



Military Brotherhood MMC

SOP 18 –Rev 25 Jul 2025

Standard Operating Procedure (SOP) 18 Administrative Warnings

General.

1. An administrative warning is to be issued to a member only by a Sub Branch Sergeant Major (SSM) or the sub branch Discipline Corporal (DC), 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. There may be times when the National Executive becomes aware of a violation by a Sub Branch, Sub Branch Executive, or Member without it being raised by Branch Members. In accordance with Paragraph 317 of the Constitution the National President can task the National Sergeant Major to investigate and where appropriate raise an Administrative Warning.
3. Format and Procedure.
 - a. Each administrative warning issued to a member shall be in writing, [using the template provided in Annex A](#), and shall include the following information.
 - i. A description of the nature of the violation;
 - ii. A citation of the specific Constitutional provision or SOP which the Sub-Branch believes has been violated; and
 - iii. A statement that the member shall be responsible for correcting the situation, condition, or practice.
 - b. Each administrative warning shall be sent to the member or served personally upon the member by the SSM or DC within fourteen (14) days of the occurrence which the administrative warning was raised. The member has fourteen (14) days within which to submit a plan of corrective action to the SSM or DC. The Executive will be notified of this corrective action.
 - c. A member has fourteen (14) days from receipt of an administrative warning to correct the situation, condition, or practice which resulted in the issuance of the Administrative warning. If it is found that the member has failed to complete their plan of corrective action, the Executive (through the SSM or DC), shall notify the member of this failure to comply with an administrative order, and what further actions are to be undertaken by the Executive to correct the situation.
 - d. If a member is issued 3 administrative warnings within a 12-month period, then the Executive will meet to decide what further action is to be taken in regard to the member.
 - e. 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 Executive.

- f. If a member resigns before the Administrative Warning is completed, the Warning will be archived by the National Secretary. Should the member wish to rejoin, this Administrative Warning will be reinstated. The gaining Sub Branch Executive must complete the Administrative Warning process and inform the National Secretary of the outcome before the member is released from probation. If the member applies to join a different Sub Branch, both the new and old Sub Branches must agree on the outcome, and it must be documented accordingly.

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

Administrative Warning Details

Date of Issue	
Member Issuing NSM ☐ SSM ☐ DC ☐	
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 3.a.iii)	

NSM/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 Administrative Action Register or Sub Branch files.	

Corrective Actions Completed by Member

Date Member Completed Plan		
Date Warning Closed		
NSM/SSM/DC Response		
Has all actions been completed ?	Yes ☐	No ☐
If No please elaborate		
Has member resigned prior to completion of Corrective Plan ? Yes ☐ No ☐	If Yes, please inform National Secretary. Date informed: _____	

Declaration by NSM/SSM/DC and Executive Member

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: