



Military Brotherhood MMC

SOP 19 – Rev 20 Jul 21

Standard Operating Procedure (SOP) 19

Member Transfer between Sub-Branches

General:

1. Members of the Military Brotherhood MMC can transfer between Sub-Branches at any time due to changes in personnel circumstances. The flowing form (annex A) is to be completed by the losing sub-branch, forwarded to gaining sub-branch and a receipt copy sent back to losing sub-branch to be held in their membership files. It is also to be sent to NEC so the national membership register can be updated.
2. The form is to be signed by at least 3 members of the Sub-Branch executives of each sub-branch.



MILITARY BROTHERHOOD MILITARY MOTORCYCLE CLUB SB TRANSFER APP				
SERVICE / SIERRA MEMBER (strick through non applicable type)				
LOSING SUB BRANCH (retain a copy and send copy to gaining SB secretary)				
CURRENT SB NAME:				
REQUESTED SB TO TRANSFER TO:				
MEMBER's SURNAME		FIRST & MIDDLE		
AKA		YEARS IN CLUB		
REASON FOR TRANSFER.				
DOCUMENTATION ATTACHED				
	YES OR NO	COMMENTS		
ENLISTMENT DOCS				
DISCHARGE DOCS				
RECORD OF SERVICE LONG				
REQUEST FOR RECORD PRINTOUT				
APPROVAL AND CLEARANCE				
	AKA	COMMENTS (APPROVED OR NOT APPROVED)	DATE	SIGNATURE
President				
VP				
Sec				
Treasurer				
SSM				
QM				
GAINING SUB BRANCH TO COMPLETE				
DATE REQUESTED SB RECIVED DOCUMENTATION ___/___/___				
	YES OR NO	COMMENTS		
ENLISTMENT DOCS				
DISCHARGE DOCS				
RECORD OF SERVICE LONG				
REQUEST FOR RECORD PRINTOUT				
ACCEPTANCE				
	AKA	COMMENTS (APPROVED OR NOT APPROVED)	DATE	SIGNATURE
President				
VP				
Sec				
Treasurer				
SSM				
QM				
GAINING SB TO SEND COPY OF COMPLETED TRANSFER TO PREVIOUS SB				