



Military Brotherhood MMC

SOP 15– Rev May 2025

Standard Operating Procedure (SOP) 15 Amending, Repealing or Adding to the Club Constitution or SOP

General

1. This SOP outlines the necessary instruments required to amend, repeal or add to the Constitution or SOP.

Alteration of an SOP

2. An SOP describes the fundamental operating nature of a clause of the Constitution. It outlines how a clause of the Constitution should be applied.
3. The National Executive (NAT EXEC) will create SOPs, consistent with the Constitution, for the internal management of the Club and its Sub Branches. Sub Branches have the right to request an amendment to a Club SOP and to introduce additional 'local SOPs' that reflect the nature of their location, as long as they do not contradict this Constitution.
4. A Service Member can propose an amendment, repeal, or addition to an SOP (Annex A). The proposal must be in writing and submitted through their Branch President and State President to the National Secretary.
5. The National Executive (NE) will review the proposal and decide based on the following criteria to accept or reject the proposal:
 - a. Does the proposed change improve or reduce the overall operations of the Club, its mission, and objectives?
 - b. Does the proposal adversely affect the operation of a Sub-branch or Sub-branches?
 - c. Does the proposal reduce the effectiveness of the current SOP?
 - d. Does the proposal provide a means of improving the Constitution and, hence, the operation of the Club in the future?
 - e. Is the proposal a "red herring"?
6. If the proposal is accepted by the NE, the National Secretary will draft an amended SOP incorporating the changes to be tabled at the next possible NEC meeting. The NEC will vote on the proposal; if it receives a 75% affirmative vote, the proposal will be accepted.

7. The vote will be recorded in the meeting's Minutes for dissemination to the Club.
8. If the vote is successful, the National Secretary will submit the amended SOP to the IT Manager for upload to the National Website's Resources page. The amended SOP will have the changes annotated in a different font color (usually blue). Previous blue font text will be restored to black. The SOP will reflect the date of the NEC meeting at which it was passed.
9. Notwithstanding the requirement in paragraph 94 of the Constitution for NEC approval prior to uploading SOP changes to the website, minor editorial corrections, including the rectification of spelling, grammar, or punctuation errors, may be made to an SOP by the National Secretary or designated SOP custodian. Such minor corrections must not alter the intended meaning, substance, or application of the SOP clause or sentence being edited. A record of these minor revisions shall be maintained, and the updated SOP shall indicate the date of the minor correction

Alteration of the Constitution

10. The Constitution may be amended, repealed or added to at a Special Club Meeting called by the National Executive (NE) after receiving and evaluating a proposal put forward from the member through their Sub Branch and State President.
11. The National Executive can also call for a Sub Committee to be established consisting of no fewer than one representative from each State headed by the National Secretary to perform a complete audit of the Constitution. The Committee is to produce a report of recommended changes. This report will replace Annex A, however all proposed changes will still be subject to the determination process as detailed below.
12. For a Constitutional change to take effect, every confirmed Service Member of the Club shall be provided the opportunity to cast their vote individually and without recourse to their Sub-Branch Executive (Annex B)
13. An amendment, repeal or addition to the Constitution can be called for by any confirmed Service Member using the proforma attached at Annex A. The amendment, repeal or addition must be in writing, passed through their Sub Branch President, State President to the National Secretary.

Determination of Proposal

14. When a Constitutional change is proposed, the National Executive (NE) shall meet in committee within 30 days of having received the submission to determine the viability of that proposal. To aid its decision the NE may correspond with other Service Members or Sub-Branch Executives as it deems necessary.
15. The NE shall base its final decision on any proposal to amend, repeal or add to the Constitution on the following criteria:
 - a. Does the proposed change improve or reduce the overall operation(s) of the Club, its mission and objectives?
 - b. Does the proposal adversely affect the operation of a Sub-branch or Sub-Branches?
 - c. Does the proposal reduce the effectiveness of the Constitution at the time?
 - d. Does the proposal provide a means of improving the constitution, and hence the operation of the club, in the future?
 - e. Is the proposal a "red herring"?
16. Once the NE has concluded its determination of the proposed amendment, repeal or addition, it shall notify the proposer of its decision within 14 days of having accepted or rejected the submission (Annex C).
17. If the proposed amendment, repeal or addition is upheld, e.g., cleared for an

overall Service Member vote, the NE shall call a Special Meeting and the proposed amendment, repeal or addition shall be disseminated to every confirmed Service Member. The closing date of the vote shall be 30 days from the date calling for votes to be cast.

18. If the amendment, repeal or addition is to be voted (quorum being 75% of confirmed Service Members) it will be registered by the NE and notice provided to every confirmed Service Member of the proposed change to the Constitution.
19. If the amendment, repeal or addition is passed (50% plus 1 or more Service Members vote 'YES') then the decision shall be registered by the NE and notice provided to every confirmed Service Member of the amendment, repeal or addition to the Constitution.

Proposal to Amend, Repeal or Add to the Club Constitution or SOP

Date of Submission			
Full Name of Proposer			
Proposers AKA			
Proposers Location			
Proposers Email			
Proposers Contact Number			
What is your Proposal?	an AMENDMENT?	a REPEAL?	or an ADDITION?
What part/section of the Constitution or SOP does your proposal affect?			
What is your proposal?	(This box expands as you type)		
Declaration and Signature by Proposer	I submit this proposal in good faith and for the improvement of the Club. I am aware that my proposal must be based on a Constitutional or SOP amendment, repeal or addition. Proposers Signature _____		

**INDIVIDUAL VOTING FORM
To Amend the MBMMC Constitution**

Date of Vote
(enter the date you voted)

**Voters
AKA**

**Voters
Location**

What part/section of the Constitution does the proposal affect?

What is the proposal?

(amendment to the Constitution)

**Reasoning for the
proposal**

**How do you vote on the
proposal?**

YES

I accept the proposed amendment to the
Constitution as described

(Tick this box if **YES**)

NO

I do not accept the proposed amendment as
described

(Tick this box if **NO**)

Decision by National Executive

Proposers Details

Date of Submission

Full Name of Proposer

Proposers AKA

What is the proposal?

National Executive

National Executive present President Secretary Treasurer NSM

Date

Was the proposal
accepted for a Club vote? YES NO SPLIT Count of Vote:

Determination

Any further comments?

I submit that this decision by the National Executive has taken all factors into account and been made in good faith.

I am aware that the National Executive decision must be based on the relevant section of the Constitutional.

Declaration and Signature
by National President

National President's Signature:

Date:.....