



Military Brotherhood MMC

SOP 20 –Rev 29 Jan

Standard Operating Procedure (SOP) 20 LEAVE OF ABSENCE, RETIREMENT, RESIGNATION, REJOINING OF CLUB AND DEATH OF A MEMBER

General

1. All Members within the Club are able to take Leave of Absence, Retirement or Resignation as their personal circumstances allow.
2. This SOP describes the nature of each category and what is required when adopting any one cause of action. It also contains the necessary provisions for Re-joining the Club after Resigning.

Leave of Absence

3. Upon applying for Leave of Absence the member shall retain the Club Breast Patch and Military Brotherhood MMC numberplate and all their regalia however they will not wear this regalia unless attending an official club activity.
4. Leave of Absence must be in writing and delivered to the Sub-branch Secretary.
5. Upon receipt of a notice of Leave of Absence the Sub-branch Secretary shall move the name of the member, by whom the notice was given, from the 'Register of Members' to the 'Register of Retired/On Leave Members'.
6. Leave of Absence is usually a short period of time or for a period no longer than 3 months, and may involve medical reasons, work reasons or personal reasons.
7. A member who has approved leave for no longer than 3 months and stays financial will have this time recognised as time served.
8. Upon returning from Leave of Absence the member shall advise the Sub-Branch Secretary and their name shall be returned to the 'Register of Members'.

Retiring

9. Members who have completed a minimum of 10 years in the club and wish to step back in their commitment may retire. Retirement may also be granted to a member, who for medical reasons, can no longer ride if approved by the National Executive.
10. Upon retiring the member shall retain the Club Breast Patch and Military Brotherhood MMC numberplate and all their regalia. A retired members patch will be worn where executive patch is worn as per SOP 3.



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11. Upon receipt of a notice of retirement the Sub-Branch Secretary shall move the name of the Member, by whom the notice was given, from the Sub-Branch 'Register of Members' and notify the National Executive so they can move the member to the 'Register of Retired/On Leave Members'.
12. Where a member of the Club retires, that member will not hold the Club or Sub-Branch liable for refund or return of any fees or subscription and
12. Where a member of the Club retires, that member cannot vote on motions within the Sub-Branch or Club.
13. Where a member of the Club retires, that member no longer contributes to the Sub-Branch through the Sub-Branch Building Fund.

Resigning

14. Resigning from the Club is a major step for any member and must be fully appreciated by the member and the Club. The following steps must be carried out by the member upon resignation:
 - A. The member must return the Club Breast Patch, the Task is ours Patch and Military Brotherhood MMC numberplate
 - B. The resignation must be in writing to the Sub-Branch Secretary who shall remove the name of the member, by whom the notice was given, from the sub-branch registers of members. whereupon that member ceases to be a member of the Club. The Sub-branch will notify National Exec in Quarterly SitRep. The Club and Sub-Branch then have no obligation toward the ex-member.
 - C. The Club and Sub-Branch will, upon a written resignation by a member, proffer that member a 'cooling off' period whereby the member has the option to re-join the Club within a defined period. That defined period will be at the discretion of the particular Sub-Branch, or by the Club (under ADMIN Control to NEC).
 - D. Where a member of the Club resigns their membership, that member will not hold the Club or Sub-Branch liable for refund or return of any fees or subscriptions.

Reapplying for Membership after Resigning from the Club

15. A member who resigns and then wishes to re-join may apply to a Sub-Branch to re-join as a Club member.
16. Upon receiving the application form to re-join the Club, the Sub-Branch where the ex-member has submitted their application will hold a meeting of their membership as a whole and will determine the provisions for re-joining, taking into account the reasons for the member's original resignation, and length of time the member has been out of the Club, and any outstanding disciplinary or show cause issue not dealt with prior to the member resigning.
17. The Sub-Branch membership may impose a nominee period of no more than the original nominee period for the type of membership.



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18. Upon reapplying for membership, the ex-member will be required to pay the normal Application Fee as applicable to his status as either a Service Member or Sierra Squad Member
19. Upon receipt of a notice of re-joining the Club, the Sub-Branch Secretary shall include the name of the member by whom the notice was given on the 'Register of Members' of that Sub-Branch and shall inform the Club Secretary of the re-joining member to allow the Club Secretary to include the member on the National Register and check for any outstanding matters.
20. Time spent absent from the club greater than 90 days (whether leave or resignation) will not count towards service stars.

Death of a Member

21. At the funeral of a deceased Member their NOK and or family may elect one following options regarding his regalia.
 - A. Be laid to rest whilst wearing,
 - B. Have it draped over the coffin during the service and laid to rest with it on top of the coffin, or
 - C. Have it presented to his NOK or family. Never to be worn again.
22. All deceased members NOK or family are to have an Australian flag presented to them. Below are the steps and the links to protocols etc
 - A. Have it draped over the coffin during the service and removed and prior to burial or cremation. See below link for protocols.
<https://www.pmc.gov.au/government/australian-national-flag/australian-national-flag-protocols>
 - B. Have it squared prior to presenting to their NOK or family. See below link for directions
http://www.rancba.org.au/Folding_ANF_Military_Funeral.pdf
 - C. Under **NO** circumstances is the ANF to be buried or cremated.