**SIR AWARDS/CERTIFICATES**

SIR, Incorporated provides three levels of meaningful, tangible and visible awards to recognize the many contributions of its members. They are the **Honorary Life Member** (HLM), the **Distinguished Service Award** (DSA) and the **I'm Doing My Part** awards. In addition, there are two types of award certificates available. They are the Presidential Award Certificate for members that reach the age of 90, 95 and 100, and a Certificate of Appreciation for recognizing guest speakers, State and Branch members.

**The Honorary Life Member Award (HLM)**



The Honorary Life Member Gold Lapel Pin

**1. Honorary Life Member (HLM)** - This award is the highest and most prestigious award available within SIR. It is bestowed only to those who, upon careful review and scrutiny by the State Honorees Committee, are found to have:

* been a member for a period of 5 years or more.
* clearly earned it through exceptional and extraordinary service.
* steps forward whenever the need arises.
* would be recognized by his peers to have earned it.

The HLM is not to be treated lightly or awarded merely on the basis of good fellowship. An HLM shall remain a member of his Branch until death, transfer, resignation, or permanent relocation, but shall not be subject to attendance requirements.

An HLM shall be permitted to transfer from one Branch to another. The transferring HLM shall no longer be counted by either Branch in determining the number of HLMs authorized. All past active HLM recipients shall be identified and scheduled to receive the “HLM Gold Lapel Pin” to fully recognize their achievement. In the case of an HLM recipient that is no longer a member of SIR he will not be eligible for the HLM Gold Lapel Pin. However, the Big Sir may request one from the Vice President for a deceased member so it may be presented to his widow/partner or family member if appropriate. There is a State HLM and a Branch HLM. Each is entitled to a framed certificate, an “HLM Gold Lapel Pin”, and HLM badge: The State Certificates Chairman will prepare the HLM certificate and mail it to the person designated to receive it along with the HLM Gold Lapel Pin and an order form for the HLM badge.

**a. State HLM**- the State Honorees Committee shall review nomination letters and recommend candidates to the State Board. A State Board member also may recommend a candidate to the Committee using a formal letter of nomination. See Policy 10 HLM Procedures for details. A State HLM shall be awarded to each State President at the completion of his term.

**b. Branch HLM**- This HLM award is initiated by a member of the Branch’s BEC, a Branch Honorees Committee or a current HLM member as appropriate using Form 45 accompanied with a formal letter of nomination. See Policy 10 HLM Procedures for specific details. There are two subcategories of members currently holding a Branch HLM:

1. **HLM Emeritus**- In situations where the BEC has determined that the HLM can no longer attend or participate in branch functions, the BEC may approve by two-thirds affirmative vote assigning that member HLM Emeritus status. The Branch shall notify the State Certificates Chairman and the State Database Chairman to update the State records for that Branch. An HLM Emeritus shall no longer count toward the number of Branch HLMs allowed. However, his status shall be part of that Branch’s and the Corporate HLM membership records.
2. **Senior HLM**- When a Branch HLM has been an HLM for 10 years he shall automatically be elevated to Senior HLM in the Corporate HLM records and the State Roster, and he will no longer count toward the number of Branch HLMs allowed Also, an HLM Emeritus who has been an HLM for 10 years automatically becomes a Senior HLM.

**Procedure for HLM Awards**

**Branch HLM Procedure**

Before proceeding to initiate an application for a Branch HLM Go to Sirinc.Org, click on Roster 'under' Key Documents, click on Honorary Life Members (HLM), enter sirinc as the username. If you don't know the password it may be obtained from your Big Sir or Area Representative. When the HLM listings page opens press and hold the Control Key and the 'F' key to bring up a search box. Type in Branch No. xx where xx is your Branch number in the search box and press the enter key. Be sure to put in the 'period' after 'No'. All the HLMs in your Branch will be listed. Use the HLM Award availability by Branch Size table and the HLM Authority Coding below to determine how many HLMs in your Branch are coded with 'BR preceding your Branch Number.

These are the only HLMs that count toward the number of HLMs you are allowed for your Branch Size.

**HLM Award Availability by Branch Size Table**

|  |  |
| --- | --- |
| **Branch Membership** | **# of HLMs Allowed** |
| 0-49 | 1 |
| 50-99 | 2 |
| 100-149 | 3 |
| 150-199 | 4 |
| 200-249 | 5 |
| 250-299 | 6 |
| 300-349 | 7 |
| 350+ | 8 |

**HLM Authority Coding**

The Authority codes noted below will appear in the SIR State HLM Roster preceding the name of each HLM recipient. Following is the definition of those codes.

