



Military Brotherhood MMC

SOP 4 – Rev: SEP2023

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 any food.

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 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.

Bereavement Grants from the National Building Fund

10. The National Executive Committee (NEC) may approve the granting of a one-off payment or procurement up to \$500.00 to a Club Member, spouse or Next of Kin (NOK) of a recently deceased member, utilising National Building Funds if the following criteria is satisfied:



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- a. All NC members must be in favour (100% yes vote).
- b. The National Building Fund (NBF) must be able to maintain financial viability in accordance with the constitution.
- c. The spouse or NOK of a recently deceased member will only receive one payment whilst with the club from the NBF. This does not include sub-branches.
- d. Posthumous payments must only occur as described within the criteria from the NBF where a request for support is provided.
- e. The parent sub-branch of the member or recently deceased member is un-able to honour the request due to insufficient funds to operate the sub-branch in accordance with the constitution.

11. When a bereavement payment from the Australian Government Department of Veterans' Affairs or other agencies including Centrelink is not applicable for the costs that may follow the death of a member, the \$500 grant may be increased if on application is supported with a 100% supporting vote by the NEC.

12. A contribution toward the headstone or memorial costs requested after the date of the burial or cremation by the spouse or NOK of a recently deceased member symbolising the member's affiliation with the Club forms part of the \$500 grant.

General (Bereavement, Celebratory and Well Wishes):

13. With permission from the family of the deceased member, a floral arrangement may be sent to the memorial service in addition to any other flowers sent from their parent sub-branch to the value of \$150.00. This sum to be reviewed annually.

14. A procured item may be sent to a member in addition to any other celebratory gestures or well wishes sent from their parent sub-branch for recognition from a national level.

Criteria, Health and Wellbeing Grants from the National Building Fund

15. On receiving an application for support, funding is only granted with a 100% supporting vote by the NEC.



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16. When financial support to help improve or maintain the quality of life of a member is not available via the Australian Government Department of Veterans' Affairs or other agencies including Centrelink. This may include personalised access and mobility equipment.

17. When additional financial support is required in the case of financial hardship whilst a member is receiving palliative care.

18. When due to financial hardship a member with life-threatening conditions needs assistance with transport for treatment outside of their immediate local government area.

Extraordinary Club Duties

19. All NEC members must be in favour (100% yes vote).

20. When a member is required to complete extra ordinary duties or representation on behalf of the club regarding legal matters which would require significant travel to another state or territory.

Sub-Branch Building Fund Payments to the National Building Fund

21. Each sub-branch shall ensure that in the month of July a collective payment of \$10 for each Service Member and Sierra Squad Member (spouse/partner does not pay) is deposited into the national account.

22. Account details for the transfer of National Building Funds

•Account Name: Military Brotherhood MMC

•BSB: 037-608

•Acc Number: 714190

23. A nominal roll is to be submitted to the National Treasurer in conjunction with the annual payment to allow full auditability of the national ledger.