Standard Operating Procedure (SOP) 22
State Presidents (SP)
Responsibilities and Nomination Process

1. PURPOSE & CONSTITUTIONAL CONTEXT

a. Composition of the NEC: In accordance with the National Constitution, the National Executive Committee (NEC) is the supreme governing body of the Military Brotherhood Military Motorcycle Club (MBMMC). The NEC is comprised of the National President, National Secretary, National Treasurer, National Sergeant Major, and the elected State President (SP) from each state or territory where active Sub-Branches are established.

b. Democratic Representation and Electoral Cycle: The State President is a financial Service Member elected by the financial Service Members within their respective state or territory to advocate on their behalf and represent their interests on the NEC. To maintain regional leadership continuity, prevent a high-exposure 50% turnover of the NEC in a single voting cycle, and distribute administrative duties naturally, the office of State President shall follow an adhoc, anniversary-based timing cycle. Each State President shall serve a standard two (2) year term, with elections conducted independently in each jurisdiction, triggered solely by the upcoming expiration of the incumbent State President's specific two-year tenure.

c. Fiduciary and Legal Accountability: The State President acts on behalf of, and with the collective authority of, the NEC. In this capacity, the SP is responsible to Club members for ensuring that the State Council, all local Sub-Branches, and all individual members within their state jurisdiction act strictly in accordance with the National Constitution, all Club Standard Operating Procedures (SOPs), and the specific legal requirements of state and federal jurisdictions.

2. SCOPE OF AUTHORITY & REPRESENTATIVE WILL

a. Binding State Voice: The State President acts as the strategic conduit between the local Sub-Branches and the National Executive Committee. The SP acts on behalf of, and with the authority of, the NEC while representing the majority vote of their state on all matters discussed, tabled, and voted on by the NEC.

b. Subordination of Personal Opinion: To preserve democratic integrity, the SP must not let their personal opinion or private biases contravene their state's majority views on official motions. On all National matters, the SP is constitutionally mandated to act and vote strictly in accordance with their state's preferred and directed wishes as established by a majority vote of the state's financial Service Members.

3. DUTIES AND RESPONSIBILITIES

The duties, responsibilities, and operational requirements of the State President include, but are not limited to, the following:

A. National Executive Committee (NEC) Governance & Voting

- **Active Committee Membership:** Form part of the active NEC and exercise equal voting rights on all constitutional, policy, and financial motions tabled at the monthly National meeting.

- **State Will Representation:** Convey the collective will, feedback, and motions of their state or territory to the NEC to be formally heard, considered, and voted upon.

- **Constitutional Audits:** Participate in extraordinary meetings of the NEC to review, accept, or reject proposed constitutional amendments before they are disseminated for a club-wide vote, ensuring regional perspectives are considered early in the amendment process.

- **State Appendix Amendments:** In consultation with the NEC, propose amendments to their state-specific constitutional appendix (e.g., Appendix F for Western Australia) to ensure the document accurately reflects regional legislative changes. Update state Sub-Branches immediately upon NEC approval.

B. Emergency Disciplinary Intervention & Reputational Safeguards

- **Crisis Command Authority:** In accordance with **SOP 2, Paragraph 17**, the State President is invested with unilateral, temporary operational and investigative authority over Sub-Branches within their state jurisdiction during a crisis.

- **Intervention Trigger:** Unilateral state-level intervention is strictly authorised if a Sub-Branch incident involves immediate police presence, severe public disruption, or serious allegations of major misconduct (Category A or C offences) at a public or multi-branch event, and the local Sub-Branch Executive fails to execute the mandatory two (2) hour verbal crisis notification to State and National.

- **Operational Control:** Upon triggering an intervention, the SP is authorised to immediately freeze the situation, assume direct investigative control, compile physical/circumstantial evidence, secure witness statements, and issue interim administrative restrictions (such as temporary ride, event, or digital platform suspensions) to protect the reputation and charity standing of the Club.

- **Autonomy Protection (Compulsory Case Handback):** To preserve the Sub-Branch's constitutional right of first-instance review, the SP shall not deliver a unilateral final verdict. Within forty-eight (48) hours of securing the scene and evidence, the SP must formally hand over the compiled timeline and statements to the local Sub-Branch President and SSM, directing them to convene a local Disciplinary Committee under SOP 8.

- **Oversight of Suspended Members:** Once a member within their state has been formally suspended under SOP 8, the member comes under the direct administration of the State President. The SP must remain in contact with the suspended member at a minimum of once every fortnight during the suspension period to provide support, guidance, and Club information, and must support the member’s physical return to their home Sub-Branch upon completion of the suspension.

- **Civil Law Escalation:** In the event of any identified breach of civil law within a Sub-Branch (such as theft of funds or blackmail of office holders), the State President must immediately notify the National Executive at the earliest opportunity and coordinate with appropriate state authorities.

C. Raising & Mentoring New Sub-Branches (SOP 25 / SOP 1)

- **Regional SMC Liaison:** Upon receiving a written intent from existing members to raise a new Sub-Branch, the SP must review the proposed name, area, and location, and take this information to the appropriate State Motorcycle Council (SMC) or regional committee for formal community ratification.

- **Chain of Command Staffing:** Forward SMC-ratified applications to the National Secretary to be officially tabled for NEC review.

- **Probationary Mentoring:** Actively mentor the new Sub-Branch through its six (6) month formation and probation period, ensuring strict compliance with monthly SITREPs and meeting minutes.

- **Endorsement Recommendation:** Upon successful completion of the probation period, the SP must conduct a final compliance check and submit a formal recommendation to the NEC to accept the Sub-Branch and transition its probationary members to substantive status.

