



*Branch 69*

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*Branch 69*

*Branch Procedure #0  
February 2009 (Revised June 2011 & November 2019)*

## **BRANCH**

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

All new Branch Executive Committee (BEC) Members and new Branch Committee Chairmen will be briefed on the procedures, which are located on Branch 69's website (<http://www.branch69.org>).



## *Branch 69*

*Branch Procedure #1  
November 2005 (Revised December 2021)*

### **APPLICATION FOR MEMBERSHIP**

The overall membership process requires cooperation between the Membership, Recruitment and Public Relations, Attendance and Orientation Committees. To ensure a smooth membership process, communication between these committees is paramount. These procedures deal with how potential new member applications (Form 2 – Application for Membership) are processed within Branch 69.

#### **Guest Card Process**

1. The Attendance Committee will provide all Guests with a Guest Card for completion and return and then be given a name tag. If the Guest is a potential new member, a Membership Application and a Recruiting Brochure will also be provided.
2. The Attendance Committee will give all Guest Cards to the Big Sir before the luncheon. The Big Sir will make note of the guest's name and the person who brought them so that they both can be introduced during the luncheon. The Big Sir will then give the Guest Card(s) to the Membership Committee so that they can follow-up with potential new members during the luncheon to determine their interest.
3. If the potential new member application was completed, the Membership Committee will collect the application for processing.
4. If the application was not completed, the Membership Committee will follow-up with the new member's sponsor during the next several days to determine the guest's interest in joining. If the sponsor is unaware of the guest's intent, the Membership Committee will contact the guest.

#### **When a New Application for Membership is Received**

1. To be accepted into the Branch, an applicant must have attended at least one luncheon as a guest and been introduced to the members in attendance (Branch Policy). NOTE: This requirement was suspended by the BEC at their October 14, 2021 meeting due to COVID concerns.
2. The Membership Committee will then verify the application for completion and accuracy.
3. Once the application is verified, the Membership Committee will send all pertinent information from the form, including birth and anniversary dates to the Big Sir and Secretary (or designee). The Secretary will then send the information to the BEC and Committee Chairmen.

4. After receiving an email with new member information, the Newsletter Editor will include the new member on the Newsletter distribution list and send him the prior month's Newsletter.
5. After receiving an email with new member information, the Membership Committee or designee will assign a badge number and create a badge with a distinctive color for the name to identify him as a new member (to be worn for three months), and produce several SIR Cards for the new member. Also, the Membership Committee or designee will create a Certificate of Membership for the new member. The Membership Committee or designee will then inform the Attendance and Orientation Committees of the badge number, provide the Orientation Committee with the SIR Cards for inclusion in the New Member Packet, and give the Big Sir the new member's Certificate of Membership and badge.
6. After receiving an email with new member information, the Orientation Committee will complete a New Member Packet which will include:
  - a. Welcome letter from Membership Chairman
  - b. Welcome letter from SIR indentifying branch information such as the leadership team, source of revenue, social and recreational activities
  - c. History of SIR letter
  - d. Letter involving a fictional story of a man learning about the advantages of SIR
  - e. Master Golf Schedule
  - f. Branch Roster (after voluntary donation is collected)
  - g. Blank Application for Membership for a friend
  - h. Recruiting Brochure
  - i. SIR Cards
7. The Membership Committee will contact the new proposed member and his sponsor prior to the next luncheon and request their presence at the next 10:00am BEC meeting.

### **At the BEC Meeting**

1. The new member and their sponsor are introduced to the BEC and the new member gives a short biography.
2. The BEC approves his membership and welcomes him to Branch 69. The approval of the membership is recorder in the BEC minutes.
3. After the BEC meeting, a picture will be taken of the new member.
4. After the BEC meeting, the Orientation Committee will brief the new member and provide him with a New Member Packet.

### **At the Luncheon**

1. The Big Sir will call the new member and his sponsor to the podium.
2. The Big Sir will inform the membership that the BEC has inducted the new member into Branch 69 and he has received an orientation of the branch, including finances.

3. The Big Sir will give the new member his Certificate of Membership, badge and Rooster Pin.
4. The Big Sir will acknowledge the efforts of the sponsor in recruiting a new member.
5. Upon completion of the induction ceremony, a picture will be taken of the new member(s) along with his Certificate of Membership, for publication in the Newsletter along with his short biography.

### **Membership Report**

1. The Membership Report is due within 10 days of the BEC meeting and will be revised during the month as necessary. The report will identify:
  - a. Applications On File
  - b. New Members in this Month
  - c. Members Leaving/Transferring Out
  - d. New Members Accepted By Month – Annual Sponsor List
2. The Membership Report will also list the number of active members, new members inducted, and any change in status of a branch member.
3. The Membership Committee or designee will update the Branch 69 Excel database of members with new member information such as name, wife's name, address, phone number and birth/anniversary dates.



*Branch Procedure #2  
December 2005 (Revised December 2021)*

## **CALLING**

1. When a new Roster is created, the Secretary will identify members who will be responsible for calling and the Roster Chairman will designate a member as a Caller for each Roster page.
2. Callers will be appointed by letter (see attachment), which includes Caller responsibilities.
3. The Caller will be responsible for calling/emailing the members on his page(s) to see if they will be attending the upcoming Luncheon.
4. The Caller will then inform the Big Sir of the estimated number of members who will be attending the Luncheon no later than noon on the Friday prior to the following week's Thursday Luncheon.
5. The Callers will inform the Big Sir of any member who requests an excused absence (e.g., illness, Dr. Appointment, vacation, caring for a family member).
6. The Caller will report any serious member illness or injury to the Big Sir, who will then inform the Sunshine Chairman.
7. The Big Sir will inform the Attendance Chairman of those members requesting an excused absence so that this information can be recorder on the monthly luncheon Attendance Report.
8. The Big Sir will inform the Dante Club of the expected number of members that will attend the Luncheon no later than Friday prior to that week's Thursday luncheon.



