Standard Operating Procedure (SOP) 1

Club Organisation

General

1. The Military Brotherhood MMC (the Club) is organised to provide camaraderie, mate ship, commitment, welfare and advocacy support to all members and non-members through a concise management structure for the club and each Sub Branch.

2. Each Sub Branch will operate with five types of membership:

   a. Service Members

   b. Sierra Squad Members

   c. Retired Members

   d. Junior Members

   e. Life Members.

Service Members

3. Service Members include persons who are ex or current serving members of the Australian Defence Force (ADF), Commonwealth and Allied forces and are permanent residents of Australia.

4. The operating nature of Constitutional Paragraph 203 and 205 is as follows:

   a. a motorcycle licence is one which allows the holder to ride a motorcycle or trike of at least 600cc capacity in the state or territory they reside in. This may be a Provisional licence but not a learner's licence.

   b. a Service Member (including Service Member's partner) must own a motorcycle with least 600cc capacity currently registered in the state or territory they reside in. This does not include scooter type equipment.

5. The Service Member "must be prepared to ride", is defined as participating in club activities and mandatory club events where the primary form of transport is the members own and registered motorcycle or trike with at least 600cc capacity. Support vehicle operations should be completed by Sierra Squad Members who do not ride.

6. Members cannot be a member of other clubs including:

   a. Motorcycle Club (MC)

   b. Social Motorcycle Club (SMC)

   c. Christian Motorcycle Club (CMC)

   d. Military Motorcycle Club (MMC)

   e. Motorcycle Club (MCC)

7. For the state of Queensland, Current and/or former Police Officers and Current and/or former Custodial Correctional Officers are not eligible for Membership.

Club and Sub Branch Executive and Positions of Responsibilities

8. The Sub Branch executive which manages the Sub Branch is elected from those members who are Service Members and Life Members and includes the following positions: (the Club National Executive has similar responsibilities but is limited to four positions being National President, National Secretary, National Treasurer and National Sergeant Major. Further the National Executive committee comprises the National executive joined by State Presidents)

   a. Executive Positions:

      i. President

      ii. Vice President

      iii. Secretary

      iv. Treasurer

      v. Quartermaster

      vi. Subbranch Sergeant Major.

   b. Responsibility positions:

      i Siera Squad Leader

      ii Road Captain

      iii Disciplinary Corporal

      iv Senior Advocate (reports to National Executive)

9. The following positions must be held by a separate individual Service member:

   a. President

   b. Vice President

   c. Secretary

   d. Treasurer

10. The following positions may be held as dual positions with those named in paragraph 9. However, a one member, one vote policy is mandated within the constitution therefore the member holding the dual position may only vote once:

    a. SSM

    b. QM.

11. Duties of the above positions are explained in SOP 2.

Sierra Squad Members

12. The Sierra Squad provides for:

    a. those members who have not served in the ADF, Commonwealth or Allied forces

    b. those members who have military service but who do not have a motorcycle of at least 600cc at the time they applied to join the Club (can transfer over after acquiring a suitable motorcycle) This is due to riders' safety and the ability for adequate control a group ride. Motorcycles under 600cc cannot be part of the main body of motorcycles which are greater than 600cc unless a special set of travel orders has been raised for a particular ride/event

    c. the membership type for all nominees except Junior Members.

13. The Sierra Squad has responsibility for the following positions within the Club:

    a. Sierra Squad Leader

    b. The Road Captain may be a Sierra Member if required.

14. Duties of the positions above are explained in SOP 2.

Meetings

15. The National Executive and Sub Branches meet once a month during a general meeting to discuss management and direction. However, on matters that effect the Club/ Sub Branch in its operations (motions), the following conditions apply:

    a. only Service Members are eligible to vote

    b. Sierra Squad members can provide their opinions but cannot vote

    c. members who are unable to attend must submit an apology to the Secretary either verbally or in writing before the meeting commences as this ensures whether a quorum is or is not met to continue the meeting.

Honorary Positions

16. Retired and Sierra Squad members can hold the honorary positions of Treasurer or Quartermaster when there is not a Service/Life member available to fill the position.

Executive Resignation or Removal

17. An executive position or position of responsibility within a Sub Branch becomes vacant if a member:

a. is disqualified from being a Sub Branch Executive Member under the relevant State Act (i.e. becomes bankrupt or applies to take or takes advantage of any law relating to bankrupt or insolvent debtors or compounds with his creditors) etc;

b. is removed as a result of an endorsed disciplinary outcome;

c. has had their license suspended according to the levels outlined below;

d. has had their licence cancelled;

e. resigns by giving written notice to the Sub Branch Secretary;

f. dies or is rendered permanently incapable of performing the duties of office by mental or physical ill-health;

g. ceases to be a resident of Australia;

h. ceases to be a member of the Club; or

i. is absent from three (3) consecutive meetings of the Sub Branch without tendering an apology to the Sub Branch President / Secretary or nominated Chairperson.