D. Veteran Advocacy & VITA Insurance Compliance (SOP 14 / SOP 30)

- Gate 1 Candidate Vetting & Transmission Loop: Serve as a mandatory part of the advocate training assessment process. The State President shall receive a copy (cc) of all completed MBMMC Advocacy Nomination Forms (SOP 14 Annex A) immediately upon Sub-Branch Section E sign-off. The State President shall review regional suitability and record recommendations to ensure strategic, need-based allocation of training places across the state.
- National Endorsement Notification: Receive formal written notification from the National Executive (National Welfare Officer) regarding the final Section F determination (Endorsed or Declined) to maintain complete regional command awareness.
- Gate 2 Privacy Firewall Overwatch: Ensure Sub-Branch Presidents conduct Gate 2 audits strictly utilizing Part 1 (Attestation Summary Sheet) of the Annex B Logbook, upholding veteran client privacy under the Privacy Act 1988 and SOP 14 (Section 9.3).
- Gate 3 Command Awareness Loop: Actively monitor and file all Sub-Branch Registration Data Forms (SOP 14 Annex C) cc'd to the state inbox. The State President shall immediately flag any Sub-Branch that fails to copy the State office on these registrations, as this omission invalidates VITA Professional Indemnity Insurance for that practitioner.

- ~~**Gate 1 Candidate Vetting:** Serve as a mandatory part of the advocate training assessment process. Review all regional expressions of interest for the 11019NAT Course in Military Advocacy and record recommendations in Section E of the Annex A Nomination Form to ensure strategic, need-based allocation of training places.~~

- ~~**Gate 3 Command Awareness Loop:** Actively monitor and file all Sub-Branch Registration Data Forms (SOP 14, Annex C) cc'd to their state inbox. The SP must immediately flag any Sub-Branch that fails to copy the State office on these registrations, as this omission invalidates VITA Professional Indemnity Insurance for that practitioner, exposing the Club to severe liability.~~

- **Quarterly National Briefings:** Receive mandatory quarterly briefings from the National Executive regarding state-level advocacy trends, workload data, legislative changes (under the VETS Act 2025 and MRCA 2004), and updates to the National Accredited Advocate Register for their region. Use this data to coordinate regional veteran-support strategies.

E. Charity Governance, Auspicing & Funding (SOP 29 / SOP 4)

- **Auspicing Filter (Annex B Review):** Serve as the compulsory primary review officer for all Sub-Branch applications to leverage National's ACNC charity status for local grants, sponsorships, or donations. The SP must physically review, comment on, and sign Section 8 of the SOP 29 Annex B Application Form before it is submitted to the National Treasurer.

- **ACNC Advisory Support:** Guide and support qualified Sub-Branches wishing to apply for independent, branch-level ACNC registration, ensuring their proposed local constitutions are reviewed by the National Executive before submission.

- **NBF Distribution Oversight:** Receive the annual "Sub-Branch Payment to the National Building Fund & Nominal Roll" form (SOP 4, Annex 1) from the National Treasurer by July 1st each year and ensure its prompt distribution and completion across all state Sub-Branches.

F. Caretaker Management Administration (SOP 26)

- **Caretaker Review Board:** Participate in joint annual reviews with the NEC of all active Caretaker Management arrangements within their state to evaluate if

dormant branches have reached the five (5) Service Member minimum required to resume independent operations.

- **Emergency Caretaker Leadership:** In the event that a Sub-Branch is placed under Caretaker management and no suitable local candidate can be found, the SP must be prepared to have the Caretaker Branch President assume these regional administrative responsibilities temporarily to prevent involuntary deregistration under state Associations Incorporation laws.

G. Membership Transfers & Remote Catchments (SOP 19 / SOP 20)

- **Remote Member Catchment Control:** Assume direct administrative and disciplinary control of all remote, financial Service and Sierra members residing in non-Sub-Branch catchment zones within their state, ensuring that the Club maintains zero "Lone Riders".

- **Geographical Relocation Coordination:** Individually review cases of relocating members who move a geographically large distance from their home branch. Coordinate with the member, Sub-Branch Executives, and adjacent State Presidents to establish solutions (such as border-crossing waivers) that meet the member's and the Club's requirements.

- **Retirement Application Endorsement:** Physically inspect, sign, and endorse all SOP 20 Annex A applications for Retired Member Status (Length of Service or Medical) within their state, verifying effective service or valid medical declarations before forwarding them to the NEC for final vote.

H. Uniform Standards, AI, & Media Monitoring (SOP 3 / SOP 21)

- **CSOD Variation Staffing:** Review and endorse all formal Sub-Branch proposals to permanently vary or introduce new embellishments to the Club Standard of Dress (CSOD) before they are submitted to the National Sergeant Major and NEC.

- **Fast-Track Branding Approvals:** Physically inspect and forward Sub-Branch merchandise designs that comply with the National Merchandise Catalogue directly to the National Treasurer via the established fast-track approval pathway.

- **Digital & AI Policy Enforcement:** Serve as the primary regional escalation point for digital media violations. Promptly investigate and report any social media

posts or online content that denigrates, shames, or harasses veterans within their state.

- **AI Asset Fast-Tracking:** Receive and review AI-generated Sub-Branch recruitment flyers or promotions to verify compliance with official logos, aspect ratios, font styles and colors before fast-tracking them to the National Treasurer for rapid approval.

I. Routine Command Communications (SOP 7 / Constitution)

- **SITREP Timeline Enforcement:** Enforce the strict timeline that quarterly Sub-Branch SITREPs (detailing membership databases, executive contact files, and welfare activity statistics) must be received by the SP and forwarded to the National Secretary in the last week of March, June, September, and December.

- **Commemorative Event Monitoring:** Monitor and communicate any state-level legislative changes to public holiday dates or regional commemorative schedules (ANZAC Day, UN Day, Remembrance Day) to ensure Sub-Branches officially record and observe them as designated Club events.

