



Military Brotherhood MMC

Standard Operating Procedure (SOP) 25

Guidelines for Raising a new Sub-Branch.

Initial Steps to be conducted

1. Members wishing to start up a new Sub-Branch (SB) are to discuss their intent with the executive of their current SB.
2. Post this discussion a representative of these members is to table their intent as an agenda item at the next general meeting of their current SB.
3. After the above meeting the secretary of their current SB is to notify the state president in writing ensuring the exact name, area and location of the proposed SB.
4. The state president will then take this info to the appropriate state motorcycle council for ratification.
5. The result of this will be sent back to the secretary of the current SB and if there are no issues, they will notify the proposed new SB members and instruct them to send their application to start a new SB to the state president.
6. The state president will then forward this the National Secretary to be tabled at their next meeting along with any correspondence that ensures all above steps have been completed.
7. Once ratified by the National Executive the new and current SB will be informed in writing.
8. **The date the above steps are completed will be the date the new SB 6 month probation commences. NO EXCEPTIONS.**

General

1. Raising a new Sub-Branch is extremely simple. The following fundamental reasons must apply when raising a new Sub-Branch, particularly within the Military Brotherhood MMC;
 - a. Members must be willing to create a “safe haven” type environment, which will sustain itself over time, while providing all members the opportunity to experience camaraderie, commitment and mateship;
 - b. Members must be willing to create an environment which will provide qualified and competent support to all members in particular, to those service and ex-service persons and Veterans who are due entitlements through government agencies (DVA, Centrelink, etc); and
 - c. Is the Sub-Branch willing to consider raising a Veterans Assistance Centre (VAC) in the future?
2. If the above three elements are present and fully understood, then you have an ideal chance of raising a new Sub-Branch which has focus and purpose.

Club and Sub-Branch Operations

3. The Club Executive shall have the following responsibilities;
 - a. Mentor each Sub-Branch through its formation period;
 - b. Maintain the one Club Constitution which affects all Sub-Branches;
 - c. Assist with all official regalia for each Sub-Branch to maintain standards;
 - d. Maintain the Club Standards of dress (CSODs) manual;
 - e. Maintain a central register of all Club members;
 - f. Maintain a National web page; and
 - g. Raise a “conflict resolution” committee and exercise a Facilitator role.
4. Each Military Brotherhood MMC Sub-Branch will, govern itself through a Sub-Branch Executive which comprises Service Members only (Sierra Squad may hold short term Honorary positions of Treasurer and QM if there are no Service members available) and which will be responsible for executing the wishes of the Sub-Branch as a collective, while observing the requirements of the Club Constitution. The principle of “one member, one vote” will apply. The Sub-Branch Executive is responsible solely for executing collective motions which the Sub-Branch has voted to adopt. The Sub-Branch Executive is responsible for the daily operations and future direction of its Sub-Branch as agreed by the Sub-Branch membership.

5. Each Sub-Branch Executive will ensure its Sub-Branch operations are reported in a Quarterly SITREP. This is to ensure a firm passage of information is maintained and that all other Sub-Branches are aware of the circumstances existing throughout the Club. Apart from personal internal issues relevant to any Sub-Branch, the content of SITREPs may be reported on the Club website.
6. Each Sub-Branch will conduct a general monthly meeting of all members (Service and Sierra Squad). All members will have a say. Only Service members will be eligible to vote on Club matters. Any motions to be tabled are to have 50% of the Service Members present as a quorum. Any vote taken on a motion will be passed if 51% or more of those members present vote in the affirmative or otherwise. If a tied vote should occur, the Club executive is to be consulted before and further action is taken.
7. The Military Brotherhood MMC membership is to observe the following minimum events as compulsory runs:
 - a. ANZAC day each year, being 25th April
 - b. UN day Commemoration Service each year, being 24th October; and
 - c. Their Sub-Branch AGM.
 - d. Operation Round Up, biennial gathering at a date, time and location as announced by the National executive. Whilst not compulsory attendance is strongly encouraged.
8. Each Sub-Branch shall ensure a firm financial management arrangement is in place on commencement of operations, and that each service Member and Sierra Squad Member (does not apply to Spouse or Partner) pays into a Sub-Branch Building Fund each Month and National Fund once Yearly. These will provide the Sub-Branch with continuous funds for asset purchase and keep each member financial within the Club.
9. Each Sub-Branch shall ensure a number of its members are:
 - a. Trained through the ATDP system as Advocates; and
 - b. Able to provide support to EX-serving and current serving members, veterans of the ADF, Commonwealth and Allied forces and the families of.
10. All other general operational requirements for the Club (and Sub- Branches) are contained within the Club Constitution and SOP's.

