



## Standard Operating Procedure (SOP) 20

### LEAVE OF ABSENCE, RETIREMENT, RESIGNATION, REJOINING OF CLUB AND DEATH OF A MEMBER

#### General

1. [Leave of Absence and Resignation are available to all membership classes. Retired Member status is exclusively available to confirmed Service Members who meet the criteria defined in this SOP and Constitution Paragraph 272.](#)
2. This SOP describes the nature of each category and what is required when adopting any one cause of action. It also contains the necessary provisions for Re-joining the Club after Resigning.

#### Leave of Absence

3. Upon applying for Leave of Absence the member shall retain the Club Breast Patch and Military Brotherhood MMC numberplate and all their regalia however they will not wear this regalia unless attending an official club activity.
4. Leave of Absence must be in writing and delivered to the Sub-branch Secretary.
5. Upon receipt of a notice of Leave of Absence the Sub-branch Secretary shall move the name of the member, by whom the notice was given, from the 'Register of Members' to the 'Register of Retired/On Leave Members'.
6. Leave of Absence is usually a short period of time or for a period no longer than 3 months, and may involve medical reasons, work reasons or personal reasons.
7. A member who has approved leave for no longer than 3 months and stays financial will have this time recognised as time served and accrue Service Stars.
8. Upon returning from Leave of Absence the member shall advise the Sub-Branch Secretary and their name shall be returned to the 'Register of Members'.

#### Retiring

9. [Confirmed Service Members](#) who have completed a minimum of 10 years of effective service in the Club and wish to step back from their commitment may retire. Retirement may also be granted to a member who, for medical reasons, can no longer [consistently fulfill the mandatory riding and/or attendance obligations of a Service Member](#), subject to approval by the National Executive Committee.
10. [All retirement applications \(Length of Service or Medical\) must be submitted using the Application for Retired Member Status proforma \(Annex A to SOP 20\) and endorsed through the Sub-Branch Executive and State President prior to consideration by the National Executive Committee.](#)

11. Upon retiring, the member shall retain the Club Breast Patch, Military Brotherhood MMC numberplate, and all previously issued regalia. A *Retired Member* patch shall be worn in the position normally occupied by an executive patch, as outlined in SOP 3.
12. For members retiring on medical grounds, the Retired Member patch shall be issued in accordance with the procedures set out in Annex A to SOP 20. This patch is a controlled item and may only be issued by the National Treasurer or their designated representative. This requirement applies to both [Length of Service](#) and medical retirees.
13. [A medically retired member who chooses to ride occasionally does so at their own risk and must remain compliant with their medical and legal restrictions. They are still required to comply with the Sub Branch Annual Member Liability Waiver.](#)
14. Upon final endorsement of the *Application for Retired Member Status* proforma for medical retirement by the Sub-Branch Executive, State President, and National Executive Committee, the Sub-Branch Secretary shall update the Sub-Branch *Register of Members* accordingly. The National Secretary shall then transfer the member's details to the *Register of Retired/On Leave Members*.
15. [All members seeking Retired Member status, whether based on Length of Service \(10 years\) or Medical Grounds, must utilize the formal application process \(Annex A\) for National Executive Committee approval as mandated by Constitution Paragraph 272.](#)
16. Where a [Service Member](#) of the Club retires:
  - a. The member shall not hold the Club or Sub-Branch liable for refund or return of any fees or subscriptions.
  - b. The member shall not vote on motions within the Sub-Branch or Club, **including where the retiree is serving in an Honorary Position, as provided under Constitution Para 152.**
  - c. The member shall no longer contribute to the Sub-Branch through the Sub-Branch Building Fund.
17. The Application for Retired Member Status proforma (Annex A) shall be the only accepted format for submitting medical retirement requests. Once completed and endorsed, it must be retained as part of the member's official administrative record.
18. [Members applying under the Length of Service criteria \(10 years\) utilize this proforma to obtain formal recognition of their effective service and authorization to wear the Retired Member patch.](#)
19. [Clarification of Excluded Classes.](#) Retirement status is only offered to Service Members meeting the criteria as laid down in this SOP. The following class of membership are excluded:
  - **Life Members:** Under **SOP 27**, Life Membership is already a permanent status "for the life of the member" and includes full voting privileges. Transitioning to Retired status would be a downgrade, as retirees **lose their voting rights**.
  - **Sierra Squad Members:** As a transitional class (Nominees) or for those not yet meeting the 600cc riding requirement, the concept of "stepping back" from a full riding commitment through retirement does not apply. Non-military Sierra members are ineligible for retirement, as the status is doctrinally defined under Constitution Paragraph 201d exclusively as 'Retired Service Membership,' a category reserved for the transition (to retirement) of confirmed Service Members.
  - **Junior Members:** These are children under 17 and are not eligible for any adult membership status or service star accrual.

20. Refer to Annex A for procedural guidance, required declarations, and the full approval workflow.

## **Resigning**

21. Resigning from the Club is a major step for any member and must be fully appreciated by the member and the Club. The following steps must be carried out by the member upon resignation:
  - A. The member must return the Club Breast Patch, the Task is ours Patch and Military Brotherhood MMC numberplate
  - B. The resignation must be in writing to the Sub-Branch Secretary who shall remove the name of the member, by whom the notice was given, from the sub-branch registers of members. whereupon that member ceases to be a member of the Club. The Sub-branch will notify National Exec in Quarterly SITREP. The Club and Sub-Branch then have no obligation toward the ex-member.
  - C. The Club and Sub- Branch may, upon a written resignation by a member, proffer that member a 'cooling off' period whereby the member has the option to re-join the Club within a defined period. That defined period will be at the discretion of the particular Sub-Branch, or by the Club (under ADMIN Control to NEC).
  - D. Where a member of the Club resigns their membership, that member will not hold the Club or Sub-Branch liable for refund or return of any fees or subscriptions.

## **Reapplying for Membership after Resigning from the Club**

22. A member who resigns and then wishes to re-join may apply to a Sub-Branch to re-join as a Club member. See SOP 10 ANNEX 2 for the Road Map of how to reapply.
23. Upon receiving the application form to re-join the Club, the Sub- Branch where the ex-member has submitted their application will hold a meeting of their membership as a whole and will determine the provisions for re-joining, taking into account the reasons for the member's original resignation, and length of time the member has been out of the Club, and any outstanding disciplinary or show cause issue not dealt with prior to the member resigning.
24. The Sub- Branch membership may impose a nominee period of no more than the original nominee period for the type of membership. The nominee is considered a Probation Member until such time the nominee period is completed, and the member is voted in. This includes the wearing of the Sierra Patch and no issue of the Numberplate. However, if entitled the nominee can wear Service Stars and Club Awards. Service Patch and Numberplate, where applicable, will be issued upon a successful vote of 75% of confirmed Sub Branch Service Members.
25. Upon reapplying for membership, the ex-member will be required to pay the normal Application Fee as applicable to his status as either a Service Member or Sierra Squad Member
26. Upon receipt of a notice of re-joining the Club, the Sub-Branch Secretary shall include the name of the member by whom the notice was given on the 'Register of Members' of that Sub-Branch and shall inform the Club Secretary of the re-joining member to allow the Club Secretary to include the member on the National Register and check for any outstanding matters.
27. Upon a member's resignation from the Club, their active membership ceases. Should a former member subsequently apply and be accepted to rejoin the Club in accordance with the Constitution paragraph 267 and SOP 10 Annex 2, a new service star anniversary date shall be determined by the National Secretary. This new anniversary date will be calculated by taking into account the total period of continuous financial membership accrued prior to the effective date of resignation. For the avoidance of doubt, any period of absence from the Club exceeding ninety (90) days between the

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date of resignation and the date of rejoining shall not be counted towards the accrual of service stars.

### **Death of a Member**

28. At the funeral of a deceased Member their NOK and or family may elect one following options regarding his regalia.
- A. Be laid to rest whilst wearing,
  - B. Have it draped over the coffin during the service and laid to rest with it on top of the coffin, or
  - C. Have it presented to his NOK or family. Never to be worn again.
29. All deceased members NOK or family are to have an Australian flag presented to them. Below are the steps and the links to protocols etc
- A. Have it draped over the coffin during the service and removed and prior to burial or cremation. See below link for protocols.  
<https://www.pmc.gov.au/government/australian-national-flag/australian-national-flag-protocols>
  - B. Have it squared prior to presenting to their NOK or family. See below link for directions  
[http://www.rancba.org.au/Folding\\_ANF\\_Military\\_Funeral.pdf](http://www.rancba.org.au/Folding_ANF_Military_Funeral.pdf)
  - C. Under **NO** circumstances is the ANF to be buried or cremated.

## MBMMC Application for Retired Member Status



|                       |  |                         |  |
|-----------------------|--|-------------------------|--|
| Date of Submission    |  | Sub Branch              |  |
| <b>Member Details</b> |  |                         |  |
| Full Name             |  | AKA                     |  |
| Mobile                |  | email                   |  |
| Date Joined MBMMC     |  | Service<br>Member [Y/N] |  |

Note: Only confirmed Service Members are eligible to apply for Retired Service Membership

### Section 1: Basis for Requesting Retirement (IAW Constitution Paragraph 272)

#### 1. Primary Ground for Retirement (Select One):

| Criteria                                                                | Select<br>(X) | Details/Evidence Required                                                   |
|-------------------------------------------------------------------------|---------------|-----------------------------------------------------------------------------|
| <b>Length of Service</b> (Minimum 10 years active membership completed) |               | Date 10+ years completed:                                                   |
| <b>Medical Grounds</b> (No longer able to ride)                         |               | Member to provide a Medical Declaration confirming they are unable to ride. |

#### Note: Reliance on Member Integrity and Privacy

The Military Brotherhood MMC (MBMMC) recognizes and respects the privacy rights of its members, as articulated in the Club's Bill of Member's Rights (SOP 13).

