



Military Brotherhood MMC

SOP 19– Rev May 2025

Standard Operating Procedure (SOP) 19

Member Transfer between Sub-Branches

General

1. In accordance with paragraph 281 of the MBMMC Constitution, where a member wishes to transfer between Sub Branches, that member may apply to the Sub Branch Executive in writing to transfer.
2. Transfers between Sub-Branches can be requested at any time due to changes in geographical circumstances, i.e. purchase of a new house, posting of serving member.
3. Receiving Sub-Branch can veto the transfer request if there is a perception that the applicant will jeopardise the prerogatives of SOP13.
4. The form (Annex A) is to be completed by the losing Sub-Branch, forwarded to gaining Sub-Branch and a receipt copy sent back to losing sub-branch to be held in their membership files.
5. A completed copy is to be sent by gaining Sub-Branch to NAT SEC so the national membership register can be updated.
6. The form is to be signed by at least three members of the Sub-Branch Executives of each Sub-branch.

Remote Locations

7. The National Executive administration of remote members outside a MBMMC Sub Branch catchment was passed to the admin control of the relevant State President (Constitution paragraph 283). This allows members who move to a non-Sub Branch area to still be part of the Club. MBMMC no longer have Lone Riders.
8. Inter Branch transfers are allowed under the Constitution (paragraph 281) and this SOP. It is important the gaining Sub Branch receives a report from the losing Sub Branch about the relocating member, particularly incidences that would assist (or hinder) their suitability for awards (see SOP 12).

Serving ADF members

9. Fulltime Serving ADF members (and their Sierra partners if applicable) are permitted to remain under their original Sub Branch or become a member of the closest Sub Branch. (Constitution paragraphs 286-289)
10. Changes in postings for serving members are usually out of their control. The Club recognizes this and aims to lessen the stress of these relocations by providing them the opportunity to retain their membership with their original Sub Branch if they so wish.

MBMMC SERVICE and Sierra Member

11. Neither Ex-serving SERVICE Members nor Sierra Members are to use paragraphs 286-289 for their own personal circumstances when they move to a new home a geographically large distance away from their Sub Branch and still remain attached to that Sub Branch.
12. As of 1 February 2025 all members who move a geographically large distance away from their original Sub Branch are to contact their State President to work on a solution that meets both the members and the Clubs requirements. All members must be under administrative control of a Sub Branch in their Home State unless they have NEC approval (see para 15).

Exceptions and Redress

13. Serving (ADF) members are exempt and are still covered under Constitution paragraphs 286-289.
14. Members can submit a case to their State President if they wish to remain with a Sub Branch when no longer living in that Sub Branch catchment zone. If the member does not agree with the decision of the State President, they can ask the SP to forward their request to the NEC for consideration.
15. The SP can put a case to the NEC to deviate from this direction (e.g., the member is living close to a State border and there is a Sub Branch in the other state that is physically closer to them. For instance, a member who moves to Albury NSW would normally be under NSW Sub Branch administrative control, but if there were a Branch in Wodonga, a case could be put forward to have them under Victorian control).
16. The decision of the NEC will be final.

Legacy Provision

17. Members currently residing in a remote location can remain with their current Sub Branch. This policy is for members relocating after the date detailed in paragraph 12. However, if these members subsequently move after this date they are to follow the provisions of this SOP.

Terminology

18. With respect to this SOP the following terms are defined:
- SERVICE Members – current and ex-military personnel
 - SIERRA Member – members that do not meet the criteria to become a SERVICE Member
 - SERVING Member – a member that is still employed in the Military (Not including Reservists)
 - GEOGRAPHICALLY LARGE DISTANCES – a distance which would not allow attendance to a MBMMC Sub Branch event and return home within a 12-hour period.
 - HOME – the location where the member would reside for the majority of the time. It does not include a residence used for weekend or short stay periods. It also may or may not be their postal address.



SOP 19 Annex A

Military Brotherhood MMC Member Sub-Branch Transfer Form

Service Member	Sierra Squad Member	Junior Member
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Strike through non applicable

Losing Sub-Branch (retain copy)

Sub-Branch			
Members Surname		First Name	
AKA		Joining Date	
Reason for Transfer			

Documents attached

Document	Yes/ No	comments
Membership form		
Copy of Service Record		
Event Attendance Records		
Disciplinary Records		
Other		

Clearance

	AKA	Full Name	Date	Signature
President				
VIP				
Secretary				
Treasurer				
SSM				
QM				

Gaining Sub-Branch (return completed copy to Losing Sub-Branch)

Document	Yes/ No	Comments
Membership form		
Copy of Service Record		
Others		

Acceptance

	AKA	Full Name	Date	Signature
President				
VIP				
Secretary				
Treasurer				
SSM				
QM				