



Military Brotherhood MMC

SOP 26 – 29 Jul 2026

Standard Operating Procedure (SOP) 26 Caretaker Management Framework

General

1. This SOP outlines the Caretaker Management Framework specifically for Sub-Branches to address instances where membership decline results in branches nearing or falling below the minimum requirements of the Associations Incorporation Act (refer to the relevant governing body in your jurisdiction).
2. In accordance with this SOP the National Executive Committee (NEC) may authorise a fully operational Sub-Branch (the ;Caretaker Branch;) to assume administrative responsibility for a branch struggling with membership (the ;Dormant Branch;).
3. The objective of this framework is to maintain the legal incorporation status, regulatory compliance, and continuity of governance of dormant associations while providing a pathway for future re-establishment.

Executive Appointments and Structure

4. Multi-Entity Executive Appointments : Notwithstanding the standard election procedures in SOP 2, the financial Service Members of a Dormant Branch may, by special resolution, appoint the Executive Committee of the Caretaker Branch to serve as their legal Committee of Management.
5. The fully operational Sub-Branch is designated as the primary Caretaker Branch for this consolidation period.
6. The position of State President shall be maintained; if no other suitable candidate is found, the President of the Caretaker Branch shall assume these responsibilities.
7. The Caretaker Executive shall include updates and details pertaining to each Dormant Branch incorporated association in their monthly meetings to ensure ongoing compliance.

Membership Status and Rights

8. Dual-Affiliation : Members of Dormant Branches shall formally transfer their operational membership to the Caretaker Branch using the Member Sub-Branch Transfer Form (Annex A to SOP 19).

9. To satisfy Constitution Paragraph 263(e), these members are deemed to belong to the Caretaker Branch for operational purposes.

10. Transferred members retain ;Beneficiary Rights; over the assets, funds, and property of their original Dormant Branch.

11. The original members of the Dormant Branch remain the authorised ;membership base; required to approve fund transfers from that branch's specific accounts.

Custodianship of Funds and Documentation

12. Custodianship : All funds held in Dormant Branch bank accounts must remain separate from the Caretaker Branch's Building Fund and general operating accounts.

13. Signatory Authority: Dormant account signatories shall consist of the Caretaker Branch Treasurer and one Founding or Nominated Member of the Dormant Branch.

14. Expenditure Rules: Any expenditure or transfer of funds from a Dormant Branch account requires a 100% majority vote of that branch's original membership (who are still full-service members) and prior NEC approval. The National Executive Committee (NEC) may act as a final arbiter if a 100% vote is mathematically impossible.

15. The Caretaker Branch serves as the custodian for all documentation, regalia, and property of the Dormant Branches until they resume independent operations. Unified Regalia and Location Patches

Regalia

16. It is recommended that the **Sub-Branches retain their existing location patches for at least 18 months**. If the Dormant Sub-Branch has not been re-established within that period, the combined membership can transition to a unified patch. This approach helps preserve each Sub-Branch's community identity and supports member retention. After the 18-month period (or earlier if 100% of the membership votes to approve a transition), the consolidated membership is authorized to wear a unified location patch as per SOP 3, Paragraph 61(b).

17. The specific design (Option i: Written text, or Option ii: Image patch) must be approved by the National Sergeant Major and the NEC to ensure national branding integrity.

18. Founding Members of the Dormant Branch are permitted to retain their Founding Member Patches

Implementation Procedure

19. Special General Meetings (SOP 16): Each affected branch must convene an SGM to pass motions accepting the consolidation and electing the Caretaker Executive.

20. Handover (SOP 24): Outgoing Executives must complete a full handover within 14 days, including signing Handover Certificates for all books, accounts, and minutes.

21. Regulatory Notification: The Caretaker Executive must update incorporation details with the Governing Body in their jurisdiction and notify the National Secretary to update the National Database.

Review and Sunset Clause

22. All Caretaker Management arrangements shall be reviewed annually by the NEC and the relevant State President.

23. A Dormant Branch may resume independent operation upon demonstrating sufficient membership, operational capacity, and compliance capability defined as a minimum of five (5) Service Members.