For the purpose of applying for Retired Member Status on Medical Grounds, the National Executive Committee (NEC) relies primarily on the applicant's written declaration confirming they are medically unable to ride a motorcycle or motor trike of 600cc capacity or greater, thereby preventing them from fulfilling the riding obligations of full membership. This declaration can be of any form as long as it is signed by the member.

#### 2. Supporting Documentation:

| Document ❶ | Attached (X) |
|------------|--------------|
|------------|--------------|

Written Medical Declaration (If applicable)

#### Note ❶

No medical records are required. A simple written statement or personal email from the member confirming they have a permanent medical condition that prevents them from riding is sufficient.

## MBMMC Application for Retired Member Status

### Section 2: Member Declaration and Acknowledgements

I, the undersigned member, hereby provide formal written notice of my application for **Retired Member Status** in the Military Brotherhood MMC. I understand and acknowledge the following consequences of accepting Retired Member status:

1. I shall retain and may wear my Club regalia, including the Club Breast Patch and Military Brotherhood MMC numberplate.
2. I will be issued and wear the **Retired Member patch** in the position usually occupied by an executive patch.
3. I cannot **vote** on any motions within the Sub-Branch or Club.
4. I will **no longer contribute** to the Sub Branch Building Fund (SBF).
5. I will **not accumulate Service Stars**, unless I fulfill the specified duties of an honorary Treasurer or Quartermaster, or participate in 10 or more calendar events for the Sub Branch in that 12-month period.
6. I confirm that the information I have provided in support of this application reflects my genuine circumstances and intentions.
7. [For Medical Retirement] I confirm that I have medical restrictions that prevent me from fully contributing to the Sub-Branch and meeting all mandatory riding requirements, though I may still participate in occasional Club activities as my health permits.
8. This status is subject to formal approval by the National Executive Committee (NEC).

| Print Name of Applicant | Signature of Applicant | Date |
|-------------------------|------------------------|------|
|                         |                        |      |

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### Section 3: Sub-Branch Executive Endorsement and Staffing

The Sub-Branch Executive confirms the member's application for Retired Status has been received and reviewed. The Sub-Branch Secretary will move the member's name from the 'Register of Members' to the 'Register of Retired/On Leave Members' upon final approval by NEC.

| Position | AKA | Signature | Date |
|----------|-----|-----------|------|
|----------|-----|-----------|------|

|                                                    |  |  |  |
|----------------------------------------------------|--|--|--|
| <b>Sub-Branch President</b> (Recommending Officer) |  |  |  |
|----------------------------------------------------|--|--|--|

|                                                 |  |  |  |
|-------------------------------------------------|--|--|--|
| <b>Sub-Branch Secretary</b> (Confirmed Details) |  |  |  |
|-------------------------------------------------|--|--|--|

|                                                             |  |  |  |
|-------------------------------------------------------------|--|--|--|
| <b>Sub-Branch Treasurer</b> (Confirmed Financial Clearance) |  |  |  |
|-------------------------------------------------------------|--|--|--|

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## MBMMC Application for Retired Member Status

### Section 4: State and National Executive Endorsement

The relevant State President certifies they have reviewed this application and forwarded it to the National Executive Committee for determination.

|                                                         |                       |                                |             |
|---------------------------------------------------------|-----------------------|--------------------------------|-------------|
| <b>State President</b> (Endorsing Officer) Name         | <b>AKA</b>            | <b>Signature</b>               | <b>Date</b> |
| <b>National Executive Committee (NEC) Determination</b> |                       | <b>(For Official Use Only)</b> |             |
| Status is <b>APPROVED / REJECTED</b> (circle one)       | Date of NEC Vote:     |                                |             |
| NEC Reference/Minutes:                                  | <b>Para reference</b> | <b>Date</b>                    |             |
| RETIRED MEMBER patch issued ②                           | <b>Yes/No</b>         | <b>Signature</b>               | <b>Date</b> |
| Members Retirement Certificate issued                   | <b>Yes/No</b>         | <b>Signature</b>               | <b>Date</b> |
| Signed: <b>National Secretary</b>                       | <b>Date</b>           |                                |             |
| Signed: <b>National President</b>                       | <b>Date</b>           |                                |             |

#### Note ②

The *Retired Member* patch is a controlled item. It may only be issued by the National Treasurer or an authorised representative of the National Executive Committee. Should a retired member require a replacement patch, they must submit their request directly to the National Treasurer for reissue.