



# Military Brotherhood MMC Inc

SOP 4 – 05 April 2010

## Standard Operating Procedure (SOP)

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### Sub Branch Building Funds

#### General

1. The Sub Branch Building Fund (SBF) provides each Sub Branch with a monthly stipend which is collected from each member and independent supporter (non spouse or partner).

#### Purpose

2. The SBF is to be used for the following purposes:
- Any equipment required by the Sub Branch, and which cannot be obtained by other means;
  - To pay for items deemed necessary by the Sub Branch while on a Sub Branch run; and
  - To support a member of the Sub Branch, who is in financial difficulties, and which is voted on by 100% of the Service Membership.
3. The SBF is not to be used to purchase alcohol, other beverages or food stuffs.

#### Payments

4. The SBF is funded by a \$10 per month levy on each Service Member and independent supporter of the Club. An independent supporter in this instance is any person who is not a spouse, partner or de facto of a Service Member.
5. The SBF is the responsibility of the Treasurer, to collect, record, and advise its position, and to the Secretary who updates each member's position on the Club website within the appropriate Sub Branch's webpage.
6. Duties of the Treasurer and Secretary relating to the SBF are as follows:
- Treasurer –



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- I. to collect all moneys from members and supporters;
- II. to record monies collected in the books of accounts;
- III. to deposit those amounts with the Sub Branch financial institution;
- IV. to ensure the amounts owed by members and supporters does not fall into arrears;
- V. to advise the Sub Branch Executive if a member or supporter is far into arrears and is failing to acquit that debt.

b. Secretary –

- I. to record in the minutes who paid monies; and
- II. to update the Sub Branch webpage on the Club website.

### Penalties

7. Any member who falls into arrears and fails to rectify the situation after being properly advised by the Treasurer shall be called to explain during a general meeting. The Sub Branch Executive, after deliberation with the Sub Branch membership, shall advise the member of any action to be taken.

### Refund

8. Monies paid by members and supporters into the SBF are non refundable, regardless of circumstances, including resignation from the Sub Branch.