1. Branch 0 (zero) indicates that the HLM’s present affiliation is not known, and the HLM does not count toward any branch's limit.
2. "Authority" code “BR” preceding a branch number indicates a Branch award and is the only HLM that counts toward that branch’s limit.
3. The following "Authority" codes that precede a Branch number indicate that the HLM does not count against the number of Branch HLMs allowed. “SB” indicates a SIR State Board of Directors HLM award. “PP” indicates a Past President HLM award. "EM" indicates a Branch HLM Emeritus. "SR" indicates a Branch Senior HLM. 10 years or more since Approved Date. “UN” indicates that the awarding branch has since surrendered its charter. "TR" indicates the HLM transferred to the listed branch. The Branch number is the branch from which he transferred.
4. Should the recipient of a State awarded HLM have been awarded a Branch HLM previously, the Authority code shall be changed from “BR” to “PP” (Past President) or “SB” (State Board). The previously awarded Branch HLM shall no longer count against the number of Branch HLMs allowed.
5. Should the recipient of a Branch awarded HLM be awarded a State awarded HLM the Authority code shall be changed from ‘BR’ to ‘SB’ and the Branch HLM shall no longer count against the number of Branch HLMs allowed.

**1. Approval Process**- An application is initiated by a member of the Branch’s BEC, a Branch Honorees Committee or a current HLM member as appropriate using Form 45 (Application for Honorary Life Membership) accompanied with a formal letter of nomination noting the specific requirements stated in Policy 10. It requires approval by a 2/3rds vote of his Branch BEC. The facts related in the formal letter describing the members’ contribution should only concern SIR Branch achievements. Non-SIR activities and achievements are immaterial and will not be considered in determining the worthiness of an application. Note: The formal letter of nomination is very important as it provides the presenting officer a clear summary of the nominee’s contributions that will be used in the presentation of the award. The application, along with the formal letter describing the member's contributions and why this award is merited is sent to the State Honorees Committee for their approval and then forwarded to the President for approval. Upon approval, the President forwards the approved application to the State HLM Certificates Chairman for processing.

**2. Certificate Preparation** - The State HLM Certificates Chairman shall prepare the appropriate HLM certificate and mail this to the Branch Big Sir along with and HLM Gold Lapel Pin and a copy of Form 23A so the Branch may order a badge. Included is a letter with instructions to contact the SIR State President to discuss the presentation and notify the Area Representative if the Branch has one assigned so he can attend if available. After being notified by the Big Sir as to the date of the presentation the Certificates Chairman will notify the State Database Chairman to update the Branch HLM record.

**3. Certificate Framing/Badge Ordering**- The Branch shall receive the Certificate provided by the State HLM Certificates Chairman, which sets forth the facts on which the honor has been bestowed. The Branch then shall frame the certificate appropriately and order an official badge using Form 23A.

**4. Award Presentation**- When an HLM is conferred upon a Branch member, he shall be presented with the Honorary Life Member certificate described above, an HLM Gold Lapel Pin and an HLM Badge. The award ceremony may be at a Branch Luncheon, a Ladies Day event or another special Branch occasion. The Branch is strongly encouraged to keep the award secret from the recipient beforehand, to confidentially invite the recipient’s wife or partner as a further presentation surprise, and to take a photo(s) of the event for inclusion in the Branch’s monthly newsletter and SIR Happenings. The President or a present/past State Officer designated by the President should present the HLM unless another arrangement is made with the Big Sir. In some cases, it might be appropriate to have the closest friend of the recipient or even his wife or partner present the award.

**The Distinguished Service Award (DSA)**



Distinguished Service Award (DSA) Lapel Pin

This “Silver Lapel Pin” award is the 2nd highest award in SIR, to recognize exceptional/extraordinary service at the Branch and/or State levels. This award is to provide a level of recognition for their members that have not earned that which an HLM award requires but have been highly contributing to the success of the Branch and have:

* been a member for a period of 3 years or more.
* clearly earned it through exceptional and extraordinary service.
* steps forward whenever the need arises.
* would be recognized by his peers to have earned it.

The DSA is not to be treated lightly or awarded merely on the basis of good fellowship. A DSA shall remain a member of his Branch until death, transfer, resignation or permanent relocation, but shall not be subject to attendance requirements. A DSA shall be permitted to transfer from one Branch to another. The transferring DSA shall no longer be counted by either Branch in determining the number of DSAs authorized. A DSA award is authorized for a past HLM recipient when justified by exceptional contributions made subsequent to the HLM award. Additionally, the recipient of a DSA award does not preclude the member from earning an HLM. A DSA award may be recommended for Branch-related or separately for State-related contributions / service and once earned is carried forward as a one- award into new SIR positions.

**Branch Allowed Exception**: A new Big Sir shall be awarded the Branch DSA lapel pin at the completion of his term or 12 months, whichever comes first. In the case of a previous Big Sir in a second or greater term, regardless of the previous time period he served in, shall receive the DSA award immediately.

* Note: All 2021 and 2022 Big Sirs should be presented with a DSA Lapel Pin for their Service in those years since the State Mounted Certificates of Appreciation were discontinued.
* Note: All DSAs awarded to Big Sirs shall not count against the number of Branch HLMs allowed.

**a. State DSA Award**- This “DSA Silver Lapel Pin” award is initiated with a State DSA Application Form 45A by a member of the State Board, an Area Representative, or a State Committee Chairman; reviewed by the State Honorees Committee and recommended to the State Board. Approval by the State Board requires a 2/3rds vote of the State Board members. See Policy 10’s Procedure for details.

**b. Branch DSA Award**- This “DSA Silver Lapel Pin” award is initiated with a Branch DSA Application Form 45B by a BEC member or the Branch Awards committee, approved by the Branch BEC, and forwarded to the Area Representative\* for approval and presentation under the authority granted to him by the SIR President.

Note: If the Branch does not have an Area Representative the Form 45B shall be forwarded to the State Vice President for approval.

Upon approval a DSA lapel pin will be sent to the Branch Big Sir for presentation.

**c. DSA Emeritus**- In situations where the BEC has determined that the DSA recipient can no longer attend or participate in branch functions, the BEC Shall, by two-thirds affirmative vote, that the DSA be assigned Emeritus status in the Branch's DSA membership records. A DSA Emeritus shall not count against the number of Branch DSAs allowed. However, his status shall be part of that Branch’s DSA membership records. (Rev 04/20/2023)

**d. Senior DSA Award** - When a Branch DSA has been a DSA for 5 years, he shall automatically be elevated to Senior DSA in the Branch records and his DSA shall not count against the number of Branch DSAs allowed.

**Procedure for Branch DSA Awards**

**Branch DSA Procedure Approval Process** - A Branch DSA award is initiated by a member of the Branch's BEC, Branch Honorees Committee or a current HLM member as appropriate using Form 45B and presented to the Branch BEC for review noting the specific requirements stated in Policy 10. If approved by the BEC with a 2/3rds vote the nomination is sent to the Area Representative for review and approval. If the Branch does not have an Area Representative, then the nomination is sent to the State Vice President for review and approval. Upon approval a DSA lapel pin will be sent to the Branch Big Sir for presentation. Upon approval the Branch Big Sir will be notified, and the presentation of the DSA will be scheduled for presentation by the Area Representative, if available, or the Big SIR for Branches that do not have an Area Representative. Note that approval shall not result in the number of Branch DSA’s awarded in a Branch greater than that shown in the DSA Award Availability by Branch Size table. This is exclusive of the DSA awarded to the Branch Big Sirs as noted below:

**DSA Award Availability by Branch Size Table**

|  |  |
| --- | --- |
| **Branch Membership** | **# of DSAs Allowed** |
| 0-49 | 2 |
| 50-74 | 4 |
| 75-99 |  |
| 100-124 |  |

**Branch Allowed Exception**: A new Big Sir shall be awarded the Branch DSA lapel pin at the completion of his term or 12 months, whichever comes first. In the case of a previous Big Sir in a second or greater term, regardless of the previous time period he served in, shall receive the DSA award immediately. The visible recognition of a lapel pin is so much more important than framed certificates at home on a member's wall which is totally invisible to other members.

The Branch shall maintain sufficient records of all DSA awards and their recipients to ensure they are within the number allowed. Upon the 5-year anniversary of the date of a member's DSA award the letter 'S' shall be added in the Branch records to indicate the member is a Senior DSA recipient. This action results in the DSA being excluded from the Branch number allowed and allows other deserving members to become eligible for the award.

**I’m Doing My Part Award**

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**I'm Doing My Part Lapel Pin**

“**I’m Doing My Part” Award**- This lapel pin award is for Branches to provide special recognition for their members that have not earned the level that a DSA or HLM award requires but have been contributing to the success of the Branch. Branches shall establish their own individual criteria for candidate selection and approval but keeping in mind the need to recognize all members that volunteer as it's these members that a Branch cannot survive without. There is no limit to the number of these awards presented within a Branch. State initially supplied 1,000 of these award pins across all the Branches and with the announcement of this new award program will supply another 500. Additional award pins may be ordered by Branches using Form 21.

**Branch I'm Doing My Part Procedures**

**Approval Process** - A 'I'm Doing My Part' lapel pin award only requires the submittal of a simple letter to the BEC by any member of the Branch for consideration and a 2/3rds vote. Upon approval by the BEC the presentation of the I'm Doing My Part lapel pin will be scheduled by the Big Sir. There is no limit to the number of these awards and additional lapel pins may be ordered by Branches using Form 21. It is believed that the more members that receive this award will inspire others to earn one which is very easy. Just become a contributing volunteer and encourage others to do the same. It could be a big or small task but anyone that helps promote the success of the Branch earns this award. Since this award is a lapel pin, wearing it is visible to others and promotes recognition of the person wearing it. Hopefully, others that do not volunteer will understand the recognition these members are receiving through their contributions and consider joining the 'club'.

**Other Awards**

**Presidential Awards** - Senior Sir, Super Senior Sir, and Century Sir Certificates are milestone-related awards for members who have reached the ages of 90, 95, and 100 respectively. A Branch may offer these awards, using instructions found under Forms (Forms 6A, 6B and 6C) to print their own certificates without having to involve State as previously required.

**President’s Appreciation Certificate** - The President's Appreciation certificate has been discontinued and replaced with the Distinguished Service Award.

**Certificate of Appreciation**– A Branch Executive Committee or a State Officer may obtain a Certificate of Appreciation (Form 7) and issue it to guest speakers and other members under the signature of the Big Sir.