**LAS TRAMPAS BRANCH 116**

***The Mission of SIR is:***

***to improve the lives of our members through fun activities and events – while making friends for life.***

Branch Operating Procedures

Revised 11/18/2019

Branch 116 is a Branch operated under the State Sons In Retirement, Incorporated organization. As a member organization we are obliged to operate under the State Rules Manual and By-Laws (found at <http://www.sirinc.org/MemInfo/> . We are a member branch of Area 16, Region 5. The Branch Executive Committee shall direct the exercise of all corporate powers of the Branch and the conduct of all its activities and affairs. We are incorporated as a 501c4 organization, a non-profit corporation. As a 501c4 corporation, donations are not tax deductible. Our By-Laws may be found under Appendix A of <http://www.sirinc.org/MemInfo/manual/ManualEdition_20190613_20190615.pdf> and the Articles of Incorporation under Appendix C of the same.

Only active members of SIR and their guests are entitled to participate in activities of the organization.

**MEMBERSHIP**

**1. BRANCH EXECUTIVE COMMITTEE (BEC)**

The Branch 116 BEC will consist of 13 voting members:

* Big Sir
* Little Sir
* Secretary
* Assistant Secretary
* Treasurer
* Assistant Treasurer
* Membership Secretary
* Directors (6) (Includes immediate past Big SIR)

The Branch Executive Committee, on behalf of the Membership, is responsible for establishing and carrying out policies for the Branch. Reporting to the BEC is the Big Sir, who is the Chief Executive Officer (CEO). Responsibilities of the BEC can be found at: <http://www.sirinc.org/MemInfo/PosDescBranch/BECMemberPD.pdf>

Officers and Directors serve one year terms. Directors may serve not more than three consecutive terms except that of the Past Big SIR being a single year term. Officers may serve without limit to their terms but it is advisable to rotate these positions often. In the case that a Director position becomes vacant mid-year due to resignation or removal, the Big Sir will appoint a member in good standing to serve the remainder of the term.

Additionally,

1. Promote the welfare, well-being, and morale of the Branch.
2. The BEC will approve the annual dues after consideration of the Treasurers’ Report.
3. Approve the slate of Officers and Directors for the forthcoming year as presented by the Nominating Committee.
4. Approve (Board) Standing Committee Assignments, i.e. Nominating Committee, Audit Committee.
5. Approve all Branch Activities annually (insurance purposes).
6. Approve and recommend to State all Honorary Life Members.
7. Select the site and approve the annual contract for our Monthly Luncheons Meetings.
8. Serve 1 year terms without term limits.
9. Approve the use of member email and contact information.

(An Organizational Chart is presented as Attachment A.)

**2. The Big SIR**

The Big SIR serves the BEC as the Chief Executive Officer and is the Branch “morale officer”. He shall preside at BEC and Luncheon Meetings. His duties are enumerated at: <http://www.sirinc.org/MemInfo/PosDescBranch/BigSirPD.pdf>

Additionally,

1. Recommend for approval of BEC, the Standing Committee Chair and Members not later than (NLT) January BEC meeting.\*
2. Fill the four Department Head positions (RAMP) and their Assistants NLT January BEC meeting.\*
3. Organize all Support Committees and Assistants NLT January BEC meeting.\*
4. Monitor all required Branch reports and insure timeliness.
5. Initiate all Branch awards and certificates.
6. Prepare Agendas for BEC and Luncheon Meetings timely.
7. Submit monthly article for Trampas Topics prior to deadline.
8. Complete a quarterly report to the area governor and regional director.
9. Convene Department Head (RAMP) Meetings as needed.

(\* these duties are to be completed by the incoming Big SIR, normally the Little SIR, between September and December of the prior year.)

**2. The Little SIR**

The little SIR shall assist and lend his perspective to the Big SIR. He shall prepare to take over all duties and responsibilities of Big SIR. His duties are enumerated at: <http://www.sirinc.org/MemInfo/PosDescBranch/LittleSirPD.pdf>

Additionally:

1. Chair the Speakers Committee and be ultimately responsible for the monthly Luncheon speakers, their write-up in Trampas Topics, instructions, and introductions.
2. Coordinate luncheon table captain assignments and monitor operation.
3. Review, amend, and update annually the Branch Leadership succession plan.
4. Do the drawings for Birthday Boys and other Branch drawings.

**3. Treasurer and Assistant**

The duties of Treasurer are found at: <http://www.sirinc.org/MemInfo/PosDescBranch/Treasurer(Br)PD.pdf>

Additionally:

1. Prepare a monthly report for the BEC meetings and as appropriate a summary of dues collection and unexcused luncheon payments.
2. Collect luncheon payments, including electronic, reconcile with Attendance Chair, and do banking expeditiously.
3. Collect and record dues payments.
4. Prepare and send letters to the unexcused luncheon members.
5. Present a budget for the following year at the November BEC meeting.
6. Recommend the dues for the following year for BEC approval at November meeting.
7. Cause a brief summary of Branch finances to be included in the monthly Trampas Topics.
8. Cooperate with an annual audit, to be completed annually not later than February 10.

**4. Secretary and Assistant**

The duties of Secretary are found at: <http://www.sirinc.org/MemInfo/PosDescBranch/Secretary(Br)PD.pdf>

Additionally:

1. Maintain the Corporate Secretarial Book.
2. Have at the meetings a copy (electronic included) of these Operating Procedures.

**5. Membership Secretary**

1. Maintain the Branch electronic data base including active and past members.
2. Notify Big SIR of

**6. Directors (6)**

1. The Immediate Past Big SIR will be nominated to be a Director. He will Chair, with the concurrence of the Big SIR, the Nominating Committee for the next year. (See Nominating Committee functions). This is limited to a one year term.
2. Five additional Directors to serve 1 year terms. They are limited to three (3) consecutive terms. A partial year of over ½ year counts as a full term for limitation purposes.
3. A vacated Director position shall be replaced by recommendation of the Big SIR and approved by the BEC.
4. Directors are encouraged and expected to fulfill a Branch leadership position which may include Department Head, Standing Committee, other Branch committees or activities.

**7. Standing Committees of the Board:**

## Nominating Committee

1. Chaired by the outgoing Big SIR and consisting of about four to six members as appointed by the incoming Big SIR.

2. The Committee is responsible for selecting a Slate of Nominees for the position of Branch Officers and Directors. The slate must be presented for approval of the BEC on or before the August BEC meeting.

## Audit Committee

## Attendance Secretary

**8. Department Heads: RAMP**

1. **Recruitment**
2. **Activities**
3. **Member Relations**
4. **Publicity**

**8. Executive Committees – Luncheon Support**

1. **Audio/Visual**
2. **Greeters**
3. **Raffle**
4. **Speakers**
5. **Storytellers**
6. **Sunshine**

**Attachment A: Branch 116 Organization Chart**

