



# Military Brotherhood MMC

SOP 4 – Rev: 20 Jan 2020

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## Standard Operating Procedure (SOP) 4 Sub-Branch Building Funds

### General.

1. The Sub-Branch Building fund (SBF) provides each Sub-Branch with a monthly stipend which is collected from each member of the Sub Branch (does not include the spouse, partner or de facto of a member).

### Purpose.

2. The Sub-Branch building fund is used for the following purpose.
  - a. Any equipment required by the Sub-Branch, and which cannot be obtained by other means;
  - b. To pay for Items deemed necessary on a Sub-Branch run;
  - c. To support a member of the Sub-Branch, who is in financial difficulties, and which is voted on by 100% of the Service Membership.

### Payments.

3. The SBF is up to the discretion of each Sub-Branch but at a minimum is funded by a minimum \$10 per month levy on each Service Member and Sierra Squad Member (this does not include Spouse, Partner or defacto) of the Sub-Branch.
4. The SBF is the responsibility of the Treasurer, to collect, record, and advise its position, and to the Secretary who updates each member's position on the Sub-Branch roll.
5. Duties of the Treasurer and Secretary regarding SBF are as follows.
  - a. Treasurer-
    - i. Collect Monies from all members;
    - ii. Record the monies collected;
    - iii. To deposit those monies in the Sub-Branch account; and
    - iv. to advise the Sub Branch Executive if a member is far into arrears



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and is failing to acquit that debt.

- b. Secretary.
  - i. Update Sub-Branch Roll; and
  - ii. Ensure finances are recorded in monthly meeting minutes.

### **Penalties.**

- 6. Any member who falls into arrears and fails to rectify the situation after being properly advised by the Treasurer shall be called to explain during a general meeting. The Sub-Branch Executive, after deliberation with the Sub-Branch membership, shall advise the member of any action to be taken. Members who become more than 3 months in arrears are considered to be non-financial members

### **Refund.**

- 7. Monies paid into the SBF by any member is non-refundable regardless of circumstances, including resignation from the Sub-Branch.

### **Transfer to another Sub-Branch.**

- 8. When a member from one Sub-Branch transfers to another Sub-Branch, any monies paid into the departing Sub-Branch which are in advance (meaning paid into the future) shall be transferred to the new Sub Branch that that member is transferring to. 10. The Sub-Branch Executive from where the member transferred from shall ensure the 'future monies' already paid by the departing member are to be transferred to the members new Sub-Branch. This is to be executed by the Treasurer of the Sub-Branch from which the departing member belonged.