



Military Brotherhood MMC

SOP 4 – Rev: 20 Jan 2020

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.
3. The SBF is not to be used for the purchase of alcohol, other beverages or food stuffs.

Payments.

4. 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.
5. 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.
6. Duties of the Treasurer and Secretary regarding SBF are as follows.
 - a. Treasurer-
 - i. Collect Monies from all members;



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- 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 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.

7. 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.

8. 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.

9. 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.