prohibiting discussion of politics or religion at Branch meetings. Speakers must agree not to present sales pitches during their presentations.
- i. Thirty dollars per monthly meeting is authorized for purchasing gifts to be given as door prizes at monthly luncheons.
- j. New members and their sponsors will receive a complimentary meal at the first or second luncheon after the new member's induction.
- k. Sponsors will be offered a gift, bottle of wine or other for each new member brought into Branch 23 membership.

**Appendix A Officers and Directors**  
**State SIR Manual**  
**Secretary Boss amplified Job Description**