4. STATE PRESIDENT NOMINATION CRITERIA & ELECTION PROTOCOL

A. **Mandatory Eligibility Criteria:** To be eligible to nominate for the position of State President, a candidate must strictly meet the following mandatory legal and administrative requirements at the time of nomination:

i. Membership Standing: Must be an active, financial Service Member or Life Member within the respective State or Territory. Retired, Sierra, Probation or Junior Members are ineligible for the position of State President.

ii. Financial Integrity & Clear Standing: Must not be an undischarged bankrupt, and must maintain an active, fully financial membership status. The nominee **shall** possess no outstanding arrears or unresolved financial charges—including monthly SBF levies, annual NBF fees, or individual accounts for regalia, patch purchases, or other Club-issued items—payable as a debt to any Sub-Branch or the National Body.

iii. Doctrinal Competence: Must possess a verified, advanced understanding and practical knowledge of the National Constitution and all Standard Operating Procedures (SOPs).

iv. Legal Suitability: Must not have a criminal record that precludes holding a financial or fiduciary position within an entity under Australian Corporate Law or state-specific Associations Incorporation legislation.

B. **Preferred Suitability Criteria:** To ensure high-quality leadership, the following experience-based criteria are highly preferred:

i. Diligence: A minimum of two (2) years of continuous, active service as a fully patched Service Member of the Club.

ii. Leadership Experience: Previous active tenure on an incorporated Sub-Branch Executive Committee (e.g., President, VP, Secretary, or Treasurer).

iii. Conflict Resolution: Documented experience in volunteer coordination, meeting administration, and dispute/conflict resolution.

C. **The State President Vote Coordinator (SPVC):** To ensure absolute administrative transparency and impartiality, a State President Vote Coordinator (SPVC) shall be appointed to manage the entire election and vote-counting process. To guarantee

absolute administrative transparency, procedural compliance, and natural justice, the appointed SPVC shall execute all auditing, administrative, and overwatch duties in strict accordance with the mandatory steps established in the Ancillary to SOP 22: State President Vote Coordinator (SPVC) Compliance & Audit Checklist.

i. **Appointment Mechanism**: At least ninety (90) days prior to the scheduled expiration of the incumbent State President's two-year tenure, the Sub-Branch Presidents within the active State or Territory **shall** form a temporary state council to select and appoint the State President Vote Coordinator (SPVC). Sub-Branches in states where the SP position is not nearing term expiration are exempt.

ii. **Eligibility & The National Secretary Fail-Safe:** The SPVC must ordinarily be selected from the State's active registry of Life Members or Retired Members in good standing. The appointed member must possess verified administrative capability and must not be a candidate or an immediate relative of a candidate in the election.

- The National Secretary Fail-Safe Protocol: In the event that the council of Sub-Branch Presidents determines that no suitable, neutral, or qualified Life or Retired Member is available or willing to assume the role of SPVC within their State, the council shall formally contact the National Secretary in writing to request administrative assistance.

- Role of the National Secretary: The National Secretary shall strictly not act as the SPVC or administer the ballot directly. Instead, the National Secretary shall conduct a database audit and provide the council of Sub-Branch Presidents with a vetted panel of suitable, independent alternative candidates.

- Approved Alternative Categories: The alternative panel provided by the National Secretary may consist of:

    - An experienced, independent Life or Retired Member residing in an interstate jurisdiction who is willing to act as an external, remote SPVC.

    - An active, financial Service Member of exceptional Club standing and proven administrative competence who carries zero conflict of interest or personal alignment with any of the declared candidates.

- Council Determination: The council of Sub-Branch Presidents retains the final authority to select and appoint the SPVC from the alternative panel provided by the National Secretary.

iii. **Primary Duties of the SPVC:** The SPVC is invested with the temporary regional administrative authority of the State Council to:

- Receive and securely log all physical candidate portfolios and Nomination Forms (SOP 22 Annex B) forwarded by Sub-Branch Presidents by 17:00 hours on T-60 Days ~~5:00 pm on September 30th~~.

- Audit nomination forms to ensure all mandatory eligibility criteria, including the Dual-Treasurer financial clearance gates, are fully satisfied.

- Collate approved candidate biographies and distribute standardized State Vote Packs including ballots (a sample is shown in Annex C) and return envelopes to all Sub-Branch Secretaries within the State by 17:00 hours at T-60 Days ~~October 1st~~.

- Receive, log, and securely store all sealed ballots and certified Sub-Branch voting sheets returned by Sub-Branch Secretaries by 17:00 hours on T-55 Days ~~5:00 pm on October 31st~~.

- Conduct the final vote count on T-20 Days ~~November 5th~~ in the presence of at least one independent, non-voting witness (such as a Sub-Branch Secretary or another Life/Retired member).

- Submit the certified election outcome and final tally sheet directly to the National Secretary for official publication.

- Coordinate and oversee the formal 14-day Handover/Takeover (HOTO) procedure between the Outgoing and Incoming State Presidents, securing signatures on the SOP 22 Annex A Handover Certificate **prior to 17:00 hours on T-0 Days (T-Day)** ~~**by November 30th**~~.

- Certification of Compliance: The SPVC shall physically sign and date the completed Ancillary to SOP 22 Checklist to certify that every

phase of the election—from initial nomination auditing through to the final transition—conformed strictly with this SOP and the National Constitution. The signed Ancillary to SOP 22 Checklist shall be submitted directly to the National Secretary alongside the certified vote tallies on T-20 Days ~~November 5th~~, and updated upon transition closure on T-0 Days (T-Day) ~~November 30th~~.

D. **The State Election Timeline & Process:** The election of the State President shall follow a strict chronological timeline managed by the appointed SPVC, anchored dynamically to the scheduled expiration date of the incumbent State President's tenure ('T-Day'):

T-90 Days	T-60 Days	T-55 Days	T-25 Days	T-20 Days	T-Day
Vacancy Declared Call for Nomination	Nominations Closed	Vote Packs Distributed	State-Wide Voting Closes	Final Count Concluded & National notified	Handover Complete

Timeline Verification: Each key milestone within the State Election Timeline represents a non-negotiable compliance gate. The SPVC shall actively audit and sign off the corresponding phase in Ancillary to SOP 22 as each chronological cutoff date is achieved.

i. **T-90 Days (Vacancy Declaration & Call for Nominations):** The National Secretary **shall** formally declare the upcoming vacancy at the scheduled NEC meeting. Sub-Branch Presidents within the affected state **shall** immediately disseminate the vacancy notice and blank SOP 22 Annex B Nomination Forms to all financial Service Members.

ii. **T-60 Days (17:00 Hours - Nominations Close):** Candidates **shall** submit completed nomination forms and portfolios directly to their local Sub-Branch President. If verified as compliant, the Sub-Branch President **shal**l endorse and forward the file to the SPVC.

iii. **T-55 Days (Vote Pack Distribution):** The SPVC **sh**all issue standardized State Vote Packs (comprising candidate biographies, standardized ballot papers conforming to Annex C, and double-envelopes) to all Sub-Branch Secretaries within the State.

iv. **T-25 Days (17:00 Hours - Voting Closes):** Throughout the 30-day voting window, Sub-Branch Secretaries **shall** administer secret ballots of all financial

branch Service and Life Members in good standing, returning sealed ballots and certified voting sheets to the SPVC.

v. **T-20 Days (Tally & National Notification):** The SPVC shall conclude the final vote count in the presence of an independent witness, formally certify the outcome, and notify the National Secretary of the winning candidate for publication.

vi. **T-14 Days to T-0 Days (Handover Period):** The formal 14-day transition period **shall** be executed and signed off on the SOP 22 Annex A Handover Certificate by both the Outgoing and Incoming State Presidents, and submitted to the National Secretary.

vii. **T-Day (Office Assumption - Handover Completion):** The incoming State President's administrative access and voting seat on the NEC are formally activated..

E. **Management of Casual Vacancies & Interim State Presidents:** In the event that an active State President resigns, becomes permanently incapacitated, is expelled, or has their driver's licence suspended (requiring them to immediately stand down from office under Constitution Paragraph 157 and SOP 1):

i. **Interim Command:** A council will be formed (comprising all active Sub-Branch Presidents within the State) which shall immediately convene an extraordinary meeting to appoint an Interim State President from among the state's financial Service Members.

ii. **NEC Notification:** The National Secretary shall be notified of the casual vacancy and the interim appointment within twenty-four (24) hours.

iii. **Tenure & Extraordinary Election:** The appointed Interim SP shall hold office with full NEC voting rights strictly as a temporary administrator. If the remaining tenure of the vacated position is greater than six (6) months, the council comprising the State's Sub-Branch Presidents shall coordinate with the National Secretary to initiate a fast-tracked, extraordinary election within ninety (90) days to formally elect a substantive State President for the remainder of the tenure.

i. **Independence of Regional Tenures:** To safeguard the representation of member will and prevent centralized electoral overlap, each State or Territory jurisdiction's election schedule shall remain independent. The election timing for

each State President shall be dictated solely by the anniversary of that specific state office's establishment or subsequent casual vacancy filling, ensuring that elections remain naturally spread across a biennial calendar period.

5. HANDOVER & TRANSITION REQUIREMENTS

A. **Mandatory Transition Briefing:** Upon vacating office due to a scheduled election, resignation, or a casual vacancy under Section 4.E, the outgoing State President **shall** conduct a thorough, fourteen (14) day transition briefing with the incoming State President in accordance with the overarching handover protocols of SOP 24.

B. **Absolute Custody Transfer of State Assets:** The outgoing State President **shall** formally transfer complete administrative custody of all physical and digital state assets to the incoming officer, including but not limited to:

i. **Physical and Digital State Records:** All historical State Council meeting minutes, correspondence registers, member SITREPs, and regional databases.
ii. **The State Council Common Seal:** The physical State Council Common Seal and any associated official rubber stamps.
iii. **ACNC & Financial Compliance Files:** All active SOP 29 Annex B charity auspicing files, grant budgets, acquittal records, and state financial ledgers.
iv. **Digital & IT Credentials:** Complete control, administrative privileges, and recovery keys for all official state email accounts, digital databases, and Facebook/social media platforms in accordance with SOP 21.
v. **Disciplinary & Regional Liaison Files:** All active regional disciplinary files, interim administrative suspensions, and regional external motorcycle club (MC) liaison correspondence.

C. **Formalization via Annex A (Handover Certificate):** To certify the successful execution of this transfer and protect both parties from administrative liability, the outgoing and incoming officers **shall** jointly execute and physically sign in ink the **SOP 22 Annex A: State President Handover Certificate**.

D. **Oversight & Submission Deadline:** The appointed State President Vote Coordinator (SPVC) **shall** actively oversee the transition process to guarantee visual, financial, and digital continuity. The fully completed and signed SOP 22 Annex A Handover Certificate **shall** be submitted directly to the SPVC and National Secretary to arrive no later than **17:00 hours on T-20 Days** ~~**5:00 pm on November 30th.**~~ This submission represents the final mandatory compliance gate required to formally activate the incoming State President's administrative access and voting seat on the National Executive Committee (NEC).

E. **Closeout Audit:** The SPVC shall utilize the closeout controls in Ancillary to SOP 22 (Phase 5) to verify that the outgoing State President has successfully transferred the State Council Common Seal, financial ledgers, minutes, digital recovery keys (SOP 21), and active charity auspicing records (SOP 29) before certifying the final execution of the SOP 22 Annex A Handover Certificate.

SOP 22 ANNEX A: STATE PRESIDENT HANDOVER CERTIFICATE

CRITICAL TRANSITION RECORD & AUDIT CHECKLIST FOR OUTGOING/INCOMING OFFICE HOLDERS

PART I: HANDOVER CONTEXT & OFFICE HOLDER DETAILS

Outgoing State President: _____ **AKA:** _____

Incoming State President: _____ **AKA:** _____

State / Territory: _____ **Handover Date:** _____ / _____ / _____

Incoming SP Mobile: _____ **I/C SP Email:** _____

PART II: COMPREHENSIVE TRANSITION CHECKLIST & OPERATIONAL AUDIT

The Outgoing State President must verbally brief the Incoming State President on each of the following strategic areas and physically verify that the corresponding files, credentials, and assets are fully accessible. Both officers must check and initial each completed action.

Done	Transition Action Item / Verification Requirement	SOP Ref.	Out	In
[ ]	Brief on current NEC voting agenda, unresolved national motions, and state majority directives.	SOP 22.2		
[ ]	Establish complete alignment on the state's democratic representation and representative duty.	SOP 22.2.b		
[ ]	Review and hand over State-Specific Appendices (e.g., Appendix F for WA) and state bylaws.	Const.41		
[ ]	Review nominal roll and compliance status of all active, probationary, and consolidated Sub-Branches.	SOP 25.8		
[ ]	Hand over SITREP logs, general meeting minutes, and compliance files for all regional branches.	SOP 2.8.n		
[ ]	Brief on active Caretaker arrangements and scheduled annual reviews for dormant branches.	SOP 26.22		
[ ]	Introduce contacts for the local State Motorcycle Council / committee and outline relationship status.	SOP 25.18		
[ ]	Verify and outline the status of pending Sub-Branch name, area, or location community ratifications.	SOP 25.18		
[ ]	Brief on regional police contacts and local government liaisons established across state branches.	SOP 25.18.c		
[ ]	Ensure copy files of all Gate 1 Advocacy Nomination Forms (Annex A) and National Section F determination notices are logged in State archives.	SOP 14.4.3		
[ ]	Audit state register of Accredited Advocates and active Trainees under local Workplace Mentors.	SOP 14.4.4		
[ ]	Ensure copy files of all Gate 3 Sub-Branch Registration Forms (Annex C) are in State archives.	SOP 14.12.4		
[ ]	Confirm that Working with Children (WWC) and National Police Checks are verified and logged locally.	SOP 14.10.4		

PART II: COMPREHENSIVE TRANSITION CHECKLIST (CONTINUED)

Done	Transition Action Item / Verification Requirement	SOP Ref.	Out	In
[ ]	Hand over active files for Sub-Branch grants and auspicing applications approved under Annex B.	SOP 29.32	[ ]	[ ]
[ ]	Brief on ACNC registration support files, branch-level charity approvals, and template constitutions.	SOP 29.41	[ ]	[ ]
[ ]	Confirm State compliance files, including AIS returns and DGR/PBI gift fund regional declarations.	SOP 29.59	[ ]	[ ]
[ ]	Formally hand over passwords, recovery keys, and administrative access for SP email accounts.	SOP 21.36	[ ]	[ ]
[ ]	Transfer primary administrator and creator privileges for Facebook, Team App, and digital sites.	SOP 21.19	[ ]	[ ]
[ ]	Review historical digital transaction logs and deactivation content audits for regional sites.	SOP 21.13	[ ]	[ ]
[ ]	Physically transfer the State Council Common Seal, official rubber stamps, and physical archives.	Const. 8	[ ]	[ ]
[ ]	Transfer State Council financial ledgers, bank statements, cheque books, and signatory records.	SOP 22.3	[ ]	[ ]
[ ]	Hand over regional physical files, correspondence registers, meeting minutes, and annual reports.	SOP 22.3	[ ]	[ ]

PART III: ACTIVE DISCIPLINARY & REPUTATIONAL MATTERS TRACKER

State Presidents are directly responsible for the administrative supervision of suspended members and active emergency interventions within their state jurisdiction. Detail all active state-level actions below.

Member Name / AKA	Home Sub-Branch	Matters / Action Description (SOP 8, 18, or Para 17 Intervention)	Status / Next Action Required

Part IV: Handover Documentation of Ongoing Regional Issues: The Outgoing State President must use this section to formally record critical ongoing matters, including active local government negotiations, pending grant acquittals under SOP 29, State border-crossing waivers, or sensitive relationship matters with external motorcycle clubs (SOP 25 MC Liaison):

PART V: HANDOVER BRIEFING TIMELINE & ATTESTATION OF TRANSFER

Joint Transition Briefing Commenced	**Joint Transition Briefing Concluded**
on: ____ / ____ / ____	on: ____ / ____ / ____

OUTGOING STATE PRESIDENT CERTIFICATION: I hereby certify that I have conducted a thorough, fourteen (14) day transition briefing with the incoming officer in accordance with SOP 24. I have formally transferred and delivered all physical State records, minutes, common seals, digital credentials, recovery keys, and ACNC-auspicing audit files. I confirm there are no outstanding state-level liabilities, un-escalated civil breaches, or un-notified reputational crises that have not been fully disclosed.

INCOMING STATE PRESIDENT ACKNOWLEDGEMENT: I hereby acknowledge receipt of all physical and digital assets, State files, records, and the common seal. I accept my fiduciary and representative duties as a member of the National Executive Committee (NEC) to advocate for the majority vote of the state's members. I further confirm that I am fully conversant with the Club Constitution, SOPs, and my mandatory duty to enforce compliance at the state level.

OUTGOING STATE PRESIDENT:	**INCOMING STATE PRESIDENT:**
Name / AKA: _____	Name / AKA: _____
Signature: _____	Signature: _____
Date: ____ / ____ / ____	Date: ____ / ____ / ____

NATIONAL EXECUTIVE VERIFICATION:

National Officer Name & Position: _____

Signature: _____ Date: ____ / ____ / ____

SOP 22 ANNEX B: STATE PRESIDENT NOMINATION FORM

This is the official mandatory nomination instrument for the office of State President (SP). All sections must be completed in physical print with physical ink signatures. In accordance with SOP 22 Section 4, digital or electronic signatures are strictly invalid. Nominations must be fully staffed through the local Sub-Branch and endorsed by both local and National Treasurers to certify zero arrears before review.

PART I: CANDIDATE PERSONAL DETAILS

Full Name:	.	**AKA (Club):**	.
Sub-Branch:	.	**Member No:**	.
Mobile No:	.	**Email Address:**	.
Riding Licence:	Current Active Class: [ ] Valid: [Y/N]	**SP Voting Coordinator:**	.

PART II: CANDIDATE NOMINATION REQUIREMENTS

By ticking the boxes below, the candidate and the nominating Sub-Branch Executive jointly declare that the candidate meets all constitutional eligibility criteria:

- ☐ **Membership Standing (SOP 22, Sec 4.A.i) –** The candidate is a fully financial, active Service Member or Life Member in good standing within the State or Territory, with no active or pending disciplinary actions under SOP 8 or SOP 18.

- ☐ **Financial Integrity and Solvency (SOP 22, Sec 4.A.ii) –** Must not be an undischarged bankrupt, and must be fully financial with zero active arrears in relation to Sub-Branch Building Fund (SBF) dues, the National Building Fund (NBF) levy, or any other prescribed Club fees or charges (including regalia, patch, or apparel orders).

- ☐ **Doctrinal Competence Verification (SOP 22, Sec 4.A.iii) –** The candidate possesses a verified, advanced operational knowledge of the National Constitution and all SOPs. Doctrinal understanding is formally verified via a scenario-based interview and portfolio audit detailed in Section III.

- ☐ **Legal and Administrative Suitability (SOP 22, Sec 4.A.iv) –** The candidate holds no criminal record or conviction that would preclude them from serving as a fiduciary officer or holding a committee position under civilian corporate and associations incorporation laws.

- ☐ **Active Rider Status (Constitution Para 157 & SOP 1) –** The candidate possesses an active motorcycle driver's licence, rides a registered motorcycle/trike of 600cc or greater, and acknowledges that suspension of their driver's licence requires immediate stand-down.

PART III: CANDIDATE PORTFOLIO & DOCTRINAL GATES

To satisfy the 'Verified Understanding of SOPs' requirement, candidates must compile and attach a comprehensive candidate portfolio. This portfolio is audited at T-60 Days ~~on October 1st~~ by the State President Vote Coordinator (SPVC).

- ☐ **Club History & Riding Profile:** Detailed record of MBMMC entry date, previous executive roles held, active riding status, and participation in state/national events.

- ☐ **Strategic State Vision Statement:** A formal, maximum 500-word statement of goals, regional support strategies, and proposed leadership structure for the State/Territory.

- ☐ **Evidence of Administrative Competence:** Documented civilian, volunteer, or military experience demonstrating suitability for volunteer coordination, governance, and dispute resolution.

- ☐ **Compliance & Governance Statement:** 2-3 documented real-world examples showing practical application of SOPs (e.g., SBF audits under SOP 4, transfer processing under SOP 19, or mediation under SOP 8).

- ☐ **Financial Standing Self-Declaration:** A signed declaration by the nominee confirming they hold no outstanding personal debts, regalia bills, or asset liabilities to any branch or National.

- ☐ **Scenario-Based Interview Assessment:** Participation in a formal interview with the State Council covering SP active duties (Crisis Intervention SOP 2 Para 17, Charity Auspicing SOP 29, VITA Insurance SOP 14).

PART IV: DUAL-TREASURER FINANCIAL AUDIT & CLEARANCE

CRITICAL GOVERNANCE DIRECTIVE: Nominees are strictly ineligible to stand for election if they carry any outstanding debts or arrears. This section must be physically signed by both the local Sub-Branch Treasurer and the National Treasurer on or before 17:00 hours at T-60 Days ~~prior to October 1st~~.

SUB-BRANCH TREASURER CLEARANCE	NATIONAL TREASURER OVERWATCH
☐ Candidate is fully financial on all SBF monthly dues. ☐ Candidate has cleared all accounts for issued regalia. ☐ No outstanding liabilities/charges for apparel/events. ☐ Sub-Branch ledger books show zero debts owing.	☐ Candidate is fully paid on National Building Fund (NBF). ☐ Candidate holds zero personal debts to National accounts. ☐ Nominee is verified as financial in National Database. ☐ National ledger registers no outstanding charges.
_____ Sub-Branch Treasurer Name:	_____ National Treasurer Name:
_____ Physical Signature (Ink Only):	_____ Physical Signature (Ink Only):
Date: _____ / _____ / _____	Date: _____ / _____ / _____

PART V: EXECUTIVE ENDORSEMENT & COMPLIANCE GATEWAY

This section must be completed by the Sub-Branch President (recommending authority) and the National Sergeant Major (conduct and registry validation authority) to confirm candidate eligibility.

SUB-BRANCH PRESIDENT ENDORSEMENT	NATIONAL SERGEANT MAJOR VALIDATION
I certify that the candidate has been audited, their portfolio is complete, and they demonstrate advanced doctrinal competence to serve in the representative role of State President.	I certify that the candidate has been checked against the National Database and the Administrative Action Register. The candidate holds no active disciplinary actions or compliance violations.
_____ Sub-Branch President Name / AKA:	_____ National Sergeant Major (NSM) AKA:
Signature: _____	Signature: _____
Date: _____ / _____ / _____	Date: _____ / _____ / _____

PART VI: CANDIDATE COMPLIANCE & FINANCIAL ATTESTATION

MANDATORY LEGAL ATTESTATION: This attestation is a formal, binding contract between the individual candidate, their nominating Sub-Branch, and the National Executive Committee of the Military Brotherhood Military Motorcycle Club. Misrepresentation, false declarations, or subsequent failure to maintain the required standards will result in immediate disqualification, removal from office, and disciplinary investigation under SOP 28.

