



Military Brotherhood MMC

SOP 15– Rev 29 Jan 20

Standard Operating Procedure (SOP) 15 Amending, Repealing or Adding to the Club Constitution

General

1. This SOP outlines the necessary instruments required to amend, repeal or add to the Constitution.

Alteration of the Constitution

2. The Constitution may be amended, repealed or added to at a Special Club Meeting called by the Club Executive (Annex A).

3. For a Constitutional change to take effect, every confirmed Service Member of the Club shall be provided the opportunity to cast their vote individually and without recourse to their Sub-Branch Executive

4. An amendment, repeal or addition to the Constitution can be called for by any confirmed Service Member using the proforma attached at Annex B. The amendment, repeal or addition must be in writing, passed through their state president to the Club Secretary as follows:

Determination of Proposal

5. When a Constitutional change is proposed, the Club Executive shall meet in committee within 30 days of having received the submission to determine the viability of that proposal. To aid its decision the Club Executive may correspond with other Service Members or Sub-Branch Executives as it deems necessary.

6. The Club Executive shall base its final decision on any proposal to amend, repeal or add to the Constitution on the following criteria:

- a. Does the proposed change improve or reduce the overall operation(s) of the Club, its mission and objectives?
- b. Does the proposal adversely affect the operation of a Sub-branch or Sub-Branches?



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- c. Does the proposal reduce the effectiveness of the Constitution at the time?
- d. Does the proposal provide a means of improving the constitution, and hence the operation of the club, in the future?
- e. Is the proposal a “red herring”?

7. Once the Club Executive has concluded its determination of the proposed amendment, repeal or addition, it shall notify the proposer of its decision within 14 days of having accepted or rejected the submission (Annex C).

8. If the proposed amendment, repeal or addition is upheld, eg, cleared for an overall Service Member vote, the Club Executive shall call a Special Meeting and the proposed amendment, repeal or addition shall be disseminated to every confirmed Service Member. The closing date of the vote shall be 30 days from the date calling for votes to be cast.

9. If the amendment, repeal or addition is voted (quorum being 75% of confirmed Service Members) it will be registered by the Club Executive and notice provided to every confirmed Service Member of the change to the Constitution.

10. If the amendment, repeal or addition is passed (51% or more Service Members vote ‘YES’) then the decision shall be registered by the Club Executive and notice provided to every confirmed Service Member of the amendment, repeal or addition to the Constitution.



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ANNEX A TO
SOP 15

Proposal to Amend, Repeal or Add to the Club Constitution

Date of Submission			
Full Name of Proposer			
Proposers AKA			
Proposers Location			
Proposers Email			
Proposers Contact Number			
What is your Proposal?	an AMENDMENT?	a REPEAL?	or an ADDITION?
What part/section of the Constitution does your proposal affect?			
What is your proposal?	(This box expands as you type)		
Declaration and Signature by Proposer	<p>I submit this proposal in good faith and for the improvement of the Club. I am aware that my proposal must be based on a Constitutional amendment, repeal or addition.</p> <p>Proposers Signature _____</p>		



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ANNEX B TO
SOP 15

INDIVIDUAL VOTING FORM To Amend the MBMMC Constitution

Date of Vote

(enter the date you voted)

Voters

AKA

Voters

Location

What part/section of the Constitution does the proposal affect?

What is the proposal?

(amendment to the Constitution)

**Reasoning for the
proposal**

**How do you vote on the
proposal?**

YES

I accept the proposed amendment to the
Constitution as described

(Tick this box if **YES**)

NO

I do not accept the proposed amendment as
described

(Tick this box if **NO**)



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ANNEX C TO
SOP 15

Decision by Club Executive

Proposers Details

Date of Submission

Full Name of Proposer

Proposers AKA

What is the proposal?

Club Executive Determination

Club Executive present

President

Secretary

Date

Was the proposal
accepted for a Club vote?

YES

NO

SPLIT

Count of Vote:

Determination

Any further comments?

I submit that this decision by the Club Executive has taken all factors into account and been made in good faith.

I am aware that the Club Executive decision must be based on the relevant section of the Constitutional.

Declaration and Signature
by Club President

Club Presidents Signature:

Date: