# Standard Operating Procedure (SOP)
# SOP 10

# Membership - Application Process

## General

1. The approved MBMMC membership application form is to be used for all membership applications. The following process is to assist Sub Branches with the new membership process of potential members that have demonstrated their suitability as a Sub Branch / Club member. For resigned members wanting to rejoin the Club, this application form is still to be used, however special conditions for rejoining members apply – see SOP20.

2. Sub Branch's are to ensure the process is followed and all documentation is maintained throughout the application process. It is the Sub Branch secretary's responsibility to ensure all records are verified and captured as a permanent record within the Sub Branches record keeping environment.

3. The Membership application form can be sourced via a Sub Branch Secretary or the relevant State President. At no stage is the application form to be placed on a website or any Social Media platforms.

4. During the initial introduction (prior to commencement of a nominated probation period) of a new member a Sub Branch is to use their own discretion on a period suitable to build relationships with sub branch members and in addition demonstrate their commitment as a member of the Club.

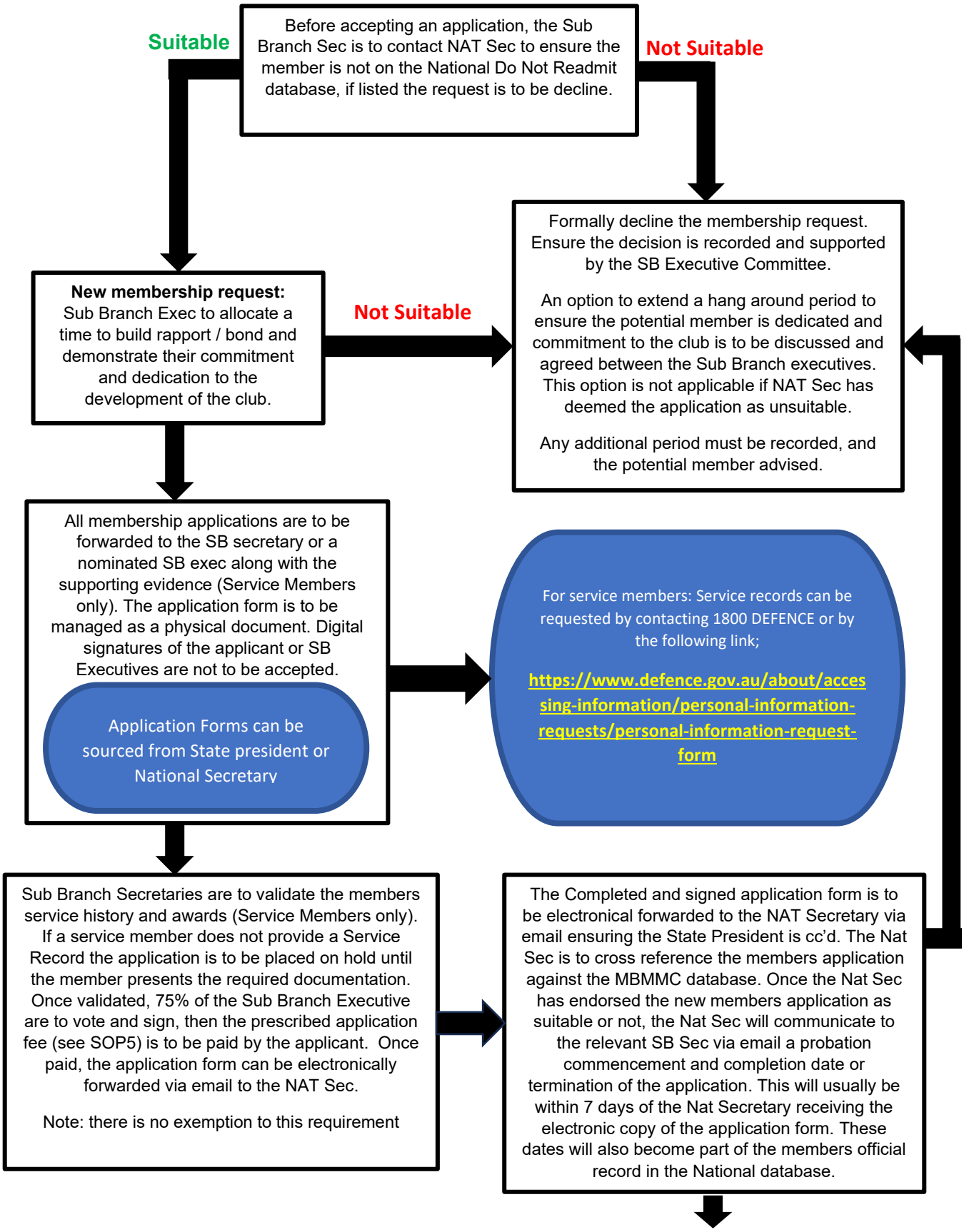
5. All prospective club members are to undertake a probation period (6 Months) IAW Sop 5, there is no exception to this rule.

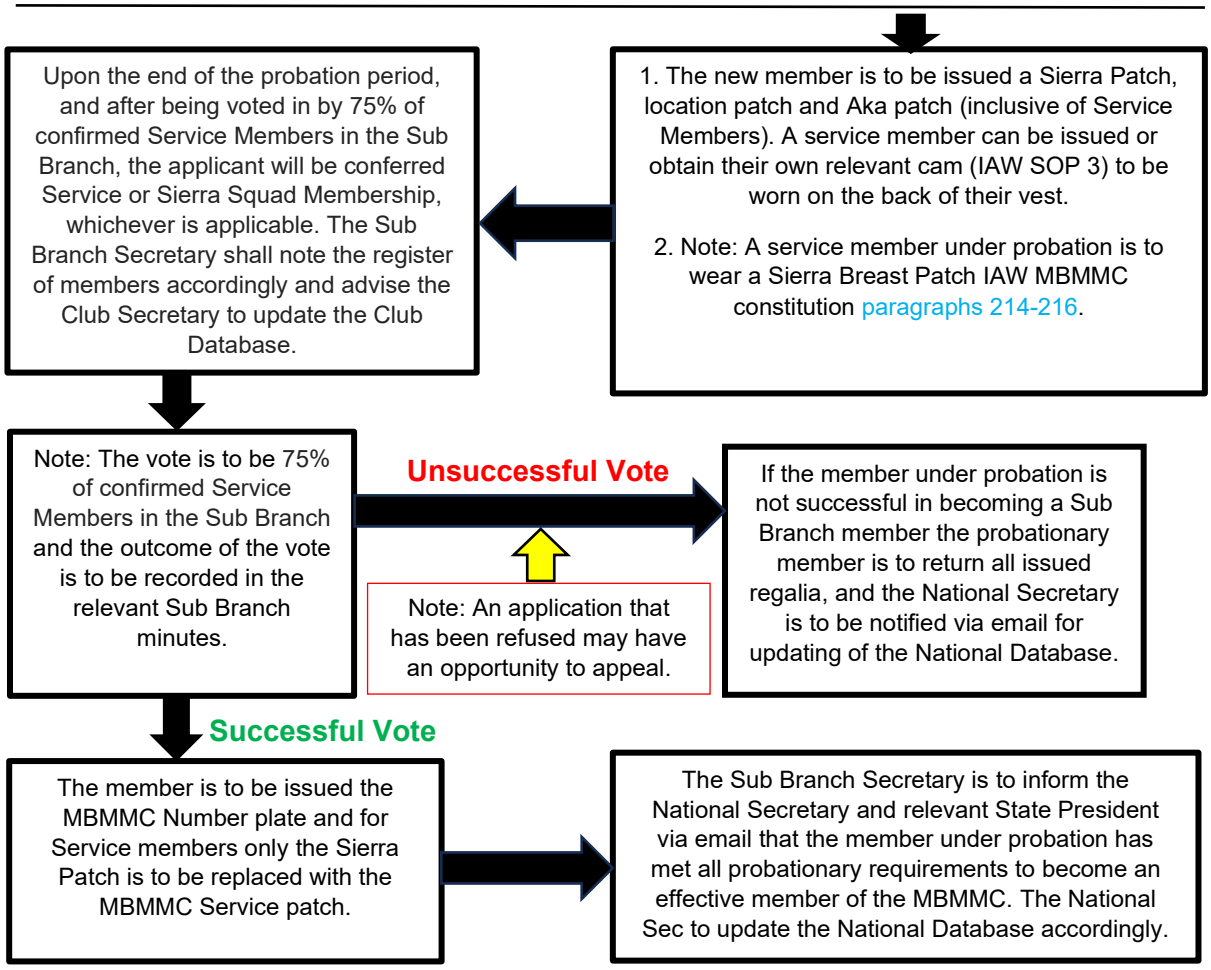
6. The membership application form is to be managed and signed as a physical document. The use of electronic signatures of the applicant or Sub Branch Executives is not permitted.

7. To validate the outcome of a Service Member meeting, at least three Executive members must physically sign off on the decision, with one of the signatories being either the President or Vice President. The outcome must also be formally recorded in the meeting minutes.

8. The National Secretary and relevant State President is to be included via email on all correspondence during the process of onboarding new members into the Club.

