

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, they are entitled to be issued a service star for that 12-month period. If this criterion is not met the member would not be eligible for a service star.

Service Stars

4. Service Star are presented to each member (excluding Junior and Retired Members except as per paragraph 3 above). They are conferred on the anniversary of the member joining the Club. Refer to SOP 3 for more information.

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. Refer to SOP 3 for details.

Member Diligence Award

General.

6. The Member Diligence 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 after this review process has been completed by the National President. The National Secretary will arrange for the Diligence Patch to be sent to the Sub Branch Secretary, Branches are not to order these patches themselves.
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; members need to have extenuating circumstances as to why they have missed any of these meetings and events for each of the five years of the reporting period:
 - a. Annual attendance to at least 10 Sub-Branch meetings per year for each of the five years.
 - b. Attendance to the following club meetings and events per year for each of the five years:
 - i. ANZAC Day.
 - ii. UN Day Service each year, being 24th October (but held on the nearest Saturday/Sunday).
 - 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.

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- 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.
 - f. If the recipient has not been a member of the Sub Branch for the full 5-year reporting period, the SB Exec is to obtain a written report about the member from their previous Sub Branch Exec(es). These reports are to be part of the package provided to State President and National President.
 - g. In cases where the Award is for a member that is usually in the Executive Approval Process, or there is a conflict of interest or perceived conflict of interest (i.e. members are related), direction is to be sort from National Executive in how to proceed to ensure the process is seen to be fair and is impartial.
 - h. Presentations are not to be awarded until the National President has provided comments and signed the nomination form.
12. On being awarded, the 'Diligence Breast Patch' is to replace the current breast patch (ref Figure 2 / 2a and 3/ 3a).

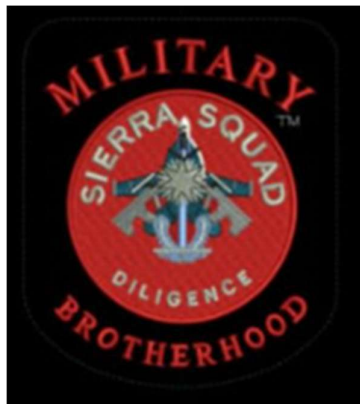


Figure 2 – Sierra Squad Diligence Patch.



Figure 2a – Sierra Squad – Tasmanian

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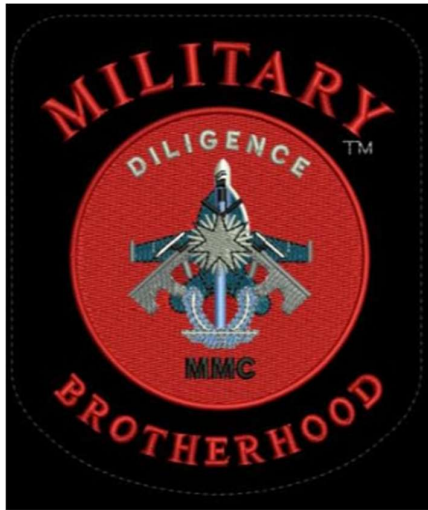


Figure 3 – Service Member Diligence Patch Figure 3a Service Member – Tasmanian

Club Commendation Award

General

13. The Club provides Commendation Awards for recognised Members who provide diligent support for example:
 - a. Dedication to Veterans support,
 - b. Ongoing Support within their respective Sub-Branch,
 - c. Longevity Support to ongoing Charities or other organisations,
 - d. Performed diligence within their Sub-Branch or National Executives
14. Awards are presented by a member of National Executive Committee (NEC) or Sub-Branch President in a formal gathering of members.

Design

15. The design of the Commendation Award is pictured with the MBMMC crescent, red writing on black background.
16. 30mm metal round service pin, c/w garment fixing pins.
17. Wording is upper case and noted in Tiffany lettering, wording is central.
18. As this award is a pin and not a vest patch the same colour and design is to be used across the Club including Tasmanian Sub Branches. The National Secretary will arrange for the Commendation Award to be sent to the Sub Branch Secretary; Branches are not to order these pins themselves.