*Branch 69*

TO: Sirs      Bob Clanton            Pages 4 & 5  
                 Steve Haakenson        Pages 6 & 7  
                 Marty Miller            Pages 8 & 9  
                 Rex Bowling            Page 10  
                 Jack Osborne            Page 11  
                 Tom Knoble            Pages 12 & 13  
                 Frank Calcagno        Pages 14 & 15  
                 Dan Nelson            Pages 16 & 17  
                 Steve Brandenberger    Pages 18 & 19  
                 Wing Tse            Pages 20 & 21  
                 Conner Chin            Pages 22 & 23

FROM: Big Sir Mark Steffens [steffens.mark@outlook.com](mailto:steffens.mark@outlook.com) (916) 214-8650

DATE: December 27, 2021

SUBJECT: Calling Committee

Thank you for volunteering to be a 2022 Caller. The following identifies Caller responsibilities:

1. Please contact all members on your Roster page(s) either by phone or email approximately 10 days prior to Thursday's Luncheon to determine if they will be attending. Also, ask if they are requesting the regular lunch menu or a vegan meal.
2. Approximately 10 days prior to Thursday's Luncheon, you will receive an email from the Branch Secretary that will serve as a reminder that contacts need to be made and will identify the lunch menu and Guest Speaker.
3. If you use email and have not received a reply by the Thursday prior to the following week's Thursday Luncheon, a phone call will be required.
4. If you use email to contact members, a suggested message is at the end of this letter.
5. If a member is going to miss a Luncheon, determine if it is an excused absence (e.g., illness, Dr. Appointment, vacation, caring for family member) and report this information to the Big Sir. The Big Sir will then provide this information to the Attendance Chairman, as excused absences must be recorded on the monthly Luncheon Attendance Report.
6. If a member is unable to attend the Luncheon and he is identified as having "Excused Absence" status in the Roster, identify the member as having an excused absence and report this information to the Big Sir. Although "Excused Absence" members are exempt from Branch attendance requirements, they must be recorder as having an excused absence on the monthly Luncheon Attendance Report.
7. If a member is unable to attend the Luncheon due to a serious illness or injury, report this information to the Big Sir. The Big Sir will then inform the Sunshine Committee Chairman.

8. Contact the Big Sir with the number of people attending (name not needed), including the number requesting a vegan meal (identify name) and the specific members who are requesting an excused absence (identify name), either by phone or email no later than noon on the Friday prior to the following week's Thursday Luncheon.
9. Callers may have more details recorded for their contacts however please provide the luncheon attendance information to the Big Sir using the following format:
  - a. Number of members attending – XX
  - b. Number of members attending requesting a vegan meal – include name(s)
  - c. Number of members with an excused absence – include name(s) and reason
  - d. Number of members with serious illness or injury – include name(s) and reason

Thank you for your time, effort and support.

*Big Sir Mark Steffens*

**Suggested Email**

To: All Email Addresses On Your Roster Page(s)

Subject: SIR Luncheon

Our next SIR Luncheon will be on Thursday (date). Our lunch menu will consist of (complete) and our Guest Speaker will be (complete). Please reply and let me know if you will be attending and if you are requesting a vegan meal. If you are unable to attend and are requesting an excused absence (e.g., illness, Dr. Appointment, vacation, caring for a family member), please let me know so that your excused absence can be recorder in the monthly Luncheon Attendance Report. Also, if you are unable to attend due to a serious illness or injury, please let me know so that our Sunshine Committee Chairman can be informed. Please reply to this email no later than Thursday (date). Thank you.





*Branch 69*

*Branch Procedure #3  
January 2006 (Revised November 2019)*

## **MISSING 3 CONSECUTIVE MEETINGS**

1. After each monthly Luncheon, the Attendance Chairman will provide the Big Sir and Secretary with the Luncheon's Attendance Record. Using that report in conjunction with prior month's Attendance Record, the Big Sir (or designee) will identify those Branch members who have missed three consecutive Luncheons due to "unexcused" absences, and/or did not attend one-half of the regular luncheon meetings within the previous twelve (12) months.
2. The Big Sir (or designee) will then contact the member(s) and find out the reason for not attending and invite them to the next luncheon.
3. At the subsequent BEC meeting, the Big Sir (or designee) will report on the members who have been missing meetings and the result of the follow-up phone calls.
4. If the member continues to miss meetings, Big SIR will inform the Membership Chairman, who will send the member a SIR Form 4 (Notice of Missed Meetings) and report on the status of the Form at the subsequent BEC meeting.



*Branch Procedure #4  
December 2005 (Revised October 2018 & November 2019)*

## **INACTIVE MEMBER**

### **Deletion of Inactive Member Status**

'Inactive Member' status was deleted effective October 30, 2018 because there has been a widespread belief that an Inactive member could freely attend activities as a guest. However, Rule 91 has stated since 6/10/08 that "An inactive member may be a one-time guest at a regular monthly luncheon meeting or an in lieu function such as a special luncheon, dinner or picnic, but cannot be a guest in any other SIR activity."

This Rule meant that an "inactive" member was **never a guest** and was therefore not an 'insured' person covered by our General Liability (GL) insurance. Some Branches, not understanding the implications of Rule 91, allowed "Inactive" members to participate regularly in activities, an obvious risk to SIRinc because our GL policy gives us no protection against claims caused by them.

Removing the 'Inactive' status means that a man is now either a **Member**, or not, so we no longer need to define a member as an 'Active Member'. Accordingly the word Active has been removed from the Rules where it was a necessary adjective.

Now that the status of "Inactive" membership has been deleted, all Members in good standing are 'insureds' and SIRinc is covered by our GL policy for authorized activities where Members outnumber guests (see Rule 40).

Invited guests, eg potential members, are covered as 'insureds' at authorized SIR activities. It is considered unethical to invite a non-member to routinely enjoy a SIR activity as a "guest", especially if the man does not intend to join SIR. The Board, at its next meeting, will consider a motion to limit the number of times a guest can attend SIR activities without committing to join a Branch.



*Branch 69*

*Branch Procedure #5  
February 2006 (Revised October 2014)*

## **CELEBRATING BIRTHDAYS/ANNIVERSARIES**

To promote Branch Member's Birthdays/Anniversaries, the following will apply:

1. Birthdays and anniversaries 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.
3. Special emphasis will be placed on 50<sup>th</sup>, 60<sup>th</sup> and 70th anniversaries and 80<sup>th</sup>, 90<sup>th</sup>, 95<sup>th</sup> & 100<sup>th</sup> birthdays.
4. For 50<sup>th</sup>, 60<sup>th</sup> and 70th anniversaries and 80<sup>th</sup>, 90<sup>th</sup>, 95<sup>th</sup> and 100<sup>th</sup> birthdays, a special congratulatory message will be included in the Newsletter.
5. All anniversaries over 50 years and birthdays over 80 will be color coded in the Newsletter.
6. Anyone who has a 90<sup>th</sup>, 95<sup>th</sup>, or 100<sup>th</sup> birthday will be given a free lunch. The Big Sir (or designee) will send the member a birthday card. Any member and his spouse who has a 60<sup>th</sup> or 70th anniversary during the calendar year will be given a free lunch (money permitting) at the Ladies Day/Holiday Luncheon.
7. The Membership Chairman (or designee) will prepare and update a list of Birthdays and Anniversaries and distribute it to the Big Sir, Little Sir, Secretary and Newsletter Editor. He will highlight the names of any member who will celebrate his 60<sup>th</sup> or 70th wedding anniversary or reach the ages of 90, 95 or 100.



*Branch 69*

*Branch Procedure #6  
March 2006 (Revised October 2014)*

## LADIES DAY/ HOLIDAY LUNCHEON

The December meeting each year shall be designated as the Ladies Day/ Holiday Luncheon.

1. The Little Sir will be responsible for all phases of the luncheon.
2. The date will be selected and coordinated with the restaurant as soon as possible in the year.
3. Normally this will coincide with the branch meeting date in December.
4. The Little SIR will contact and contract with the entertainment. The board will approve a dollar amount for the entertainment.
5. Since seating is limited, the Little Sir will provide a mechanism for assigned seating and allow ample time and publicity to the membership to allow the greatest participation. Recommend that particulars of Luncheon be published in "The Mail Pouch" in October and a flyer be included in the November Newsletter.
6. Admittance will be by pre-paid reservations only.
7. The Little Sir will be responsible for decorations, if not provided by the restaurant.
8. The Little Sir will coordinate the menu selection with the restaurant.
9. December Birthdays and Anniversaries will not be acknowledged at the Luncheon except for couples celebrating the year of their 60<sup>th</sup> or 70th Anniversary (see Procedure #5).
10. The Little Sir may organize a committee to help prepare for the Ladies Day/Holiday Luncheon.



*Branch 69*

*Branch Procedure #7  
February 2009 (Revised October 2014)*

## **BRANCH EXECUTIVE COMMITTEE**

The Branch Executive Committee often referred to as the BEC or “The Board”, is made up of 6 Officers (Big Sir, Little Sir, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer) and up to 6 Directors. Their job is to run the business of the Branch. They are the only people that can vote at a BEC Meeting. In order to conduct business, a quorum must be present (half the members +1). Although all special activity Committee Chairmen should attend BEC Meetings, they cannot vote on any motion brought before the board, however; they can present items to the Board for consideration.

Branch 69 has been lucky; we have always selected motivated newer members to the Board. This “new blood” has brought innovative ideas into the Branch Management and has provided a fertile field for future Little Sir/Big Sir candidates and other leadership positions within the SIR. It also serves as a training ground where future Little Sir’s can be totally informed and comfortable with Branch procedures prior to becoming the Branch leader. It is a Branch Policy that Directors normally serve for no more than three consecutive terms. The immediate Past Big Sir will be automatically selected as a Branch Director and his term of office will be for one year. We encourage all BEC members to attend the Branch Training Session in January.

The Branch has written procedures that cover a number of subjects to insure continuity from year to year. Please familiarize yourself with these procedures. As a BEC member, you are running a California Chartered C-4 Non Profit Corporation whose charter is renewed every other year by The Secretary of State. We are required to file tax returns, and this is done by the SIR State Secretary.

All Branch operations are conducted under the rules of the SIR Manual. You can find the complete copy on the State website [www.SIRinc.org](http://www.SIRinc.org).



*Branch Procedure #8  
February 2009 (Revised June 2011)*

## **SUNSHINE COMMITTEE**

The Sunshine Committee's purpose is to keep the Branch members informed of the well-being of all members. It is also responsible for aiding Branch members who need assistance (transportation to luncheons, wheel chairs, walkers, etc.).

### **Where Do You Get Information?**

1. Most of the information is gathered by word-of-mouth or through the grapevine. Frequent notices are placed in the Branch Newsletter to call the Sunshine Chairman when someone is sick, hospitalized, passed away or if transportation or assistance is required to attend a luncheon.
2. Monthly callers are asked to pass on any health related absence problems uncovered during their calling to the Big Sir. He will then inform the Sunshine Chairman.

### **What Actions Need to Take Place?**

1. Follow up. If you hear someone is sick or hospitalized, give him or his family a call.
2. If someone has passed away send out a sympathy card to his family.
3. If someone is hospitalized, send a get well card to him at home address.
4. In case of a death, let the Newsletter Editor know immediately so that an email can be sent out informing all Branch members.
5. If someone is having problems getting to a Luncheon because of transportation or health reasons, try to arrange transportation or assistance.
6. Prepare a monthly report for the Newsletter Editor no later than the 22<sup>nd</sup> of the month for inclusion in the next newsletter.



*Branch Procedure #9  
February 2009 (Revised June 2011 & November 2019)*

## **NOMINATING COMMITTEE**

1. The Nominating Committee is composed of a minimum of three members appointed by the Big Sir. Their term of office will be for one year.
2. 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 need to be filled for the next year.
4. The Committee will make reports to the BEC in accordance with the current year's Schedule of Branch Operations.
5. The Committee will select possible candidates for all positions that will be vacant.
6. The Committee will interview selected candidates and inform them of Branch Procedure #7 (Branch Executive Committee).
7. The Committee will agree on a Slate of Officers for the following year and inform the Big SIR no later than May 31.
8. The Committee may determine if any Special Activity Chairman need to be replaced and recommend candidates for those positions to the Big Sir for his appointment.
9. The Committee may recommend Callers to the Big Sir and Secretary (for inclusion in the next roster).



*Branch Procedure #10  
May 2009 (Revised December 2021)*

## **TREASURER**

The Branch Treasurer shall keep and maintain accurate accounts of the properties and financial transactions of the Branch, including accounts of its assets, liabilities, receipts and disbursements.

### **General Responsibilities**

1. Establish and maintain Branch checking account.
  - a. All checks written require two authorized signatures (i.e., Branch Assistant Treasurer )
  - b. Authorized to pay bills less than \$100 and to pay Quarterly State SIR Pro-rata assessment. Bills greater than \$100 requires prior BEC approval and shall be recorded in the minutes.
2. Receive all Branch funds.
  - a. Mandatory Dues
  - b. Sale of Rooster Logo apparel
  - c. Payment for special activities
    - 1) Day in the Park Picnic
    - 2) Ladies Day/Holiday Luncheon
    - 3) Dinner Theater
    - 4) Lunch and Explorer
    - 5) As authorized by BEC
3. Disburse Branch funds.
  - a. State SIR Pro-rata assessment
  - b. Luncheon costs
    - 1) Guest speaker's lunch
    - 2) SIR State Officer's lunch
    - 3) Others as authorized by BEC
  - c. Branch operating costs
    - 1) Branch roster, Newsletters, Guest Speaker gifts, ink cartridges, paper, etc.
  - d. Payment for special activities
  - e. Ladies Day/Holiday Luncheon entertainment costs



4. Maintain Branch financial records.
  - a. Form 28 (due to recipients by 10th of the following month)
  - b. Treasurer Report to BEC (see Attachment 'A')
  - c. Treasurer Report to Newsletter editor (due one week after luncheon)
  - d. Branch Budget Report to BEC (see Attachment 'B')
  - e. Internal Receipts and Disbursements form used to prepare above documents
  - f. All financial records are retained for seven (7) years

#### **Monthly BEC/Luncheon Responsibilities**

1. Present Treasurer's Report to BEC.
2. Write checks as necessary for supplies, ink, frames, etc. Obtain receipts/invoices and record who submitted the request for payment and the specific items that were purchased.
3. Write checks as necessary for Rooster Logo apparel and special activities.
4. Accept and record payments received for Rooster Logo apparel and special activities.
5. Accept and record money received for mandatory dues and provides an updated status to the BEC prior to the next months scheduled BEC meeting.
6. Obtain a count of attendees at the luncheon, including the number of members, guests and visitors. Provide counts to Big Sir for use in completion of Form 27.
7. Write checks to the Dante Club @ \$25 per meal for Guest Speaker(s), State SIR Officers (if requested) and any member having a 90th, 95th or 100th birthday. The Dante club will determine how many meals the branch must cover. Also and at the discretion of the Dante Club, may have to pay for over-estimating the number of meals prepared for the membership.

- a. Members and guests pay via cash, or check made out to the Branch
  - b. The Branch pays for Speakers and Members achieving certain milestones. See Branch Procedure #5.
2. Complete Lunch Tally form and note those electing not to eat or those wishing a vegan meal.
3. With the Treasurer, verify the cash and checks on hand agree with the Lunch Tally form and determine the projected amount due the vendor..
4. Provide Lunch Tally sheet, cash used for change and cash box to Treasurer.



*Branch 69*

*Branch Procedure #11  
June 2011 (Revised November 2019)*

## **INFORMATION DISTRIBUTION**

The Newsletter Editor is responsible for disseminating information to Branch members. Information distributed to includes:

1. Notices from SIR State Officials.
2. Information from BEC members.
3. Updates on a member's serious injury or illness.
4. Flyers for SIR Days at sporting events.
5. Flyers for travel events.
6. Information regarding new issues of SIR "Happenings" newsletter available on the Internet.
7. Branch publications including the "Mail Pouch" newsletter, slide shows of Branch events and newly posted information on the Branch website.
8. Member death notices.



*Branch Procedure #12  
May 2012*

## **BRANCH AUDIT**

Per SIR Manual Article 10, Rules 255-258; by February 10<sup>th</sup> following the audit year, the Audit Committee must submit audit information to the Regional Director, Area Governor, Assistant State Treasure and Branch 69's Big Sir, Treasurer and Secretary. This information will be a summary of the Branch's financial transactions and be submitted on Form 28 – Sons In Retirement Monthly Cash Report (see attachment) and Form 29 – Branch Audit Report (see attachment). Forms 28 & 29 can be found on the SIR Web Site at <http://www.sirinc.org/sirforms>.

The information audited will be provided by the Branch Treasurer and both the Long and Short Course Golf Tournament Directors. The Branch Treasure will provide the Audit Committee with December's Form 28, which will include a Year-To-Date (YTD) summary of account balances. The Golf Tournament Directors will provide December's Form 69 – Sons In Retirement Monthly Golf Activity Report (see attachment), which will include a YTD summary of account balances and Form 69A – Branch 69 Annual Golf Audit Report (see attachment), which provides an annual summary of financial receipts and disbursements.

**Note:** Prior to 2009, the Golf Tournament Directors were responsible for completing Forms 28 & 29 to identify financial activities. However, these forms were difficult to complete as they do not directly address the specifics of running golf tournaments. To simplify the tracking of financial information for these tournaments and in place of Forms 28 & 29, Forms 69 & 69A were created.

Once this information is provided to the Audit Committee, the information will be summarized on Forms 28 and 29 and provided to the appropriate parties mentioned above.

The following identifies responsibilities for the Branch Treasurer, Long and Short Course Golf Tournament Directors and the Audit Committee.

### **Branch Treasurer**

1. Complete monthly Forms 28 during the audit year and provide copies to the BEC.
2. Provide December's Form 28 and bank statement to the Audit Committee.

### **Long and Short Course Tournament Directors**

1. Complete monthly Forms 69 and provide each month's form to the Audit Committee.
2. Meet quarterly with the Audit Committee to review that quarter's Forms 69.
3. The following is to be completed at the end of the year:
  - a. Using December's Form 69 YTD totals, complete Form 69A.
  - b. Once 69A is completed, the total cash at the end of the year (1.f) should equal the total of the cash elements (2.d). If not, an explanation must be provided on the back of the form. Possible reasons for a discrepancy include; deposits made prior year to a golf course for a tournament played during the audit year and membership fees received and deposited in a prior year for membership during the audit year.
  - c. Provide December's Form 69 and accompanying Form 69A to the Audit Committee along with December's bank statement.

**Note:** The 'Ending Cash Balance' shown on December's Form 69 should be the beginning cash balance of Form 69 for January of the following year.

### **Audit Committee**

1. Receive and review the monthly Forms 69 to ensure accuracy and the ability to balance December's YTD totals.
2. Meet quarterly with the Golf Tournament Directors to review that quarter's Forms 69 and provide the results to the BEC.
3. The following is to be completed at the end of the year:
  - a. Receive the Treasurer's December Form 28 and the Golf Tournament Director's December Forms 69 and accompanying Forms 69A.
  - b. Using blank Forms 28 and 29, summarize the YTD totals from the Treasurer's December Form 28 and the Golf Tournament Director's December Forms 69.
  - c. Once Form 29 is completed, the total cash at the end of the year (1.f) should equal the total of the cash elements (2.d). If not, an explanation must be provided on the back of the form.
  - d. Once completed, Forms 28 and 29 are distributed to individuals identified at the bottom of each Form. Distribution to the Branch Big Sir, Treasurer and Secretary should include as back-up, the Treasurer's December Form 28 and the Golf Tournament Director's December Forms 69 & 69A and related bank statements.

<b>FORM 28, SONS IN RETIREMENT MONTHLY CASH REPORT</b>			Branch No.-	
Branch No. -	Area -	Region -		
Month -	Year -	<b>Month</b>	<b>YTD</b>	
<b>BEGINNING CASH BALANCE (Total Cash)</b>		<b>1</b>		

<b>GENERAL ACCOUNTS</b>				
Receipts				
101	Contributions			
102	Interest			
103	Other			
Subtotal General Receipts		<b>2</b>		
Disbursements				
201	Printing, Supplies etc			
202	Postage			
203	Officers' Expense			
204	Guest Expense			
205	State Board Pro Rata Assessments			
206	Other -			
207	Other -			
Subtotal General Disbursements		<b>3</b>		
NET GENERAL gain / (loss)		<b>4 ( 2-3 )</b>		

<b>CUSTODIAL ACCOUNTS</b>				
Receipts				
301	Monthly Luncheon			
302	Special Activities			
303	Travel			
304	Bowling			
305	Golf			
306	Rooster Items			
307	Other			
308	Other			
Subtotal Custodial Receipts		<b>5</b>		
Disbursements				
401	Monthly Luncheon			
402	Special Activities			
403	Travel			
404	Bowling			
405	Golf			
406	Rooster Purchases			
407	Other			
Subtotal Custodial Disbursements		<b>6</b>		
NET CUSTODIAL gain / (loss)		<b>7 ( 5-6 )</b>		

<b>ENDING CASH BALANCE (Total Cash)</b>	<b>8 ( 1+4+7 )</b>			
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CASH ELEMENTS	
Checking	
Savings	
Other	
<b>Total</b>	

MEMBERSHIP	
Actives	
Include HLM's	

\_\_\_\_\_

Report Date

\_\_\_\_\_

Branch Treasurer

Distribution: Asst State Treasurer, Regional Director, Area Governor, Big Sir, Branch Secretary  
 FORM 28, New 1/1/2011



## BRANCH AUDIT REPORT

Audit for year of \_\_\_\_\_ Branch \_\_\_\_\_ Area \_\_\_\_\_ Region \_\_\_\_\_

Upon completion, this audit report and Form 28 - Cash Report - for December of the audit year, is to be submitted to the Area governor, and to others as indicated on the form, by February 10 of the year following the audit year. This report is intended to be used with the current version of Form 28.

### 1. Summary of Receipts and Disbursements per December Form 28:

- a. Total Cash at beginning of year (Line 1 YTD) \_\_\_\_\_
- b. General Receipts for year (Line 2 YTD) \_\_\_\_\_
- c. General Disbursements (Line 3 YTD) \_\_\_\_\_
- d. Custodial Receipts (Line 5 YTD) \_\_\_\_\_
- e. Custodial Disbursements (Line 6 YTD) \_\_\_\_\_
- f. Total Cash at end of year (Sum of a + b - c + d - e) \* \_\_\_\_\_

### 2. Branch Cash Elements at Year End per December Form 28:

- a. Checking
- b. Savings
- c. Other (Petty Cash, etc.)
- d. Total\*

\* NOTE - Cash Elements Total at Year End on December Form 28 (2.d above) must equal Total Cash at end of year (1.f above and Line 8 of December Form 28).

The Branch Cash Elements for the end of the audit year were verified from the following sources:

Checking Account Statement \_\_\_\_\_ Bank

Savings Account Pass Book \_\_\_\_\_ Bank

Petty Cash \_\_\_\_\_

All transactions were found to be in order, except as noted elsewhere.

Signed, Audit Committee: Date:

BRANCH AUDIT REPORT (continued)

The Branch Audit Committee shall also prepare the following review.

ITEM	YES	NO
<b>1. Has the TOTAL CASH BALANCE (Form 28 Line 8) been properly detailed?</b>		
<b>2. Have any funds been improperly solicited? (Solicitation of business, or solicitation of funds by any person or persons at any luncheon or other social meeting of the Branch for support of or contributions to any cause, crusade or any charitable or civic project, however worthy, is prohibited.)</b>		
<b>3. Does the Branch Treasurer maintain separate accounting for each activity such as trips, Ladies Days, etc.?</b>		
<b>4. Are all Branch activities such as travel, bowling, golf, etc. financed by the participants and not by the Branch?</b>		
<b>5. Does the Branch Treasurer maintain a Property Record for such items as microphone, office equipment, etc., which have been purchased by or donated to the Branch?</b>		
<b>6. Is the Branch Treasurer provided with a quarterly report from the person(s) handling Rooster (for sale) items?</b>		
<b>7. Does the Branch Treasurer maintain a ledger showing the receipts and disbursements for the Branch operations?</b>		
<b>8. Is the Branch being financed correctly?</b>		

Distribution (both Danes): Area Governor, Branch Treasurer, Branch Secretary



**FORM 69 - SONS IN RETIREMENT MONTHLY GOLF ACTIVITY REPORT**

Branch # - 69	Area - 3	Region - 3		
Month -	Year -	<b>Current Month</b>	<b>Current Year 2012</b>	
<b>BEGINNING CASH BALANCE (Total Cash)</b>		<b>1</b>		

**GENERAL ACCOUNTS**

<b>Receipts</b>				
101 Club Membership Fees				
102 Checking/Savings Interest				
103 Other				
Subtotal General Receipts	<b>2</b>			
<b>Disbursements</b>				
201 Printing, Supplies, etc				
202 Postage				
203 Club Paid Events (e.g. Awards Luncheon)				
204 Other				
205 Other				
206 Other				
207 Other				
Subtotal General Disbursements	<b>3</b>			
NET GENERAL gain / (loss)	<b>4 ( 2-3 )</b>			

**CUSTODIAL ACCOUNTS**

<b>Receipts</b>				
301 Green Fees and/or Prize Fund Collected				
302 Funds Collected for Awards Luncheon Raffle				
303 Other				
304 Other				
305 Other				
306 Other				
307 Other				
308 Other				
Subtotal Custodial Receipts	<b>5</b>			
<b>Disbursements</b>				
401 Deposits Paid to Golf Courses For Future Tournaments				
402 Amounts Paid to Golf Courses on Day of Tournaments				
403 Prize Fund Payouts (cash/check, gift cards, golf balls, hole in 1)				
404 Club Championship Prize Fund Payout				
405 Awards Luncheon Raffle Payout				
406 Other				
407 Other				
Subtotal Custodial Disbursements	<b>6</b>			
NET CUSTODIAL gain / (loss)	<b>7 ( 5-6 )</b>			

**ENDING CASH BALANCE (Total Cash) 8 ( 1+4+7 )**

<b>CASH ELEMENTS</b>	
Checking	
Savings	
Other	
<b>Total</b>	



Report Date

Submitted By

# BRANCH #69 ANNUAL GOLF AUDIT REPORT

Audit Year \_\_\_\_\_ Short Course \_\_\_\_\_ Long Course \_\_\_\_\_ Area \_\_\_\_\_ Region \_\_\_\_\_

This form is to be used in conjunction with December's Form 69 (Sons in Retirement Monthly Golf Activity Report). By February 10<sup>th</sup> of the year following the audit year, copies of this form and December's Form 69 are to be submitted to the Area Governor, Branch Treasurer and Branch Secretary.

1. Summary of Receipts and Disbursements per December's Form 69 YTD Totals:

- a. Total Cash at Beginning of Year (Line 1 YTD) \_\_\_\_\_
- b. General Receipts (Line 2 YTD) \_\_\_\_\_
- c. General Disbursements (Line 3 YTD) \_\_\_\_\_
- d. Custodial Receipts (Line 5 YTD) \_\_\_\_\_
- e. Custodial Disbursements (Line 6 YTD) \_\_\_\_\_
- f. Total Cash at End of Year (Sum of a + b - c + d - e)\*\* \_\_\_\_\_

2. Branch Cash Elements per December's Form 69:

- a. Checking \_\_\_\_\_
- b. Savings \_\_\_\_\_
- c. Other (e.g., petty cash) \_\_\_\_\_
- d. Total\*\* \_\_\_\_\_

**\*\*Note:** Total Cash at End of Year (1.f above) should equal the Cash Elements Total (2.d above). If not, use the back of this form to explain the discrepancy.

