



Guidelines Kit

For a New Sub Branch

To be Confirmed by the

Club Executive

1. Confirming a new Sub Branch for membership in the Military Brotherhood MMC is the responsibility of the Club Executive. The following factors will be assessed by the Club Executive in determining the viability of a new Sub Branch to continue operations during and after its probation period:

Criteria	Description	YES/NO	Notes
1	<p>Does the Sub Branch have five (5) members or more who have previous service or are currently serving members and who agree to commence the Sub Branch.</p> <p>Have these members completed the '<i>Application for Membership Form</i>'?</p> <p>Has the Sub Branch completed and sent the form "<i>Application to raise a New Sub Branch</i>" to the Club Secretary?</p>		<p>Or the number identified by the relevant legislation which regulates incorporated associations in the jurisdiction in which the new Sub Branch is to be established, whichever is the greater</p> <p>This application must be sent once prospective members have been identified.</p>
2	<p>Do the above members agree to abide by the mission and objectives of the Club, the Club Constitution and SOPs (by laws) as demonstrated by their commitment and enthusiasm</p>		<p>Any failure by a Service Member in observing these instruments shall be a cause for the Club Executive to intervene in the Sub Branch operations before the end of the probation period.</p>
3	<p>Does the Sub Branch have the following Sub Branch Executive positions filled with Service Members who were voted into office by a majority of members:</p>		<p>The Treasurer position may be filled by a Sierra Squad member in a 'honorary' capacity in the interim until a Service Member is voted into the position. Even so, the Sierra Squad member</p>

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	<ul style="list-style-type: none">• President• Secretary• Treasurer		still cannot vote on any motion.
4	Has the Sub Branch applied for, and been granted incorporation as a non profit organisation within its State		This incorporation document then allows the Sub Branch to open a bank account in its Sub Branch name, etc.
5	Has the Sub Branch submitted its monthly SITREP (Situation Report) each month, on time, without fail?		The monthly SITREP along with random reports from individual members of the Sub Branch as called for by the Club Executive shall constitute the main 'mentoring' tool during the Sub Branch probation.
6	Has the Sub Branch completed its probation period of six (6) months?		Where a new Sub Branch fails to comply with the mission and objectives of the Club after a period of six months (or such longer period as the Club Executive may allow) the Club Executive may revoke the new Sub Branch's status as a Sub Branch.
8	Has the Sub Branch Executive begun the process of identifying Service Members to commence the DVA courses to obtain welfare/pension/advocacy training and qualifications?		