Figure 4 Commendation Award

Eligibility of Members

19. Eligibility for the award is open to both Service and Sierra Squad Members who have completed a minimum of 2 years and performed as to the Eligibility Criteria:

- a. Veteran Support
 - i. Assist Veterans within the Sub-Branch
 - ii. Assistance to Veterans external to Sub-Branch
- b. Support within Sub-Branch
 - i. Assistance with new members
 - ii. Always on rides
 - iii. Always at meetings
 - iv. Assistance with existing members
 - v. Assistance with other ESO's or VAC branches
- c. Supports Charities or other organisations
 - i. Continued service in supporting Charities or other organisations
 - ii. Spends time to support Charities or other organisations
 - iii. Performs fund raisers
 - iv. Supports charitable projects and programs
- d. Diligence support of Sub-Branch or National Executives
 - i. Continued service supporting Sub-Branch or National
 - ii. Assists with rides and programs and projects
 - iii. Supporting veterans
 - iv. Spends own time to assist others
 - v. Continued availability

20. Members can Nominate a Service or Sierra Squad Member for the award, based on the nominated Member fulfilling the criteria.

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21. Ensuring confidentiality, appropriate sub branch members or members of the NEC are required to vote on the nominations acceptance. If passed by majority vote the application is to then be forwarded to NEC.
22. At no stage in the process is the recipient to be informed of the award until NEC consideration and approval is gained and then the recipient is only informed as per paragraph 23.

Nomination Process

23. Each Sub-Branch, through a General Meeting with a quorum of their Sub-Branch members, can vote for the nomination of a member and if accepted must complete the Nomination Form at Annex A and have it presented through the State President who presents the Nomination Form to the NEC.
 - a. One form per member nomination only
 - b. Word documents can be added if additional required
 - c. A framed Commendation Award certificate is highly desirable to be presented with the Commendation medallion.
 - d. If the recipient has not been a member of the Sub Branch for the full 5-year reporting period, the SB Exec is to obtain a written report about the member from their previous Sub Branch Exec(es). These reports are to be part of the package provided to State President and National President.
 - e. Presentations are not to be awarded until the National President has provided comments and signed the nomination form.
24. Sub-Branch Executives, through a general Meeting of their members can present nominations. Due to the sensitivity or need to know principle of some nominations, it is up to the Sub Branch executive committee to decide on whether all Sub branch members are made aware of the proposed commendation submission.
25. If the proposed nominee is a member of a Sub Branch Executive committee, the Sub Branch Executive committee are to ensure the application form is managed discreetly.
26. In cases where the Award is for a member that is usually in the Executive Approval Process, or there is a conflict of interest or perceived conflict of interest (i.e. members are related), direction is to be sort from National Executive in how to proceed to ensure the process is seen to be fair and is impartial.

Wearing of Award

27. The Award is to be worn on the right-hand side of the vest, above the AKA Patch. Refer to Figure 1.

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Annex A to
SOP 12
Submission Form

Diligence Award Nomination

Member Nomination Full Name	Sub-Branch & AKA	Criteria Fulfilled (See Para 11)
		All Mandatory criteria met ☐
Sub-Branch President – Member feedback and comments		
Please attach additional pages as necessary to substantiate the nomination.		

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Annex A to SOP 12

Nomination(s) are authorised by:

Sub-Branch President _____

Sign (AKA) _____ Dated _____

Sub-Branch - Position _____

Attendance Records Checked) ☐ Number of years in Club ☐

Sign (AKA) _____ Dated _____

State President _____

Sign (AKA) _____ Dated _____

NAT President - Comments

Award is approved for presentation ☐

Signed _____ **Dated** _____

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Commendation Award Nomination

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State President_____

Sign (AKA)_____ Dated_____

NAT President – Comments

[illegible]

Award is approved for presentation

1

National President

Sign (AKA)_____ Dated_____