



Military Brotherhood MMC

SOP 18 –Rev 19 Feb 23

Standard Operating Procedure (SOP) 18 Administrative Warnings

General.

1. An administrative warning can be issued to a member by an appointed member of the Sub-Branch Review Committee, when they have determined that the member is responsible for creating an adverse situation, condition, or practice which is contrary to the Club Constitution or Club SOPs.
2. Format and Procedure:
 - a. Each administrative warning issued to a member shall be in writing, using the template in Annex A, and shall include the following information.
 - 1) A description of the nature of the violation;
 - 2) A citation of the specific Constitutional provision or SOP which the Sub-Branch believes has been violated; and
 - 3) A statement that the member shall be responsible for correcting the situation, condition, or practice.
 - b. A Review Committee (RC) will be formed as soon as possible after the notification of an adverse situation, with any Administrative Warnings (AW) issued within 14 days thereafter. Each AW shall be sent to the member or served personally upon the member by the Sub-Branch Review Committee, with a copy provided to the SSM for recording purposes. The member has fourteen (14) days within which to submit a plan of Corrective Action (CA) to the SSM or DC. The Sub-Branch Executive will be notified of this corrective action.
 - c. A member has a further fourteen (14) days from submitting the CA plan to correct the situation, condition, or practice which resulted in the issuance of the AW. If the member disagrees with the issued AW or proposed CA plan, they can, within the 14 days submission timeframe provide evidence to support a non-violation defence. The RC will review that evidence within five working days of submission, and issue further direction as to the issued AW and CA plan.
 - d. If it is found that the member has failed to complete their plan of corrective action, the Sub-Branch Executive (through the SSM or DC), shall notify the member of this failure to comply with an administrative warning, and what further actions are to be undertaken by the Sub-Branch Executive to correct the situation.

- e. If a member is issued 3 administrative warnings within a 12-month period then the Sub-Branch Executive will meet to decide what further action is to be taken in regards to the member.
 - f. Failure to comply with an administrative warning within the set down time frames can result in disciplinary actions being brought to bear on the offending member by the Sub-Branch Executive.
3. Any proposed corrective action taken must be sent to the SSM for review, and confirmation to ensure the punishment is consistent with that confirmed for similar offences within the Sub-Branch. This will ensure consistency in administrative action across the Sub-Branch.
4. The SSM is required to maintain an Administrative Action Register to ensure corrective actions remain consistent, regardless of the incumbent in SSM position. The Administrative Action Register will be maintained as a historical record.

**Administrative Warning Against A Member
Official Submission Form**
(form expands)

Administrative Warning Details

Date of Issue	
Member Issuing	
Member being Warned	
Date of Administrative Warning violation	
Location of Administrative Warning violation	
Nature of Administrative Warning violation, including a description of the alleged action/s	
Specific paragraph in the Club Constitution or SOP that has been allegedly contravened.	
Statement of Correction (IAW para 2a 3)	

SSM/DC Use Only

Date of Receipt of Corrective Action Plan (14 days after issue?)	
Received by	
Date Executive informed	
Date Administrative Warning added to register	

Corrective Actions Completed by Member

Date Member Completed Plan	
Date Warning Closed	
SSM/DC Response	

Declaration by SSM/DC and SB VP

This submission – Administrative Warning Against A Member – has been completed as per the Club Constitution and all members have been advised of its outcome.

Signed:	Signed:
Name:	Name:
Position:	Position:
Date:	Date: