

SIR Branch 8 Policies and Procedures

BEC Approval on October 10, 2022

Policy 1. Membership Roster: The Branch Membership Roster will be updated and published online following each Branch Executive Committee (BEC) meeting. A current Membership Roster will be available on the Branch 8 Website.

Policy 2. Membership Roster Confidentiality: The Branch Membership Roster contents are private and confidential. This information should be used only for the benefit of members.

Policy 3. Member Mandatory Annual Contribution (Dues) and Luncheon Fees: Member annual contributions (dues) and luncheon fees will be modified to maintain a sufficient level of funds for efficient financial operation of the branch.

Policy 4. Attendance: Attendance at all regular monthly luncheon meetings is voluntary. Members should follow the established luncheon signup process for each monthly luncheon.

Policy 5. Branch Executive Committee (BEC) Consecutive Term Limits:

Big Sir1 year
Little Sir1 year
Secretary2 years (*)
Assistant Secretary.....	.2 years (*)
Attendance Secretary2 years (*)
Assistant Attendance Secretary2 years (*)
Membership Secretary.....	.2 years (*)
Assistant Membership Secretary.....	.2 years (*)
Treasurer2 years (*)
Assistant Treasurer2 years (*)
Directors3 years (**)

(*) may petition Branch Executive Committee for a one year extension

(**) Big Sir may request a one year extension, subject to approval by the Regional Director

Policy 6. Branch Executive Committee (BEC) Meetings: Meet as scheduled by the Big Sir and posted in the Hotline and on the Branch website. The meeting purpose is to conduct business, approve new members, and hear Officer, Director, Committee, and Activity Coordinator Reports.

Policy 7. Branch Executive Committee (BEC) Minutes: The minutes will be emailed to the BEC by the Branch Secretary within two weeks of a BEC meeting.

Policy 8. BEC Approvals:

- a. Annual listing of all activities and events in January.
- b. Travel events and required State travel forms.
- c. Rules, procedures, and member activities.
- d. Activities and events – New, revised, deleted, and/or suspended.
- e. BEC reports from the Treasurer, Membership Secretary, and Attendance Secretary, and others, as determined by the BEC.
- f. All new members prior to induction to the branch.

Policy 9. Approved Branch 8 Activities and Events: Activities and Events will be communicated to members through the published Hotline newsletter and posted on the Branch website.

Policy 10. Expense Reimbursement: Members authorized to incur branch expenses must submit expense reimbursement forms for written approval by the Big Sir and reimbursement by the Treasurer. Forms are available from the Branch 8 Treasurer.

Policy 11. Guest Speaker Reimbursement: At the discretion of the Little Sir, guest speakers may be reimbursed not to exceed an amount of \$75.00 as specified by the Big Sir and the BEC.

Branch 8 Procedures

- A. Birthdays 90 Years and Older: In the month of a member's 90th birthday and each birthday thereafter, he will be awarded a free luncheon ticket.
- B. Member Anniversaries for 10, 15, 20, 25, and 30 years of membership will be awarded as follows:
1. 10 years – pin
 2. 15 years – baseball cap and pin
 3. 20 and 25 years – pin, free lunch voucher
 4. 30 years – pin, SIR Jacket
- C. Death of a Member or Spouse/Partner
Upon the death of a Member and/or Spouse/Partner, the Membership Secretary will:
1. Select an appropriate sympathy card.
 2. Sign the card from:
 - a. SIR Branch 8
 - b. With his name
 3. Send the card to the Member or Spouse/Partner or Family
 4. Notify the Members that a sympathy card was mailed and of any memorial services scheduled for the member.
- D. Illness of a Member or Spouse/Partner
Upon the illness of a Member or Spouse/Partner, the Membership Secretary will:
1. Select an appropriate sympathy card.
 2. Sign the card from:
 - a. SIR Branch 8
 - b. With his name
 3. Send the card to the Member or Spouse/Partner or Family
 4. Notify the Branch Members that a sympathy card was mailed

E. Member Birthdays

Upon the birthday of a Member, the Membership Secretary will:

1. Create or select an electronic birthday card.
2. Sign the card from:
 - a. SIR Branch 8
 - b. With his name
3. Send the card to the Member via email

F. Past Big Sir Badges: Past Big Sirs will be issued badges acknowledging the year of their service as Big Sir.

10/10/2022