I, the undersigned Service Member, hereby submit my formal nomination for the office of State President (SP) of the Military Brotherhood Military Motorcycle Club. I solemnly declare and attest that:

1. FINANCIAL INTEGRITY: I do not hold any outstanding debts, unpaid regalia orders, un-acquitted grant funds under SOP 29, or monthly SBF/annual NBF arrears. I carry zero outstanding personal liabilities or charges to any Sub-Branch or the National Body, and I agree that carrying outstanding debts is a direct disqualification under SOP 22.

2. CONSTITUTIONAL COMPLIANCE: I am fully conversant with the National Constitution and all active Standard Operating Procedures. If elected, I accept my fiduciary duty to actively enforce all visual clothing standards (SOP 3), data privacy settings (SOP 21), and Ex-Service Organisation training/insurance loops (SOP 14 / SOP 30) across all branches within my State or Territory.

3. REPRESENTATIVE WILL & DEMOCRATIC AUTONOMY: I formally acknowledge that my primary duty on the National Executive Committee (NEC) is to represent and convey the democratic majority vote of the financial Service Members within my state, completely subordinating my personal opinions or private biases to the collective will of my constituents.

4. CRISIS MANAGEMENT & CHAIN OF COMMAND: I accept that during any regional crisis or police-involved misconduct, I am authorized and obligated to execute the SOP 02 Paragraph 17 Emergency Disciplinary Protocol, taking swift action to protect the brand, while strictly executing the mandatory 48-hour case handback to respect Sub-Branch constitutional autonomy.

5. SIGNATURE INTEGRITY: I verify that this form has been compiled physically, is signed with physical ink, and that I have made zero use of digital or electronic signatures in its submission.

EXECUTION AND ATTESTATION SIGNATURE BLOCKS:

_____ Candidate Full Name	_____ State Vote Coordinator (State Secretary):
_____ Candidate AKA / Signature (Ink Only)	_____ Verification Signature (Ink Only):
Date: _____ / _____ / _____	Date Received: _____ / _____ / _____

OFFICIAL STATE PRESIDENT SECRET BALLOT PAPER

STATE/TERRITORY JURISDICTION:_____	ELECTION YEAR:_____

★ MANDATORY VOTING & SECRECY DIRECTIVES ★

VOTING ELIGIBILITY: In strict accordance with the MBMMC National Constitution and SOP 16, only fully financial Service Members and Life Members in good standing within the State or Territory are eligible to vote. Probationary nominees, Sierra Squad members, and Retired members do not possess voting rights on national or state-level officer elections.

SECRET BALLOT INTEGRITY: This ballot must be completed physically in ink. Digital or electronic signatures or markings are strictly prohibited. To preserve complete voter anonymity, do not write your printed name, AKA, or any identifying marks on this ballot paper. Complete secrecy is a constitutional mandate.

VOTING INSTRUCTIONS

1. Read the list of approved candidate portfolios and strategic vision statements distributed by the State President Vote Coordinator (SPVC) on T-55 Days ~~October 1st~~.

2. To cast a valid vote, place a clear and distinct 'X' or '✓' inside the bracket [ ] next to the name of ONE (1) candidate of your choice.

3. Do not mark more than one box. Ballot papers with multiple boxes marked, or containing defacing or identifying text, shall be declared invalid by the SPVC.

4. Place the marked ballot paper inside the smaller 'INNER ENVELOPE' (labeled "BALLOT ONLY") and seal it. Do not write any text on the inner envelope.

5. Insert the sealed inner envelope into the larger 'OUTER ENVELOPE'. On the back of the outer envelope, print your Full Name, AKA, Sub-Branch, and Sign physically in ink. This outer envelope is used solely by the Sub-Branch Secretary and SPVC to verify voter eligibility on the Sub-Branch Nominal Roll before the inner envelope is placed into the secure ballot box.

6. Return your sealed double-envelope package to your Sub-Branch Secretary in person, or mail it to arrive before the close of voting by 17:00 hours on T-25 Days ~~at 5:00 pm on October 31st~~.

OFFICIAL SECRET BALLOT AREA

VOTE BOX	CANDIDATE AKA	CANDIDATE FULL NAME	NOMINATING SUB-BRANCH
[ ]			
[ ]			
[ ]			

SUB-BRANCH SECRETARY & SCRUTINEER CERTIFICATION

We, the undersigned Executive Officers and independent Scrutineers of the MBMMC Sub-Branch, hereby certify that the secret ballots cast locally were verified against the Sub-Branch Nominal Roll, and that the sealed inner ballot envelopes were compiled and transmitted to the SPVC in accordance with the chronological timeline and security controls mandated under SOP 22.

SB Secretary Name/AKA: _____ **Signature:** _____ **Date:** ___ / ___ / ___

Scrutineer 1 Name/AKA: _____ **Signature:** _____ **Date:** ___ / ___ / ___

Scrutineer 2 Name/AKA: _____ **Signature:** _____ **Date:** ___ / ___ / ___

MILITARY BROTHERHOOD MILITARY MOTORCYCLE CLUB

ANCILLARY TO SOP 22 - STATE PRESIDENTS

STATE PRESIDENT VOTE COORDINATOR (SPVC) AUDIT CHECKLIST

SPVC Name / AKA:	**State/Territory:**
Sub-Branch Location:	**Tenure Expiration Date (T-Day): ____/____/____**
Email:	**Audit Status: [ ] PENDING [ ] COMPLIANT**

PHASE 1: APPOINTMENT & SETUP GATEWAYS (ON OR BEFORE T-90)

