Standard Operating Procedure (SOP) 24

HANDOVER PROCEDURES

General

1) A Handover Procedure is to be instituted in the following cases:

    a. When a Executive position is changed, e.g., after an Annual General Meeting (AGM),
    b. When an Executive member steps down and another member is to be elected (usually at a General meeting), or
    c. When a Sub-branch splits from an existing Sub-branch to form a new Sub-branch

2) A full A full handover procedure shall be conducted in any of the above cases as per Annex A, with the express exception of the office of State President. Transition and handover protocols for State Presidents are governed exclusively by the specialized, high-density compliance controls and checklists established under **SOP 22 Annex A: State President Handover Certificat.**

Handover after an AGM

3) A full handover procedure must be conducted within fourteen (14) days after Executive positions have been changed due to an Annual General Meeting (AGM),

Handover after an Executive Vacancy

4) A full handover procedure must be conducted within fourteen (14) days after an Executive position has been changed due to a member vacating an Executive position.

Handover Procedure prior to and during the Split in an Existing Subbranch

5) A full handover procedure must be conducted within fourteen (14) days after notification that a split (members starting a new Sub-branch) will occur in an existing Subbranch.

6) Any Executive member electing to leave an existing Sub-branch must advise that existing Sub-branch Executive of his/her intention at least fourteen (14) days prior to them leaving the Sub-branch.

7) Once the existing Sub-branch has been notified of an intending split, a handover procedure for any Executive position must be commenced, preferably within fourteen (14) days of the split occurring.

Handover Proforma

8) The Handover Procedure Proforma **shall** be completed together with the incoming member in accordance with Annex A of this SOP. This requirement applies to all Sub-Branch Executive roles. State President transitions **shall** utilize the **SOP 22 Annex A** proforma to ensure complete transfer of state-level assets, digital privileges, and compliance files.

9) Once completed, the proforma must be handed endorsement by the Sub-Branch President.

State President Handover Protocols

10) **State President Transitions:** To safeguard the Club's national governance, ex-service advocacy standing, and ACNC charity compliance, the transition and handover of the office of State President **shall** strictly adhere to the following mandates:

    a. **Mandatory Timeline:** The formal handover **shall** be executed over a dedicated fourteen (14) day transition period and completed in full on or before the formal expiration date of the outgoing State President tenure.

    b. **SPVC Overwatch:** The transition **shall** be actively overseen and audited by the appointed State President Vote Coordinator (SPVC) utilizing the chronological audit controls of **SOP 22 Annex D**.

    c. **Specialized Proforma:** The outgoing and incoming State Presidents **shall** jointly complete, verify, and physically sign in ink the **SOP 22 Annex A: State President Handover Certificate**. This form replaces the standard SOP 24 Annex A form for state-level transitions and covers the custody transfer of the State Council Common Seal, official financial books, digital database/social media credentials (SOP 21), and active charity auspicing logs (SOP 29).

    d. **NEC Compliance Gate:** The fully signed SOP 22 Annex A Handover Certificate **shall** be submitted directly to the SPVC and National Secretary

prior to the expiration of the outgoing term. Submission of this completed proforma 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).

HANDOVER CERTIFICATE

Date of Handover

Name of Member handing over

AKA:	Full Name:

Position of Member Handing over

PRES	V/PRES	DEC	TREAS	SSM	QM	SSL

IF PRESIDENT	Have you briefed the incumbent on everything pertinent to the Sub-branch and the Club?	YES/NO
IF VICE PRESIDENT	Have you briefed the incumbent on everything pertinent to the Sub-Branch?	YES/NO
IF SECRETARY	Have you briefed and introduced the incumbent to the following: SUB-BRANCHMINUTES ELECTRONIC FILES (EMAILS ETC) DOCUMENTS FILED AWAY HARD COPIES OF DOCUMENTS	YES/NO [ ] [ ] [ ] [ ]
IF TREASURER	Have you briefed and introduced the incumbent to the following? SUB-BRANCH BANK ACCOUNT HOLDINGS SUB-BRANCH BOOKS OF ACCOUNTS SUB-BRANCH C H E Q U E BOOKS A N D D E P O S I T BOOKS ALL EXISTING SIGNATURIES ANY EFT PROCESSES	YES/NO [ ] [ ] [ ] [ ] [ ]

IF SSM	Have you briefed the incumbent on everything pertinent to the Sub-branch and the Club?	YES/NO
IF QM	Have you briefed the incumbent on everything pertinent to the Sub-branch, including? REGALIA ORDER FORM CURRENT HOLDINGS OF REGALIA SUB-BRANCH items on order	YES/NO [ ] [ ] [ ]
IF SIERRA SQUAD LEADER	Have you briefed the incumbent on everything pertinent to the Sub-branch?	YES/NO

THIS CERTIFICATE ONCE COMPLETED MUST BE PRESENTED TO THE SECRETARY OF THE SUB-BRANCH FOR DETERMINATION BY THE SUB-BRANCH EXECUTIVE.

OUTGOING MEMBER:	DATE
INCOMING MEMBER:	DATE

IMPORTANT GOVERNANCE NOTE:

1. This standard handover certificate is to be used exclusively for Sub-Branch Executive and committee-level transitions (President, Vice President, Secretary, Treasurer, SSM, QM, SSL, DC).

2. It shall not be used for State President transitions. State President handovers shall utilize the dedicated **SOP 22 Annex A: State President Handover Certificate** to satisfy the mandatory state-level compliance and asset transfer audits.