Framework

Caretaker SOP – Members Communication Pack

Subject: Important Update – Sub Branch Consolidation Under the Caretaker SOP

Dear Members,

This communication is to advise you of an important temporary structural change affecting our Sub Branch of the Military Brotherhood MMC.

Due to declining membership numbers, our Sub Branch is no longer able to meet the minimum requirements of the Associations Incorporation legislation in our state of registration. To ensure compliance and protect the longterm viability of the Sub Branch, it is proposed that we enact the Caretaker SOP Management Framework.

What This Means for You

- All current financial Service, Sierra, Life, and Retired members will temporarily operate under the nominated Caretaker Sub Branch.
- Our original Sub Branch remains incorporated and is not dissolved.
- Current financial service members retain full Beneficiary Rights over the Sub Branch's assets and funds.
- Our Sub Branch bank account remains active and protected.
- We may reestablish our Sub Branch in the future once membership stabilises.

Why This Is Necessary

This temporary arrangement:

- Ensures the Sub Branch remains legally compliant.
- Prevents involuntary deregistration.
- Provides a stable administrative base.
- Protects assets, funds, and historical identity.
- Ensures continuity of governance and reporting.

What Happens Next

1. A Special General Meeting will be held to vote on:

- Acceptance of the consolidation proposal as outlined in the Caretaker SOP.
- Appointment of the nominated Caretaker Executive as the Committee of Management for our Sub Branch.

2. Members will complete a Sub Branch Transfer Form to join the Caretaker Sub Branch operationally.
3. A full handover of documents and accounts will occur within 14 days.
4. Annual reviews conducted in conjunction with the NEC, the Caretaker, and nominated personnel selected from the Sub Branch financial service members will determine when Sub Branches may resume independent operation.

Uniform Update

During the Caretaker period, members will wear a unified "<Unified Sub Branch>" location patch in accordance with SOP 3.

Questions or Concerns

Members are encouraged to contact their State President for clarification. This temporary measure is designed to protect your Sub Branch, not replace it. Together, we will rebuild a strong membership base.

Draft Special General Meeting Motions

(These motions are written to be legally valid, minuted, and compliant with SOP 16.)

Motion 1 – Acceptance of Consolidation Proposal:

“That the members of the [Sub Branch Name] Sub Branch accept the enactment of the Caretaker SOP dated [insert date] and agree to enter into a Caretaker Management arrangement under which the [Caretaker Sub Branch Name] will act as the operational Sub Branch for all [Sub Branch Name] members.”

Motion 2 – Appointment of Caretaker Committee of Management:

“That the members of the [Sub Branch Name] Sub Branch appoint the Executive Committee of the [Caretaker Sub Branch Name] as the Committee of Management for the [Sub Branch Name] Incorporated Association, effective immediately, for the duration of the Caretaker period.”

Motion 3 – Update of Incorporation Details:

“That the Secretary is authorised to lodge the necessary forms with Consumer Affairs to update the Committee of Management details for the [Sub Branch Name] Incorporated Association to reflect the appointment of the [Caretaker Sub Branch Name] Executive.”

Motion 4 – Member Transfer:

“That the members of the [Sub Branch Name] Sub Branch agree to transfer their operational membership to the [Caretaker Sub Branch Name] in accordance with SOP 19, while retaining Beneficiary Rights over the assets and funds of the [Sub Branch Name] Incorporated Association.”

Motion 5 – [Sub Branch Name] Nominees:

“That members nominate and vote on one or more financial service members from the [Sub Branch Name] to maintain Beneficiary Rights over the assets and funds of the [Sub Branch Name] Incorporated Association during the Caretaker period.”

Motion 6 – Handover of Documentation:

“That the outgoing Executive complete the Handover and Takeover (HOTO) process in accordance with SOP 24 within 14 days, including the transfer of all books of account, minutes, electronic files, and property to the [Caretaker Sub Branch Name] Executive.”