Standard Operating Procedure (SOP)
15
Amending, Repealing or Adding to the Club Constitution or SOP

General

1. This SOP outlines the necessary instruments required to amend, repeal or add to the Constitution or SOP.

Alteration of an SOP

2. An SOP describes the fundamental operating nature of a clause of the Constitution. It outlines how a clause of the Constitution should be applied.

3. The National Executive (NE) will create SOPs, consistent with the Constitution, for the internal management of the Club and its Sub Branches. Sub Branches have the right to request an amendment to a Club SOP and to introduce additional 'local SOPs' that reflect the nature of their location, as long as they do not contradict this Constitution.

4. A Service Member can propose an amendment, repeal, or addition to an SOP (Annex A). The proposal must be in writing and submitted through their Branch President and State President to the National Secretary.

5. The NE will review the proposal and decide based on the following criteria to accept or reject the proposal:

    a. Does the proposed change improve or reduce the overall operations of the Club, its mission, and objectives?

    b. Does the proposal adversely affect the operation of a Sub-branch or Sub-branches?

    c. Does the proposal reduce the effectiveness of the current SOP?

    d. Does the proposal provide a means of improving the Constitution and, hence, the operation of the Club in the future?

    e. Is the proposal a "red herring"?

6. If the proposal is accepted by the NE, the National Secretary will draft an amended SOP incorporating the changes to be tabled at the next possible NEC meeting. The NEC will vote on the proposal; if it receives a 75% affirmative vote, the proposal will

be accepted.

7. The vote will be recorded in the meeting's Minutes for dissemination to the Club.

8. If the vote is successful, the National Secretary will submit the amended SOP to the IT Manager for upload to the National Website's Resources page. The amended SOP will have the changes annotated in a different font color (usually blue) and will remain this colour until the next subsequent change is passed. Previous blue font text will be restored to black. The SOP will reflect the date of the NEC meeting at which it was passed.

9. Notwithstanding the requirement in paragraph 94 of the Constitution for NEC approval prior to uploading SOP changes to the website, minor editorial corrections, including the rectification of spelling, grammar, or punctuation errors, may be made to an SOP by the National Secretary or designated SOP custodian. Such minor corrections must not alter the intended meaning, substance, or application of the SOP clause or sentence being edited. A record of these minor revisions shall be maintained, and the updated SOP shall indicate the date of the minor correction

Alteration of the Constitution

10. The Constitution may be amended, repealed or added to at a Special Club Meeting called by the NE after receiving and evaluating a proposal put forward from the member through their Sub Branch and State President.

11. The NE can also call for a Sub Committee to be established consisting of no fewer than one representative from each State headed by the National Secretary to perform a complete audit of the Constitution. The Committee is to produce a report of recommended changes. This report will serve in lieu of the proforma at Annex A for the purposes of a complete audit, however all proposed changes will still be subject to the determination process as detailed below.

12. For a Constitutional change to take effect, every confirmed Service Member of the Club shall be provided the opportunity to cast their vote individually and without recourse to their Sub-Branch Executive (Annex B)

13. An amendment, repeal or addition to the Constitution can be called for by any confirmed Service Member using the proforma attached at Annex A. The amendment, repeal or addition must be in writing, passed through their Sub Branch President, State President to the National Secretary.

Determination of Proposal

14. When a Constitutional change is proposed, the NE shall meet in committee within 30 days of having received the submission to determine the viability of that proposal. To aid its decision the NE may correspond with other Service Members or Sub-Branch Executives as it deems necessary.

15. The NE shall base its final decision on any proposal to amend, repeal or add to the Constitution on the following criteria:
    a. Does the proposed change improve or reduce the overall operation(s) of the Club, its mission and objectives?
    b. Does the proposal adversely affect the operation of a Sub-branch or Sub-Branches?
    c. Does the proposal reduce the effectiveness of the Constitution at the time?
    d. Does the proposal provide a means of improving the constitution, and hence the operation of the club, in the future?
    e. Is the proposal a “red herring”?

16. Once the NE has concluded its determination of the proposed amendment, repeal or addition, it shall notify the proposer of its decision within 14 days of having accepted or rejected the submission (Annex C).

17. If the proposed amendment, repeal or addition is upheld, e.g., cleared for an overall Service Member vote, the NE shall call a Special Meeting and the proposed amendment, repeal or addition shall be disseminated to every confirmed Service Member. The closing date of the vote shall be 30 days from the date calling for votes to be cast.

18. If the amendment, repeal or addition is to be voted (quorum being 75% of confirmed Service Members) it will be registered by the NE and notice provided to every confirmed Service Member of the proposed change to the Constitution.

19. If the amendment, repeal or addition is passed (50% plus 1 or more Service Members vote ‘YES’) then the decision shall be registered by the NE and notice provided to every confirmed Service Member of the amendment, repeal or addition to the Constitution.

AI-Assisted Document Drafting and Integrity

20. **Purpose:** To establish safe parameters for using Artificial Intelligence (AI) and automated tools (e.g., Gemini, Copilot) to assist in the drafting, formatting, and refinement of official Club documents, including SOPs and administrative templates.

21. **Permissible Administrative Uses:** AI tools may be used by the NE or designated Sub-Branch Executives for:

- Drafting and Synthesis: Compiling and summarising existing Club doctrine into new SOP formats or briefing notes, provided the AI is grounded in official Club sources.

- Editorial Refinement: Rectifying spelling, grammar, and punctuation errors in draft documents in accordance with SOP 15, Paragraph 9.

- Structural Alignment: Assisting with the physical layout, alignment, and formatting of documents in Microsoft Word or Excel to ensure professional

presentation.

- Formula Creation: Using automated tools to create Excel formulas for the National or Sub-Branch Treasurer to manage building fund tracking and financial reporting.

22. Critical Pitfalls and Restrictions:

- Data Privacy (Mandatory): To conform with SOP 13, Article 8 and Constitution Paragraph 301c, it is strictly prohibited to input sensitive member data into public AI models. This includes names, medical declarations, Next of Kin (NOK) details, or residential addresses.

- No AI-Generated Signatures: AI tools must not be used to generate, "auto-sign," or "hallucinate" signatures for official Club records or membership applications. This prohibition is specific to AI-generated imagery and does not prevent the authorized administrative practice of inserting digital images of verified handwritten signatures (e.g., "cut and paste") into document templates, provided such use is expressly approved by the relevant Executive. Notwithstanding the use of digital signature images for document preparation, all official membership application records must ultimately be maintained as physical documents with handwritten signatures in accordance with SOP 10, Paragraph 6

- IP Protection: AI-generated imagery must not replace or alter the official Club logo. All artwork must be sourced directly from the NE to maintain brand integrity.

23. **Conformity Checks for AI Content:** Before an AI-assisted document is tabled at an NEC meeting for a vote, the following checks must be conducted:

- Visual Standards: Ensure the document adheres to the font standards in the Merchandise Catalogue (ITC Tiffany for restricted items, Times New Roman for body text, and Arial Rounded for small identifiers).

- Colour Compliance: Any coloured text or headers must strictly match authorized mainland KingStar Shade 70 (Red) or Tasmanian Shade 656 (Khaki).

- The "Positive Instruction" Rule: IAW SOP 03, Paragraph 7, the drafter must ensure the document provides clear, positive instructions and does not rely on AI-generated "assumptions" regarding prohibited activities.

24. **Final Authority:** AI tools are assistants, not authors. The human Executive member remains personally responsible for the accuracy, conduct, and doctrinal conformity of any document produced with AI assistance. All substantive changes to SOPs still require a 75% affirmative vote by the NEC prior to implementation.

PROPOSAL TO AMEND, REPEAL, OR ADD TO THE CLUB CONSTITUTION or SOP			
Date of Submission			
Full Name of Proposer			
Proposers AKA			
Proposers Location			
Proposers eMail			
Proposers Contact Number			
What is your proposal type ?	An Amendment	A Repeal	An Addition
	☐	☐	☐
What part/section of the Constitution or SOP does your proposal affect ?			
What is your proposal ?			
Declaration and Signature by Proposer	I submit this proposal in good faith and for the improvement of the Club. I am aware that my proposal must be based on a Constitutional or SOP amendment, repeal or addition. Proposers Signature: _____		

SERVICE MEMBERS ONLY - INDIVIDUAL VOTING FORM TO AMEND THE CONSTITUTION OR A SOP		
Date of Vote (enter the date you voted)	**Voters AKA**	**Voters Sub Branch Location**
/ /		
What part/section of the Constitution or SOP does the proposal affect?		
What is the proposal or amendment to the Constitution ?		
Or change to a SOP ?		
Reasoning for the proposal		
How do you vote on the proposal?	☐ YES I accept the proposed amendment to the Constitution as described	
	☐ NO I do not accept the proposed amendment as described	
	☐ ABSTAIN I choose to not vote on this amendment	

Instructions:
This form is to be completed by each confirmed Service Member voting individually on a proposed amendment, repeal or addition to the Constitution.
Completed forms are to be returned by the closing date advised by the National Executive.

Decision by National Executive				
Proposers Details				
Date of Submission	/ /			
Full Name of Proposer	Proposers AKA			
What is the proposal ?				
National Executive				
National Executive present	President	Secretary	Treasurer	NSM
Date: / /	☐	☐	☐	☐
Was the proposal accepted for a Club vote?	YES	NO	SPLIT	Count of Vote
	☐	☐	☐	
Determination				
Any further comments?	I submit that this decision by the National Executive has taken all factors into account and been made in good faith.			
Declaration and Signature by National President	I am aware that the National Executive decision must be based on the relevant section of the Constitutional.			
National President's Signature			Date	
_____			/ /	