



Military Brotherhood MMC Inc

SOP 1 – Rev 08 April 2011

Standard Operating Procedure (SOP)

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Club Organisation

General

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



Figure 1 – Sub Branch Structure



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2. Each Sub Branch will operate with two (2) types of membership:
 - a. Service Members; and
 - b. Sierra Squad Members.

Service Members

3. Service Members include persons who are ex-service members or current serving members of the Australian Defence Force (ADF) and includes other persons who have Commonwealth (Cwth) forces service and are permanent residents. The Chapter Executive which manages the Chapter is elected from those members who are Service Members, and includes the following positions:

- a. President;
 - b. Vice President;
 - c. Secretary;
 - d. Treasurer;
 - e. Quartermaster; and
 - f. Sub Branch Sergeant Major.
4. Duties of the above positions are contained in SOP 2.

Sierra Squad Members

5. The Sierra Squad includes:
 - a. Those persons have not served in the ADF or any Cwth forces;
 - b. Those persons who have military service but who do not have a motorcycle at the time they applied to join the Club (can transfer over after acquiring a motorcycle); and
 - c. A holding and training cell for all Nominees.
6. The Squad has responsibility for the following positions within the Club:
 - a. Squad Leader.



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7. Duties of the positions above are contained in SOP 2.

Meetings

8. The membership as a whole (Service and Sierra Squad Members) meet together once a month during the general meeting to discuss Club management and direction. However, on matters that effect a 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: and
- c. Service 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.

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