# New Membership Application Process – Road map

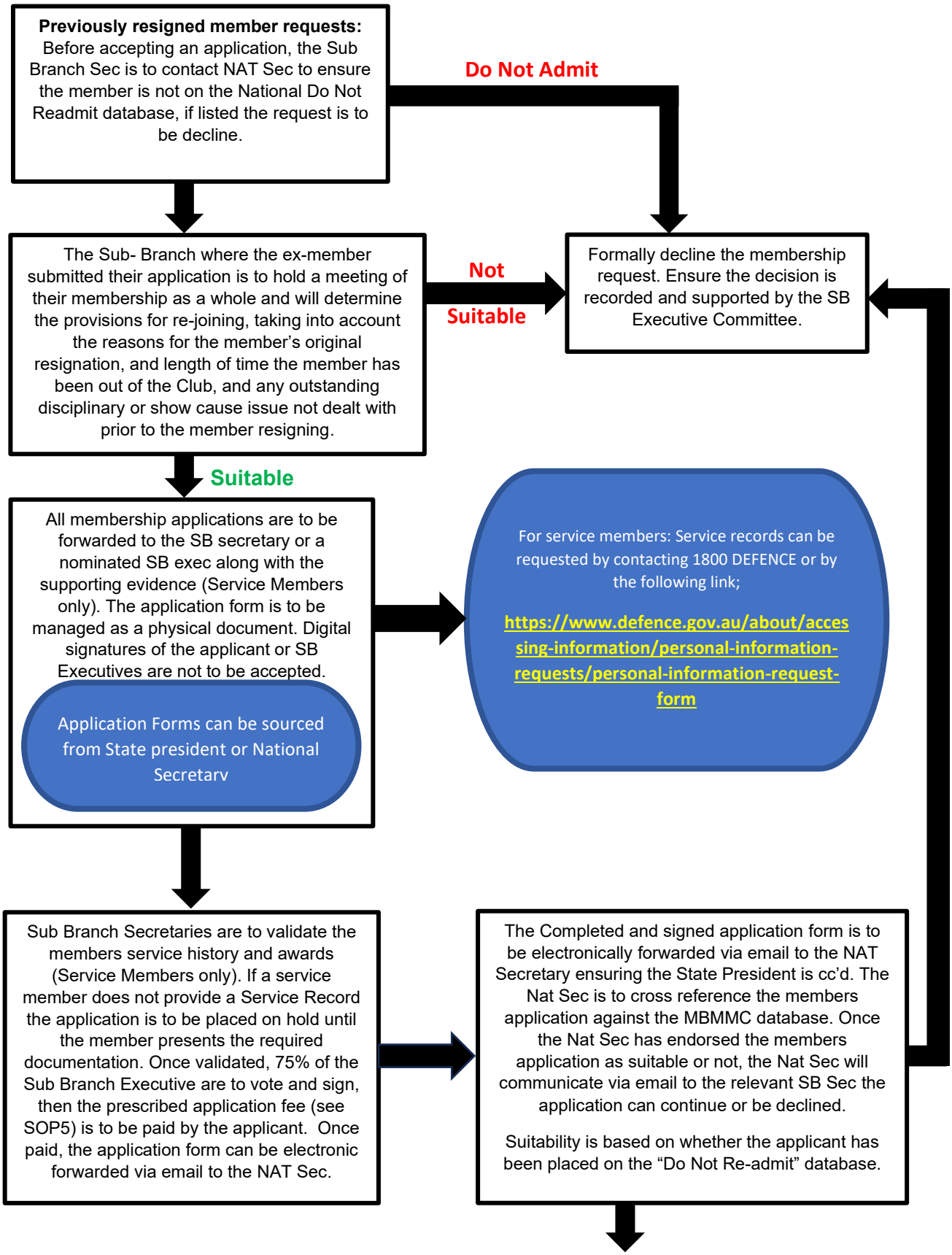


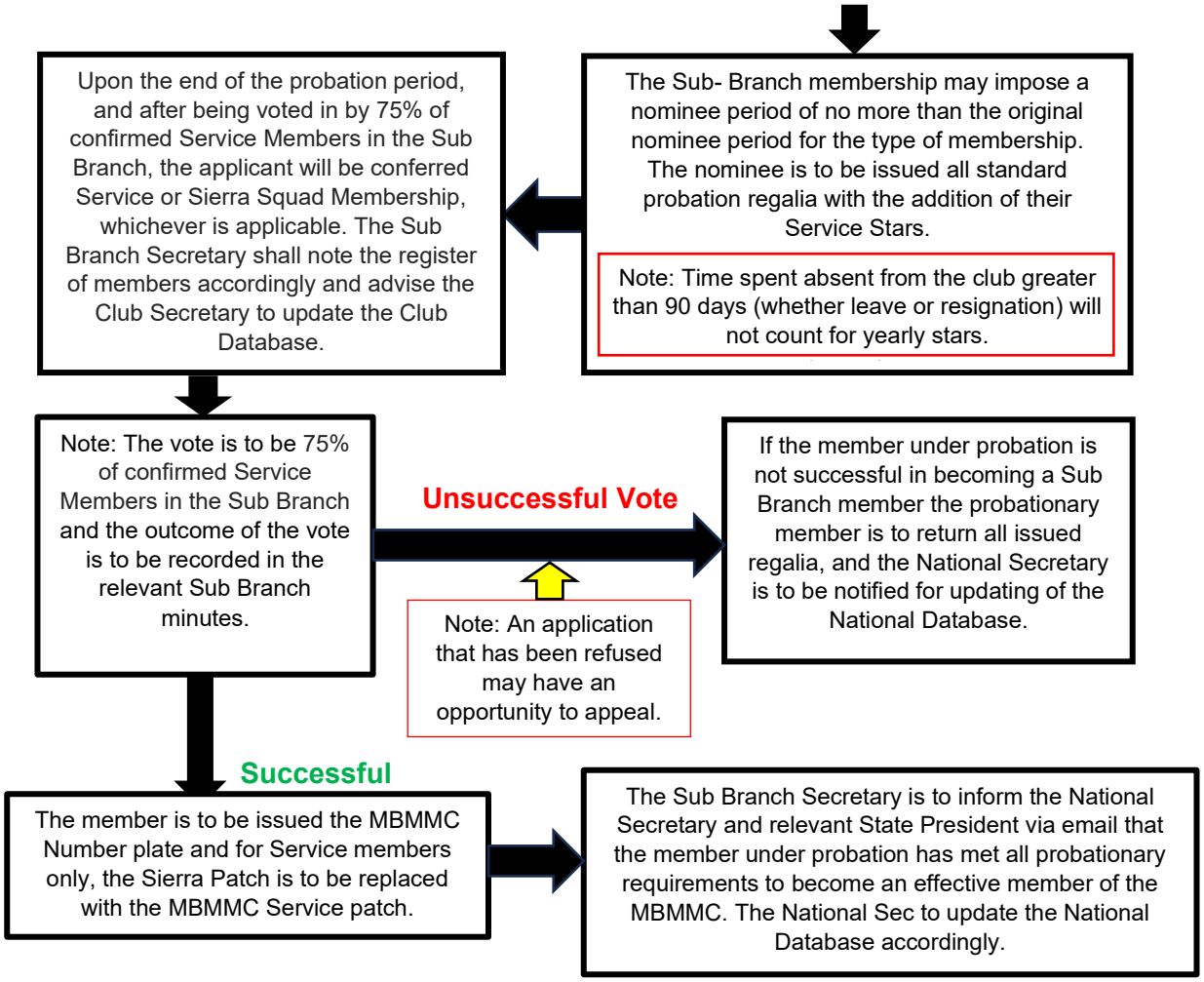



## Membership Application Checklist

| Task | Checked |
|---|---|
| SB Sec to contact NAT Sec to ensure applicant is not on the National "Do NOT ADMIT" database. | |
| Form is managed physically and signed physically (Digital signatures are not to be used by the applicant or Sub Branch Executives). | |
| SB Sec verified all supporting evidence for Service members. | |
| Applicant pays the Application Fee (See SOP5) | |
| Completed and verified application form and forward an electronic copy via email to Nat Sec for endorsement and entering into the National Database. A check will be made any previous records. | |
| Regalia issued IAW SOP 3 upon email receipt of probation start and finish dates from the Nat Sec. | |
| Completion of nominated probation period - voted in by 75% of confirmed Service Members in the Sub Branch. (IAW paragraph 216 of the Constitution) | |
| Issue additional regalia IAW SOP 3 | |
| Inform the Nat Sec and SP via email of the Sub Branch Exec decision, whether it be unsuccessful or successful. | |

# Reapplying for Membership Application (see SOP20) – Road map






## Membership Application Checklist

| Task | Checked |
|---|---|
| Form is managed physically and signed physically (Digital signatures are not to be used by the applicant or Sub Branch Executives). | |
| SB Sec verified all supporting evidence for Service members. | |
| Applicant pays the Application Fee (See SOP5) | |
| Completed and verified application form is to be electronically forwarded via email to Nat Sec for endorsement and cross referencing against the National Database for any previous records. | |
| Regalia issued IAW SOP 3 upon receipt of probation start and finish dates from the Nat Sec. | |
| Completion of nominated probation period - voted in by 75% of confirmed Service Members in the Sub Branch. (IAW paragraph 216 of the Constitution) | |
| Issue additional regalia IAW SOP 3 | |
| Inform the Nat Sec and SP via email of the Sub Branch Exec decision, whether it be unsuccessful or successful. | |