



Military Brotherhood MMC Inc

SOP 20 – 04 Jul 13

Standard Operating Procedure (SOP) 20

LEAVE OF ABSENCE, RETIREMENT, RESIGNATION AND REJOINING OUR CLUB

General

1. Members (Service Members and Sierra Squad Members) within the Club are able to take Leave of Absence, Retirement or Resignation as their personal circumstances allow.
2. This SOP describes the nature of each category and what is required when adopting any one cause of action. It also contains the necessary provisions for Rejoining the Club after Resigning.

Leave of Absence

3. Upon applying for Leave of Absence the member shall retain the Club Breast Patch and Military Brotherhood MMC numberplate and all his/her regalia.
4. Leave of Absence must be in writing and delivered to the Sub Branch Secretary.
5. Upon receipt of a notice of Leave of Absence the Sub Branch Secretary shall move the name of the member by whom the notice was given from the 'Register of Members' (both in the Sub Branch and the Club Register) to the 'Register of Retired/On Leave Members'.
6. Leave of Absence is usually a short period of time, and may involve medical reasons, work reasons or personal reasons.
7. Upon returning from Leave of Absence the member shall advise the Sub Branch Secretary and his/her name shall be returned to the 'Register of Members' (both in the Sub Branch and the Club Register).

Retiring

8. Upon retiring the member shall retain the Club Breast Patch and Military Brotherhood MMC numberplate and all his/her regalia.
9. Upon receipt of a notice of retirement the Sub Branch Secretary shall move the name of the member by whom the notice was given from the 'Register of Members' (both in the Sub Branch and the Club Register) to the 'Register of Retired/On Leave Members'.
10. Where a member of the Club retires, that member will not hold the Club or Sub Branch liable for refund or return of any fees or subscriptions.
11. Where a member of the Club retires, that member cannot vote on motions within the Sub Branch.



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12. Where a member of the Club retires, that member no longer contributes to the Sub Branch through the Sub Branch Building Fund.

Resigning

13. Resigning from the Club is a major step for any member and must be fully appreciated by the member and the Club. The following steps must be carried out by the member upon resignation:
 - a) the member must return the Club Breast Patch and Military Brotherhood MMC numberplate as a minimum, immediately.
 - b) the resignation must be in writing to the Club Secretary and Sub Branch Secretary and both shall remove the name of the member by whom the notice was given from the two registers of members whereupon that member ceases to be a member of the Club. The Club and Sub Branch then have no obligation toward the ex-member.
 - c) The Club and Sub Branch will, upon a written resignation by a member, proffer that member a 'cooling off' period whereby the member has the option to rejoin the Club within a defined period. That defined period will be at the discretion of the particular Sub Branch, or by the Club (under ADMIN Control to NATHQ).
 - d) Where a member of the Club resigns his or her membership, that member will not hold the Club or Sub Branch liable for refund or return of any fees or subscriptions.

Reapplying for Membership after Resigning from the Club

14. A member who resigns and then wishes to rejoin may apply to the Club or a Sub Branch to rejoin as a Club member.
15. Upon receiving the application form to rejoin, the Sub Branch where the ex-member has submitted his/her application will hold a meeting of their membership as a whole and will determine the provisions for rejoining, taking into account the reasons for the member's original resignation, and length of time the member has been out of the Club.
16. The Sub Branch membership may impose a nominee period of no more than the original nominee period for the type of membership (eg, Service Member or Sierra Squad Member).
17. Upon reapplying for membership, the ex-member will be required to pay the normal Application Fee as applicable to his status as either a Service Member or Sierra Squad Member).
18. Upon receipt of a notice of rejoining the Club, the Sub Branch Secretary shall include the name of the member by whom the notice was given on the 'Register of Members' of that Sub Branch and shall inform the Club Secretary of the rejoining member to allow the Club Secretary to include the member on the National Register.