



Military Brotherhood MMC

SOP 12 – 29NOV 2023

Standard Operating Procedure (SOP) 12 Club Achievement Awards.

General.

1. The Club provides for achievement awards for members. These awards are to be worn on the vest in the appropriate position as shown in Fig 1.



Figure 1 – Position of Awards and other Responsibility Patches.

2. Awards are to be presented by each President in a formal gathering of members in each Sub-Branch.
3. When a Retired Member completes the elected duties of the Treasurer or QM in an honorary roll, or participates in 10 or more calendar events for the sub-branch, should be entitled to be issued a service star for that 12 month period. If this criteria is not met the member would not be eligible for a service star.

Service Awards

4. The following awards comprise service within the Club (ref Fig 2):
 - a. 1 to 4 years of membership - 1 to 4 Silver Federation Stars;
 - b. 5 year membership - 1 Gold Federation Star surrounded by the UN wreath with the figure '5';



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- c. 5 to 9 years of membership - 1 Gold Federation Star surrounded by the UN wreath with the figure '5' and up to 4 Silver Federation Stars beside it;
- d. 10 year membership - 1 Gold Federation Star surrounded by the UN wreath with the figure '10';
- e. 10 to 14 years of membership - 1 Gold Federation Star surrounded by the UN wreath with the figure '10' and up to 4 Silver Federation Stars beside it;
- f. 15 year membership - 1 Gold Federation Star surrounded by the UN wreath with the figure '15'; and the service star patch will have a **GOLD BORDER**.
- g. 15 to 19 years of membership - 1 Gold Federation Star surrounded by the UN wreath with the figure '15' and up to 4 **GOLD** Federation Stars beside it.
- h. The above cycle will continue from 20 years onwards with appropriate gold Federation Stars.



1 YEAR – SILVER FEDERATION STAR



2 YEARS – 2 BY SILVER FEDERATION STARS



3 YEARS – 3 BY SILVER FEDERATION STARS



4 YEARS – 4 BY SILVER FEDERATION STARS



5 YEARS – GOLD FEDERATION STAR WITH WREATH
NUMBER 5 AT BOTTOM CENTRE



6 - 9 YEARS – GOLD FEDERATION STAR WITH WREATH
WITH APPROPRIATE SILVER STARS



10 YEARS – GOLD FEDERATION STAR WITH WREATH
NUMBER 10 AT BOTTOM CENTRE



15 YEARS + / GOLD FEDERATION STARS WITH WREATH
NUMBER 15 / 20 / 25 /30AT BOTTOM CENTRE GOLD
BORDER

Figure 2 – Awards for length of membership



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Extra Responsibility Patches.

5. Additionally, each member within the Club who completes any of the suite of courses offered under the DVA ATDP program or any other qualifications which can be used to assist veterans is eligible to wear the 'extra responsibilities' patch (ref Fig 3).



Figure 3 – Extra Responsibilities Patches

Member Diligence Award

6. The award must be on recommendation from Sub-Branch Service Members through their Executive.
7. To ensure the integrity of the award is maintained, an executive summary is to be provided to the respective State President to cross check that all mandatory criteria have been met. The Diligence Patch may only be awarded once this review process has been completed.
8. The Sub-Branch Secretary shall maintain member attendance records. It is important that records are archived properly to ensure that evidence of meeting the mandatory criteria can be demonstrated. This is essential due to the membership and executive changes which can occur throughout the time required to accrue five years of diligence.
9. A 'Diligence Breast Patch' will be awarded after a minimum of five (5) years when the essential criteria are met.
10. The five-year increment is the total combined period where the criteria is met, not calendar years of membership. The five years is not a consecutive requirement, it may take a greater length of time to accrue the mandatory five-year total.
11. Consideration for the award must be based on the following mandatory criteria:
 - a. Annual attendance to at least 10 Sub-Branch meetings.
 - b. Attendance to the following club meetings and events:
 - i. ANZAC Day.
 - ii. UN Day Service each year, being 24th October (but held on the nearest Saturday/Sunday).



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- iii. Remembrance Day 11th Nov (but held on the nearest Saturday/Sunday).
 - iv. Individual Sub-Branch AGM.
 - v. Be an active participant in at least 75% of annual Sub-Branch events excluding sub paragraphs – i, ii, iii, iv and vi.
 - vi. Operation Round Up, Conducted every two (2) years. You must have attended two OP RU events to be considered eligible.
- c. Commitment to Club values and upholding the Club Credo. It is expected that a biography will describe how the member has shown this commitment and how the Credo was upheld.
- d. Dedication to supporting and assisting Club members, Veterans and their families. It is expected that a biography of this support is provided highlighting the members support and assistance.
- e. Any disciplinary or administrative action taken against a member will make them ineligible for that year of the offence or the tenure of the discipline outcome, whichever is greater.
12. On being awarded, the 'Diligence Breast Patch' is to replace the current breast patch (ref Figure 4 and 5).

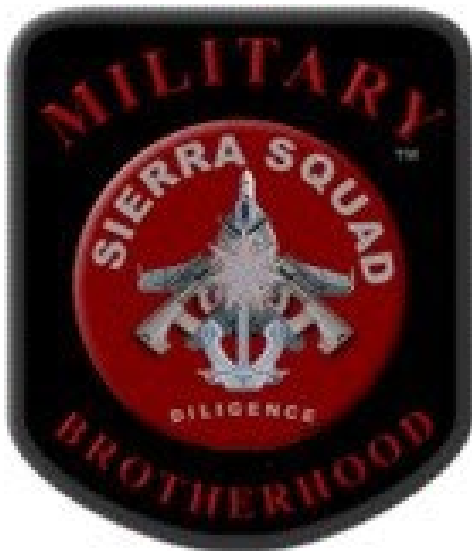


Figure 4 – Sierra Squad Diligence Patch.



Figure 5 – Service Member Diligence Patch.