Status Y/N or N/A	Mandatory Audit Requirement / Compliance Step	SOP Ref.	Date / Init
[ ]	Verify that the State Council of Sub-Branch Presidents formally selected and appointed you as the neutral SPVC on or before T-90 Days.	**SOP 22, Sec 4.C.i**	_____
[ ]	Audit your own eligibility: Confirm you are a financial Life or Retired Member, hold zero conflicts of interest, and are not a candidate or relative of a candidate.	**SOP 22, Sec 4.C.ii**	_____
[ ]	National Secretary Fail-Safe: If a neutral local officer was unavailable, verify that the National Secretary provided a vetted interstate panel for Council selection.	**SOP 22, Sec 4.C.ii**	_____
[ ]	Establish a dedicated, secure email address and a physical drop box exclusively for the receipt of physical portfolios and sealed ballot packs.	**SOP 22, Sec 4.C.iii**	_____

PHASE 2: NOMINATIONS & PORTFOLIO COMPLIANCE GATES (T-90 TO T-60 DAYS)

Status Y/N or N/A	Mandatory Audit Requirement / Compliance Step	SOP Ref.	Date / Init
[ ]	Confirm that all Sub-Branch Presidents were issued the official Call for Nominations and blank Annex B forms at T-90 Days.	**SOP 22, Sec 4.D.ii**	_____
[ ]	Securely log and file all candidate portfolios and physical Annex B Nomination Forms received prior to the 17:00 hours T-60 Days cutoff.	**SOP 22, Sec 4.D.iii**	_____
[ ]	Audit Section IV of Annex B: Verify physical ink signatures of BOTH the Sub-Branch Treasurer and the National Treasurer, certifying zero arrears.	**SOP 22, Annex B Pt IV**	_____
[ ]	Audit Section V of Annex B: Verify physical signatures of the nominating Sub-Branch President and the National Sergeant Major for registry validation.	**SOP 22, Annex B Pt V**	_____
[ ]	Conduct Doctrinal Portfolio Audit: Verify inclusion of a Strategic State Vision (max 500 words), Admin Competence evidence, and a signed Financial Self-Declaration.	**SOP 22, Annex B Pt III**	_____
[ ]	Verify Candidate Class Status: Confirm candidate holds an active motorcycle license and rides a registered 600cc+ motorcycle or trike.	**SOP 22, Sec 4.A.iv**	_____
[ ]	Signature Integrity Check: Enforce the absolute prohibition of digital signatures. Disqualify any candidate using digital or photocopied signatures.	**SOP 22, Annex B Pt VI**	_____

PHASE 3: BALLOT PREPARATION & DISTRIBUTION (T-55 DAYS)

Status Y/N or N/A	Mandatory Audit Requirement / Compliance Step	SOP Ref.	Date / Init
[ ]	Collate all approved candidates' portfolios, biographies, and strategic visions into a standardized, impartial, and balanced layout.	**SOP 22, Sec 4.C.iii**	_____
[ ]	Prepare the standardized physical Ballot Papers conforming strictly to the secret ballot layout and directives of SOP 22 Annex C.	**SOP 22, Sec 4.C.iii**	_____
[ ]	Assemble and distribute the official State Vote Packs (bios, ballots, and double-envelopes) to all Sub-Branch Secretaries by 17:00 hrs on T-55 Days.	**SOP 22, Sec 4.D.iv**	_____

PHASE 4: VOTING OVERWATCH & SECRET BALLOT COUNT (T-55 TO T-20 DAYS)

Status Y/N or N/A	Mandatory Audit Requirement / Compliance Step	SOP Ref.	Date / Init
[ ]	Log and securely store all returned sealed double-envelope ballots in a locked ballot safe. Confirm zero signs of tampering or unauthorized access.	**SOP 22, Sec 4.C.iii**	_____
[ ]	Enforce Voting Cutoff: Confirm that all returned ballots were received from Sub-Branch Secretaries before 17:00 hrs on T-25 Days.	**SOP 22, Sec 4.D.v**	_____
[ ]	Check Local Audit Sheets: Confirm each Sub-Branch's returned ballot box is accompanied by a nominal roll signed by the local Secretary and two Scrutineers.	**SOP 22, Sec 4.D.v**	_____
[ ]	Conduct Final Physical Count: Perform the formal tally on T-20 Days in the presence of at least one independent, non-voting Club witness.	**SOP 22, Sec 4.D.vi**	_____
[ ]	Submit Certified Outcomes: Immediately transmit final vote tallies, count sheets, and SGM Special Resolution minutes to the National Secretary on T-20 Days.	**SOP 22, Sec 4.D.vi**	_____

PHASE 5: HANDOVER & TRANSITION CLOSURE (T-20 TO T-0 DAYS)

Status Y/N or N/A	Mandatory Audit Requirement / Compliance Step	SOP Ref.	Date / Init
[ ]	HOTO Activation: Immediately notify the outgoing and incoming State Presidents to activate the mandatory 14-day formal transition period (T-14 to T-0 Days).	**SOP 22, Sec 5 / SOP 24**	_____
[ ]	Supervise Custody Transfer: Actively monitor that the outgoing President hands over the State Council Common Seal, financial ledgers, minutes, and digital recovery keys.	**SOP 22, Sec 5.b**	_____
[ ]	Auspicing & Compliance Audit: Verify that the outgoing President hands over all active SOP 29 Annex B charity auspicing files and financial acquittals.	**SOP 22, Sec 5.b.3**	_____
[ ]	Verify Handover Certification: Certify that both Presidents physically execute and sign the SOP 22 Annex A State President Handover Certificate.	**SOP 22, Sec 5.c**	_____

[ ]	Submit to National Secretary: Deliver the fully executed Annex A Handover Certificate to the National Secretary prior to 17:00 hrs on T-0 Days (T-Day).	**SOP 22, Sec 5.d**	_____

SPVC COMPLIANCE ATTESTATION & CERTIFICATION

I hereby certify under physical signature that the election cycle for the State President office of the Military Brotherhood MMC within my jurisdiction was conducted in absolute transparency and in strict accordance with the National Constitution, SOP 16, and SOP 22. All candidate eligibility, financial clearance gates, and secret ballots have been audited and verified.

_____ **Date: _____ / _____ /_____**

SPVC Official Signature (Ink Only) **Registry Submission Date**