Application and Ongoing Fees

11. Persons on application are to pay the prescribed application fee of \$150 as a Service Member, or \$75 as a Sierra Squad Member. Each Service member and Sierra Squad (not including partners, de-facto / spouses) are obliged to pay a monthly fee as agreed by each Sub-Branch (minimum \$10) per month towards their Sub-Branch Building Fund.
12. An Annual fee is paid by each Sub-Branch to the National Executive to cover costs associated with running the Club.

Public Relations (PR)

13. The only members authorised to speak to the media on public relations matters concerning the Club is a member of the Sub-Branch Executive, or a nominated fully patched Service member who has been so authorised by the Sub-Branch Executive.
14. Each Sub-Branch is to ensure that contact is made with various local organisations to advise them of our Club and its mission and objectives. These organisations include:
 - a. RSL;
 - b. Local Councillor;
 - c. Local Police;
 - d. Local Member of Parliament; and
 - e. Local motorcycle clubs.

Raising a new Sub-Branch checklist

This Checklist is to assist members who wish to raise a new Sub-Branch of the Military Brotherhood MMC

Check 1	Do you have sufficient persons with Ex-service or current service?	Do you have a minimum of (5) persons who are Ex-serving or Current Serving who wish to start a Sub-Branch?	Yes No
Check 2	Are these persons aware of the MBMMC requirements as stated in para 1 in the general text above?	Are they in fundamentally agreement on these requirements?	Yes No
Check 3	Are you all in agreement on the “fundamental operating principles” the Cub and Sub-Branches are to operate under?	These operating principles give the Sub-Branches very broad authority to run as they wish, with the membership as a whole being responsible for the overall operations of the Sub-Branch.	Yes No
Check 4	Have you all voted formally on starting a new Sub-Branch and voted who will fill the Sub-Branch executive positions?	This is important to ensure you have a paper trail, which will be required when you seek incorporation and open a bank account	Yes No
Check 5	Have you all agreed upon- or have you selected- a suitable location from where you will initially operate?	Local RSL etc often have rooms available for meetings	Yes No
Check 6	Have you all completed membership application forms?	Contact your state president and get a copy of membership form. Once completed fill in the raising a sub-branch form and return to State President who will pass this onto National Executive	Yes No
Check 7	Have you completed the APPLICATION TO RAISE A SUB-BRANCH form which is attached to this SOP?	Complete the MBMMC Application to raise a new Sub-Branch form and forwarded to State President.	Yes No

Application to Raise a new Sub-Branch

This preliminary information is to be submitted to the Club Executive before a confirmation is handed down regarding the approval to raise a new Sub-Branch.

Geographic location (e.g. Name of closest major town or city)	
Number of ex-service or current service members who will form Sub-Branch at start	
Number of persons who will be Sierra Squad members at start	

Details of each Member at raising of Sub-Branch

Name	AKA	Executive position	Membership type	Mobile #
		President		
		Vice President		
		Secretary		
		Treasurer		
		QM		
		SSM		

Important Information for new Sub-Branch

I hereby provide my signature as a duly elected Executive of the new Sub-Branch, advising that the information provided above is correct to my knowledge.

I hereby agree on behalf of the new Sub-Branch that we will abide by the Military Brotherhood MMC constitution and SOP's. Once accepted as a Sub-Branch, we will pay the annual fees as required by the Constitution and SOP's of the Club. These payments secure our right to be administered by the Military Brotherhood MMC National Executive in terms of those costs associated with the formation and operation and its affiliates.

Date of Commencement.....

Signature.....

Full Name **Position**.....

Checklist to be used for review of Sub-Branch once they believe they have met all the requirements of their probation period

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 'Application for Membership Form'?</p> <p>Has the Sub Branch completed and sent the form "Application to raise a New Sub Branch" 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>

	<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 SITREP's each Quarter and copies of its monthly meeting minutes each month, on time, without fail?		The quarterly SITREP along with meeting minutes and other requested 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?		