3. The Branch Cash Elements were verified from the following:

- a. Checking Account Statement \_\_\_\_\_ Bank/Credit Union
- b. Savings Account Statement \_\_\_\_\_ Bank/Credit Union
- c. Petty Cash \_\_\_\_\_ Name & Title of Person Holding Cash

**All transactions were found to be in order, except as noted on the reverse side of this form.**

Signed, Audit Committee:

\_\_\_\_\_

Date: \_\_\_\_\_

# BRANCH #69 ANNUAL GOLF AUDIT REPORT

Audit Year \_\_\_\_\_ Short Course \_\_\_\_\_ Long Course \_\_\_\_\_ Area \_\_\_\_\_ Region \_\_\_\_\_

This form is to be used in conjunction with December's Form 69 (Sons in Retirement Monthly Golf Activity Report). By February 10<sup>th</sup> of the year following the audit year, copies of this form and December's Form 69 are to be submitted to the Area Governor, Branch Treasurer and Branch Secretary.

1. Summary of Receipts and Disbursements per December's Form 69 YTD Totals:

- a. Total Cash at Beginning of Year (Line 1 YTD) \_\_\_\_\_
- b. General Receipts (Line 2 YTD) \_\_\_\_\_
- c. General Disbursements (Line 3 YTD) \_\_\_\_\_
- d. Custodial Receipts (Line 5 YTD) \_\_\_\_\_
- e. Custodial Disbursements (Line 6 YTD) \_\_\_\_\_
- f. Total Cash at End of Year (Sum of a + b - c + d - e)\*\* \_\_\_\_\_

2. Branch Cash Elements per December's Form 69:

- a. Checking \_\_\_\_\_
- b. Savings \_\_\_\_\_
- c. Other (e.g., petty cash) \_\_\_\_\_
- d. Total\*\* \_\_\_\_\_

**\*\*Note:** Total Cash at End of Year (1.f above) should equal the Cash Elements Total (2.d above). If not, use the back of this form to explain the discrepancy.

3. The Branch Cash Elements were verified from the following:

- a. Checking Account Statement \_\_\_\_\_ Bank/Credit Union
- b. Savings Account Statement \_\_\_\_\_ Bank/Credit Union
- c. Petty Cash \_\_\_\_\_ Name & Title of Person Holding Cash

**All transactions were found to be in order, except as noted on the reverse side of this form.**

Signed, Audit Committee:

\_\_\_\_\_

Date: \_\_\_\_\_

<b>FORM 28, SONS IN RETIREMENT MONTHLY CASH REPORT</b>			Branch No.-	
Branch No. -	Area -	Region -		
Month -	Year -	<b>Month</b>	<b>YTD</b>	
<b>BEGINNING CASH BALANCE (Total Cash)</b>		<b>1</b>		

<b>GENERAL ACCOUNTS</b>				
Receipts				
101	Contributions			
102	Interest			
103	Other			
	Subtotal General Receipts	<b>2</b>		
Disbursements				
201	Printing, Supplies etc			
202	Postage			
203	Officers' Expense			
204	Guest Expense			
205	State Board Pro Rata Assessments			
206	Other -			
207	Other -			
	Subtotal General Disbursements	<b>3</b>		
	NET GENERAL gain / (loss)	<b>4 ( 2-3 )</b>		

<b>CUSTODIAL ACCOUNTS</b>				
Receipts				
301	Monthly Luncheon			
302	Special Activities			
303	Travel			
304	Bowling			
305	Golf			
306	Rooster Items			
307	Other			
308	Other			
	Subtotal Custodial Receipts	<b>5</b>		
Disbursements				
401	Monthly Luncheon			
402	Special Activities			
403	Travel			
404	Bowling			
405	Golf			
406	Rooster Purchases			
407	Other			
	Subtotal Custodial Disbursements	<b>6</b>		
	NET CUSTODIAL gain / (loss)	<b>7 ( 5-6 )</b>		

<b>ENDING CASH BALANCE (Total Cash)</b>	<b>8 ( 1+4+7 )</b>	
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<b>CASH ELEMENTS</b>	
Checking	
Savings	
Other	
<b>Total</b>	

<b>MEMBERSHIP</b>	
Actives	
Include HLM's	

\_\_\_\_\_  
Report Date

\_\_\_\_\_  
Branch Treasurer



# BRANCH AUDIT REPORT

Audit for year of \_\_\_\_\_ Branch \_\_\_\_\_ Area \_\_\_\_\_ Region \_\_\_\_\_

Upon completion, this audit report and Form 28 - Cash Report - for December of the audit year, is to be submitted to the Area governor, and to others as indicated on the form, by February 10 of the year following the audit year. This report is intended to be used with the current version of Form 28.

1. Summary of Receipts and Disbursements per December Form 28:

- a. Total Cash at beginning of year (Line 1 YTD) \_\_\_\_\_
- b. General Receipts for year (Line 2 YTD) \_\_\_\_\_
- c. General Disbursements (Line 3 YTD) \_\_\_\_\_
- d. Custodial Receipts (Line 5 YTD) \_\_\_\_\_
- e. Custodial Disbursements (Line 6 YTD) \_\_\_\_\_
- f. Total Cash at end of year ( Sum of a + b - c + d - e ) \* \_\_\_\_\_

2. Branch Cash Elements at Year End per December Form 28:

- a. Checking \_\_\_\_\_
- b. Savings \_\_\_\_\_
- c. Other (Petty Cash, etc.) \_\_\_\_\_
- d. Total \* \_\_\_\_\_

\* NOTE - Cash Elements Total at Year End on December Form 28 (2.d above) must equal Total Cash at end of year (1.f above and Line 8 of December Form 28).

The Branch Cash Elements for the end of the audit year were verified from the following sources:

Checking Account Statement \_\_\_\_\_ Bank

Savings Account Pass Book \_\_\_\_\_ Bank

Petty Cash \_\_\_\_\_

**All transactions were found to be in order, except as noted elsewhere.**

Signed, Audit Committee:

\_\_\_\_\_

Date \_\_\_\_\_

## BRANCH AUDIT REPORT (continued)

**The Branch Audit Committee shall also prepare the following review.**

ITEM	YES	NO
1. Has the TOTAL CASH BALANCE (Form 28 Line 8) been properly detailed?		
2. Have any funds been improperly solicited? (Solicitation of business, or solicitation of funds by any person or persons at any luncheon or other social meeting of the Branch for support of or contributions to any cause, crusade or any charitable or civic project, however worthy, is prohibited.)		
3. Does the Branch Treasurer maintain separate accounting for each activity such as trips, Ladies Days, etc.?		
4. Are all Branch activities such as travel, bowling, golf, etc. financed by the participants and not by the Branch?		
5. Does the Branch Treasurer maintain a Property Record for such items as microphone, office equipment, etc., which have been purchased by or donated to the Branch?		
6. Is the Branch Treasurer provided with a quarterly report from the person(s) handling Rooster (for sale) items?		
7. Does the Branch Treasurer maintain a ledger showing the receipts and disbursements for the Branch operations?		
8. Is the Branch being financed correctly?		

**Distribution (both pages): Area Governor, Branch Treasurer, Branch Secretary**



*Branch 69*

*Branch Procedure #13  
December 2017*

## **Membership Roster**

The Sirs Branch 69 Roster is a yearly pamphlet distributed to all Branch 69 members at the beginning of each calendar year. The roster contains information about the Branch Officers, State Officers and Branch members. The main body, the members pages, display members pictures, addresses, emails and sponsors. This pamphlet is distributed by the branch Treasurer beginning in January each year to members upon receiving their yearly voluntary contributions. The yearly activities of preparing the Roster are explained below.

### **1. Roster Versions**

- a) There are currently two Roster versions created in Microsoft Word used for preparing the roster. The first one is titled “Roster in Progress New” (Attachment ‘A’), which contains an alphabetical listing of current Branch 69 members and additional information. The second version is titled “Roster Format FINAL” (Attachment ‘B’), which is a version prepared for reproduction in a booklet form. Two versions are necessary because updates will rearrange the placement of information in the document (for example: when a new members information is added, subsequent members information will shift down in the document). Thus, updates during the year and at years’ end are made only to the “Roster in Progress New” document.

### **2. “Roster in Progress New” Document Updates**

- a) For updates to the “Roster in Progress New”, start by using the previous year’s “Roster in Progress New” document. During the year updates should be made when roster changes to names, addresses, phone numbers, emails, are made. These updates will not affect the shifting of names in the roster. Updates to members being added or removed will shift information down or up so they should be delayed until November of each year. Most all updates should be identified by “Roster Repairs” or the addition of new members in the monthly Newsletters. The branches Membership Chairman also produces a list of member status (leaving, moving to inactive or back, new members) that should be used as a reference. A separate document can be maintained on these activities for use when final November updates are made.
- b) The Roster contains not only member information but also the Big Sir statement, Branch Officers & Directors, Chairmen, State Officers, HLM, Senior Certificate Recipients & past Big Sirs. These updates must also be made in the initial pages of the Roster. The final page includes Inactive members.
- c) The largest section of the roster is the member’s information. It displays a picture of the member along with detailed reference information (addresses, phone numbers, email, etc.). This is also the most difficult area to update. Adding or deleting members will alphabetically shift information often resulting in additional clean-up work. Start with your updates in

alphabetical order and work from top to bottom. When you insert a picture make sure you select “Wrap Text” and “Square” option. This allows you to size and place the picture in the proper position. Indenting the members name and detailed reference information can also be a bit messy. Align using margins as best you can.

d) It is suggested that you have the Membership Chairman review the “Roster in Progress New” to make sure all Active members have been identified.

### 3. **Validation of Roster Updates**

- a) When Final updates have been made to the “Roster in Progress New”, members are given the opportunity to verify their information for accuracy. This is typically completed in mid-November. Most members have email so a PDF draft can be sent to them for verification. For those members without email a call is necessary. Based on this feedback, updates are made.

### 4. **Approval for Roster Funding**

- a) In August of each year, approval by the BEC is required for funding the reproduction of next year’s Rosters. Ideally, research various businesses that do reproduction to get a cost estimate. To date, Office Depo has been found to be the least expensive. They will provide an estimate. Provide the estimate to the BEC at August’s BEC meeting to secure approval for funding.

### 5. **Newsletter Roster Communications**

- a) Announcing the Rosters’ progress and availability is done via the Newsletter. The November Newsletter should announce the status of the Roster and the plan to have members validate their information. The January Newsletter should announce the arrival of the Roster booklets and prepare members to bring their voluntary contributions to the January luncheon in order to receive a Roster.

### 6. **Moving the “Roster in Progress New” Info. to the “Roster Format FINAL” Document**

- a) **First and foremost, don’t take this step until the “Roster in Progress New” has been finalized.** This should be complete by late November when members have had the opportunity to validate their information. Send out an email reminder to members and give them a cutoff date. There is no December luncheon so there should be no new members to add and hopefully no last minute deletions or modifications Any last minute change that affects the order of members on the “Roster in Progress New” may result in having to completely redo the “Roster Format FINAL” document before reproduction.
- b) The documents you will need to complete the “Roster Format Final” include:
  - a. The updated “Roster in Progress New” document after all updates have been made.
  - b. The “Roster Format Final” document from the previous year.
  - c. The “Cover” document which is the branch logo used for the cardstock roster cover.
  - d. A listing of the next years voluntary Callers received from the Branch Secretary.



- c) The “Roster Format Final” document is different than the “Roster in Progress New” document in that it is formatted for booklet reproduction. Since the booklet has back-to-back printing, pages 1 & 2 will be printed with the last two pages on a single sheet of paper. So when you fold each sheet and it is stapled together as a booklet the order of information will be correct. In addition, the Callers are to be placed on the “Roster Format FINAL” document. It is suggested that the best process to use is copy & paste from the “Roster in Progress New” document to the “Roster Format FINAL”, and then add the Callers to the bottom of each page. Typically, each Caller is added to two pages (14 members each). Some Callers will have less than 14 members initially assigned. The Secretary is likely to add new members to these Callers. It is the Secretary’s responsibility to work with the Callers.

## **7. Number of Rosters to Reproduce**

- a) A good formula is to use number of members plus 15 additional copies. More booklets are needed in anticipation of new members joining the Branch through the year. There will be extra booklets left by some members not paying the voluntary contribution. Contact the Treasurer for the exact number.

## **8. Final Roster Reproduction and Distribution**

- a) Before producing large numbers of the Roster, have a sample produced. This sample can be used to validate that the paper copy is correct. It is wise to closely validate that the information and paging sequence is displayed correctly. Modifications, especially to pictures that are too dark or light may be necessary. If corrections are made after reviewing the sample, it is suggested that another sample is produced and verified. After final reproduction, the Roster booklets are given to the Branch Treasurer. Upon collecting the member’s yearly voluntary contribution, the Treasurer provides the member with a booklet. In addition, the Secretary is provided a soft copy of the “Roster in Progress New” version for distribution to State Officers. Also, the Secretary needs the soft copy to send information to next year’s slate of luncheon Callers. The Secretary may ask the Treasurer for hard copies to distribute to State Officers.

## **9. Preparation for Next Year’s Roster**

- a) Create a copy of the “Roster in Progress New” and the “Roster Format FINAL” files and rename it to next year’s date.



## *Branch 69*

*Branch Procedure #14  
November 2019*

### **Luncheon Attendance**

The overall Luncheon Attendance process requires coordination between the Big Sir and the Attendance, Reception and Membership Chairmen. To ensure a smooth Attendance process, communication between these parties is paramount. These procedures deal with how luncheon attendance is recorded and resulting information processed.

#### **General Responsibilities**

1. The Attendance Chairman (AC) records the attendance of all members/guests attending the monthly luncheon on a paper Attendance chart (see Attached).
2. The AC sits at a check-in table with the Reception Chairman (RC), who maintains all Branch member's numbered badges. As members arrive, the AC looks up their last name alphabetically on the Attendance chart and tells the RC the badge number assigned to that member located in the right-hand column next to their name, then records their attendance (see Attached). The RC then provides the member their badge.
  - a. At the conclusion of luncheon, members return their badges to the check-in table and the AC and RC collect and sort badges for storage until the next luncheon.
3. The AC records all Guest names on the Attendance chart and provides them with a Guest Card for completion and return, and provides them with a name tag. If the Guest is a potential new member, a Membership Application and a Recruiting Brochure will also be provided. All Guest Cards will be provided to the Big Sir before the luncheon for acknowledgement at the luncheon.
  - a. The AC also records the name of the luncheon Guest Speaker and provides them with a name tag.
4. After the luncheon and using the paper Attendance chart, the AC will transcribe the luncheon attendance information of members/guests to an EXCEL spreadsheet (see Attached). Also, prior to the monthly luncheon, the Big Sir (BS) provides the AC with a list of members who have an "excused absence" for that month. The AC will record an "ex" for those members on the EXCEL spreadsheet (see Attached).
  - a. If a member is identified as having "Excused Absence" status in the Roster, update the EXCEL spreadsheet to reflect "Excused." in the left-hand column next to the member's name (see Attached).
  - b. When new members are inducted into Branch 69, the AC adds their name to the EXCEL spreadsheet along with the date of induction in the left-hand column next to their name (see Attached).

5. The EXCEL spreadsheet is then converted to a .pdf file and sent electronically to the BS, Secretary, and the Reception and Membership Chairmen. This file is sent the week following the luncheon so that the attendance information can be used by members of the Branch Executive Committee in conducting Branch business.
  
6. Upon receipt of the Attendance .pdf version, the Membership Chairman (MC) will review the chart and identify those members who have missed three consecutive luncheon meetings and did not have an “excused” absence, or did not attend one-half of the regular luncheon meetings within the previous twelve consecutive month period. Once identified, the MC will contact the member(s) via a phone call to determine their continued interest in maintaining Branch membership. At the subsequent Branch Executive Committee meeting, the MC will report their findings. If the MC is unable to contact a member or the member does not respond to their contact, a Form 4 (Notice of Missed Meetings) may be sent.



## *Branch 69*

*Branch Procedure #15  
November 2019*

## **SECRETARY**

The Branch Secretary is responsible for recording and publishing the Minutes of BEC meetings and is the official record keeper of Non-Financial Branch records. The Secretary's primary responsibilities are identified on the State SIR website (<http://sirinc.org>), under Member Information/Branch Leaders Position Descriptions/Secretary. The following procedures are intended to supplement those on the State SIR website.

Duties of the Secretary require use of a PC with Internet/email capabilities and WORD, Excel, Power Point and Adobe Acrobat software. A brief overview of duties follow:

### **Branch Records**

The State SIR requires that the Secretary maintain 5 years' worth of Branch records for the following:

- BEC Minutes
- Newsletters
- Branch Rosters
- Annual Audit Reports

It is suggested that in addition to these records, the following also be maintained 5 years for possible future reference:

- BEC Agendas
- Treasurer Reports
- Membership Reports
- Attendance Reports
- Form 27
- Applicant Reports
- Branch Procedures (Secretary is responsible for updating and maintaining Procedures)
- State SIR Emails
- Quarterly Reports
- Branch 69 Pertinent Emails
- Branch Operations Calendar
- Other Pertinent Branch information

## **Maintaining Records on the PC**

To store the above information on the PC, create a folder in the “Documents” file and label it “20xx Branch 69”. Within this folder, create subfolders for the 12 calendar months (e.g., January - December) and other necessary subfolders (e.g., State SIR Emails, Quarterly/RAMP Reports, Branch Procedures, Branch Rosters, Annual Audit Reports). Within the subfolders for the 12 calendar months, file all Branch Operations documents for the given month (e.g., BEC minutes, BEC Agenda, Form 27, Treasurer, Attendance and Membership Reports).

## **Distribution of Branch Information**

It is suggested that all information received by the Secretary be distributed to those involved in Branch Operations. This requires creating the following 3 email “Distribution Lists”:

- BEC
- Committee Chairmen
- Callers

Tip: When sending information to these Distribution Lists, use the “Blind cc:” for the lists and send the email to yourself. This will prevent all the email addresses for the Distribution Lists from being shown on the email note.

## **Other Secretary Responsibilities**

- Update yearly SIR State Branch Operation Calendar with Branch 69 specific activities.
- Create monthly BEC Agenda and get BS approval before distribution to BEC, Committee Chairmen and Callers.
- Create monthly BEC meeting minutes and distribute to the Regional Director/Area Governor and the BEC, Committee Chairmen and Callers. Distribution to the Regional Governor and Area Director must be within 10 days of the BEC meeting.
- Update and maintain Branch Procedures. Branch Procedures are located on our Branch 69 website, [www.branch69.org](http://www.branch69.org).
- Receive all Branch reports (e.g., Treasurer, Membership, Attendance), file, then distribute to BEC, Committee Chairmen and Callers. Convert those reports that are in WORD and Excel to a .pdf document before distribution.
- Prior to the development of the annual Membership Roster, ask 12-15 members to volunteer to be Callers and provide the names to the Roster Chairman. On a monthly basis and prior to the luncheon, send the Callers a reminder email informing them of the Guest Speaker and menu, along with the date to provide luncheon counts to the BS.
- Be familiar with the SIR website and content (e.g., SIR Forms, Rule Manual, Branch Locator).
- Perform duties as identified on the SIR Schedule of Branch Operations.
- Set-up the SIR Banners and table cloth at the monthly luncheon.

### **Storing Annual Records/Files**

A USB memory stick is used to store annual records/files. At the beginning of a new year, transfer from the PC's Documents file, the prior year's "20xx Branch 69" folder to the memory stick.

## **DUES PAYMENT**

1. At the November BEC meeting a motion was made to implement a \$25.00 annual mandatory dues structure beginning January 2022. The motion was seconded and all BEC members present voted in favor of the motion, none opposed.
2. Policy 30 in SIR manual states: Branches may raise funds through dues or voluntary contributions as approved by the BEC.
3. After 4 months delinquency, those members will be contacted by a BEC member or a committee as designated by the BEC.
4. If after 6 months termination may be instituted by the BEC if desired. Exceptions can be made for members with financial problems, out of state or serious sickness in family or for any reason deemed reasonable by the BEC. This is allowable under Policy 26 in SIR manual which states: A Branch Executive Committee may terminate a member for a serious breach of a State Procedure, Bylaw, or Branch Regulation.