



Military Brotherhood MMC

SOP 1 – Rev 29 Jan 20

Standard Operating Procedure (SOP) 1

Sub-Branch Organisation

General

1. The Military Brotherhood MMC (the Club) is organised to provide camaraderie, mateship commitment and welfare and advocacy support to all members and non-members through a concise management structure for each sub-branch.
2. Each sub-branch will operate with five types of membership:
 - a. Service Members;
 - b. Sierra Squad;
 - c. Retired;
 - d. Junior; and
 - e. Life Members.

Service Members

3. Service Members include persons who are ex-service members or current serving members of the Australian Defence Force (ADF), Commonwealth and Allied forces and are permanent residents. The sub-branch executive which manages the sub-branch is elected from those members who are Service Members, and includes the following positions:
 - a. President;
 - b. Vice President;
 - c. Secretary;
 - d. Treasurer;
 - e. Quartermaster; and
 - f. Sub-Branch Sergeant Major.



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4. Duties of the above positions are contained in SOP 2.

Sierra Squad Members

5. The Sierra Squad includes:
 - a. Those persons who have not served in the ADF, Commonwealth or Allied forces;
 - b. Those persons who have military service but who do not have a motorcycle 600cc or above at the time they applied to join the Club (can transfer over after acquiring a suitable motorcycle); and
 - c. A holding and training cell for all Nominees.
6. The Sierra Squad has responsibility for the following positions within the Club:
 - a. Sierra Squad Leader
 - b. They can also hold Honorary treasurer and quartermaster positions when there is not a Service member to fill that position.
7. Duties of the positions above are contained in SOP 2.

Meetings

8. The membership as a whole, (Service and Sierra Squad Members) meet once a month during the general meeting to discuss sub-branch management and direction. However, on matters that effect the Club in its operations (motions), the following conditions apply:
 - a. only Service Members are eligible to vote on club matters,
 - b. Sierra Squad members can provide their opinions but cannot vote, and
 - c. Members who are unable to attend must submit an apology to the Secretary either verbally or in writing before the meeting commences



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as this ensures whether a quorum is or is not met to continue the meeting