



Military Brotherhood MMC Inc

SOP 18 – 01 March 2011

Standard Operating Procedure (SOP) 17

Administrative Warnings

General

1. An administrative warning is to be issued to a member only by a Club Sergeant Major (CSM), Sub Branch Sergeant Major (SSM) or the sub branch Discipline Corporal (DC), when they have determined that the member is *responsible for creating an adverse situation, condition, or practice which is contrary to the Club Constitution or Club SOPs.*
2. Format and Procedure
 - a) Each administrative warning issued to a member shall be in writing and shall include the following information:
 - 1) A description of the nature of the violation;
 - 2) A citation of the specific Constitutional provision or SOP which the Sub Branch believes has been violated; and
 - 3) A statement that the *member shall be responsible for correcting the situation, condition, or practice.*
 - b) Each administrative warning shall be sent to the member or served personally upon the member by the CSM, SSM or DC within fourteen (14) days of the occurrence which the administrative warning was raised, The member has fourteen (14) days within which to submit a plan of corrective action to the CSM, SSM or DC. The Executive will be notified of this corrective action.
 - d) A member has thirty (30) days from receipt of an administrative warning to *correct the situation, condition, or practice which resulted in the issuance of the Administrative warning.* If it is found that the member has failed to complete their plan of corrective action, the Executive (through the CSM,SSM or DC), shall notify the member of this failure to comply with an administrative order, and what further actions are to be undertaken by the Executive to correct the situation.
 - e) If a member is issued 3 administrative warnings within a 12 month period then the Executive will meet to decide what further action is to be taken in regards to the member.



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- e) Failure to comply with an administrative warning within the set down time frames can result in disciplinary actions, (as listed in CSOP) being brought to bear on the offending member by the Executive.

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