18. When an executive position or position of responsibility within a Sub Branch or the NEC becomes vacant:

a. The National Secretary is to be informed immediately and will update relevant registers and web pages.

b. The resignation or removal from office of a member does not attract a proffer and is terminal for the remainder of that position's tenure.

c. The existing executive Service Members may appoint any member of the Sub Branch, or the Club for an NEC position, to fill that vacancy for the remainder of its tenure.

d. If the office of Secretary becomes vacant, a Service Member must be appointed by the remaining Executive to fill the vacancy.

e. The member so appointed may continue in office up to and including the conclusion of the Sub Branch Annual General Meeting or NEC election date, next following the date of his or her appointment.

f. An endorsed Sub Branch does not cease to be a Sub Branch because of reduced service membership voting rights due to the temporary suspension of a rider's licence.

Temporary Medical Licence Suspension

19. General Guidelines - Some members may experience temporary medical conditions that prevent them from riding. In such cases, motor vehicle authorities may suspend their licence until they are medically fit to return. To account for these situations, a Temporary Medical Licence Suspension category is permitted under the following conditions:

a. Definition – Applies to members whose licence is suspended due to a medically verified condition preventing them from riding temporarily.

b. Riding Restrictions – No riding permitted during the suspension period, in line with official licence restrictions.

c. Voting Rights – Members under a Temporary Medical Suspension retain voting rights if they are financial Members, consistent with the treatment of Minor Suspensions for demerit point loss.

d. Executive Positions – A Member holding an Executive position may continue to serve, subject to review by the Sub Branch or National Executive Committee (NEC) depending on the role.

e. Service Stars – The suspension period counts toward effective membership time, allowing members to continue accruing Service Stars, provided they remain financial.

f. Reporting Requirement - Temporary Medical Suspensions must be noted in the Branch quarterly SITREP.

20. Suspension Duration and Reinstatement Process - A Temporary Medical License Suspension should only be extended as long as the medical condition prevents safe riding, based on official medical assessment.

a. Medical Confirmation – Members must provide medical documentation specifying their condition and expected recovery timeline.

b. Regular Review – The suspension is to be reviewed at 3 months to determine fitness to resume riding based on medical updates.

c. Six-month NEC review:

i) At six months, the NEC will formally review the suspension to assess if a medical retirement is necessary.
ii) The NEC will also evaluate Executive eligibility, with potential removal if warranted.

d. Reinstatement Upon Clearance – Once a medical professional certifies the member's ability to ride safely, the suspension will be lifted immediately, without delays.

Tiered Suspension System

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21. Drivers/Riders Licences may be suspended by authorities for various reasons, including:

a. exceeding the demerit points limit

b. failing to pay an outstanding fine or a court-imposed penalty

c. medical reasons

d. committing a traffic offence, such as:

i) speeding

ii) driving under the influence (DUI)

iii) street racing and other hoon offences

iv) driving without supervision (learner licence holders)

v) causing an accident that results in death or grievous bodily harm.

22. **Suspension Categories**

Paragraph 19 and 20 address medical suspensions. Other licence suspensions fall into the following categories:

a. **Minor Suspension**: A temporary withdrawal of motorcycle riding privileges solely due to the accumulation of demerit points and/or failure to pay and outstanding fine or penalty as determined by the relevant state or territory courts or transport authority.

b. **Major Suspension**: A temporary or permanent withdrawal of motorcycle riding privileges resulting from more severe driving offences, including but not limited to:

i) driving under the influence of alcohol or drugs

ii) reckless driving

iii) dangerous driving causing harm.

23. **Consequences based on Suspension Category**:

a. **For Minor Suspension (Loss of Points Only):**

i) A Member whose motorcycle licence is suspended solely due to the accumulation of demerit points, without any associated major driving offences as defined in clause 22(b), and/or failure to pay and outstanding fine or penalty as determined by the relevant state or territory courts or transport authority, shall retain their voting rights if a financial Member.

ii) A Member holding an Executive position may continue in their role, subject to review by the Sub Branch Executive Committee, or NEC where applicable.

iii) The suspension period is considered effective membership time for the purpose of accruing Service Stars.

iv) Upon reinstatement of their licence, the Minor Suspension will be lifted immediately, without delay.

b. **For Major Suspension (Severe Driving Offences):**

i) A Member whose motorcycle licence is suspended or cancelled due to a major driving offence, such as but not limited to driving under the influence of alcohol or drugs, reckless driving, or dangerous driving causing harm, must stand down from any Executive position.

ii) A Member loses their voting rights for the period of the suspension.

iii) The period of a Major Suspension is deemed non-effective membership time as far as the award of service stars is concerned.

iv) A Member is dismissed from their Executive position and cannot reapply until after the suspension is completed. Reinstatement is not automatic – the member must apply through the standard Club nomination and voting procedure.

24. **Legal Disclaimer** - The terms Medical, Minor and Major are Club-specific categorisations for membership management purposes. They are not to be interpreted as legal definitions under any jurisdiction.