



# **Guidelines Kit for Raising a New Sub Branch**

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## **GENERAL**

1. Raising a new Sub Branch is extremely simple. The following fundamental reasons must apply when raising a new Sub Branch, particularly within the Military Brotherhood MMC Inc:
  - a. Members must be willing to create a 'safe haven' type environment, which will sustain itself over time, while providing all members the opportunity to experience camaraderie, commitment and mateship; and
  - b. Members must be willing to create an environment which will provide qualified and competent support to all members, in particular to those service and ex-service persons and Veterans who are due entitlements through government agencies (DVA, Centrelink, etc).
  - c. Is the Sub Branch willing to consider raising a Veterans Assistance Centre (VAC) in the future.
2. If the above three elements are present and fully understood, then you have an ideal chance of raising a new Sub Branch which has focus and purpose.

## **CLUB and SUB BRANCH OPERATIONS**

3. The Club Executive shall have the following responsibilities:
  - a. Mentor each Sub Branch through its formation period;
  - b. Maintain the one Club Constitution which affects all Sub Branches;
  - c. Assist with all official regalia for each Sub Branch to maintain standards;
  - d. Maintain the Club Standards of Dress (CSODs) manual;
  - e. Maintain a central register of all Club members;
  - f. Maintain one website where each Sub Branch shall have its own pages to provide information; and
  - g. Raise a 'conflict resolution' committee and exercise a Facilitator role.
4. Each MB Sub Branch will govern itself through a Sub Branch Executive

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which comprises Service Members only and which will be responsible for executing the wishes of the Sub Branch as a collective, while observing the requirements of the Club Constitution. The principle of 'one member, one vote' will apply. The Sub Branch Executive is responsible solely for executing collective motions which the Sub Branch has voted to adopt. The Sub Branch Executive is responsible for the daily operations and future direction of its Sub Branch as agreed by the Sub Branch membership as a whole.

5. Each Sub Branch Executive will ensure its Sub Branch operations are reported in a monthly SITREP. This is to ensure a firm 'passage of information' is maintained and that all other Sub Branches are aware of the circumstances existing throughout the Club. Apart from personal internal issues relevant to any Sub Branch, the content of SITREPS will be reported on the Club website.

6. Each Sub Branch will conduct a general monthly meeting of all members (Service and Sierra Squad Members). All members will have a say. Only Service Members will be eligible to vote. Any motions to be tabled are to have 50% of the Service Members present as a quorum. Any vote taken on a motion will be passed if 51% or more of those members present vote in the affirmative or otherwise. If a tied vote should occur, the Club Executive is to be consulted before any further action is taken.

7. The MB membership is to observe the following minimum events as compulsory Stone Runs:

- a. MB Club Muster biennially at one designated location, with date and location TBA;
- b. ANZAC Day each year, being 25 April;
- c. UN Day Commemoration Service each year, being 24 October; and
- d. The Sub Branch AGM.

8. Each Sub Branch shall ensure a firm financial management arrangement is in place on commencement of operations, and that each Service Member and Sierra Squad Member (does not apply to spouse/partner) pays into a Sub Branch Building Fund each month. This will provide the Sub Branch with a continuous fund for asset purchases.

9. Each Sub Branch shall ensure a number of its members are:

- a. trained through TIPS (DVA) as Welfare, Pension and Advocacy Officers; and
- b. able to provide support to ex-serving and current serving members and Veterans of the ADF or Cwth Forces.

10. All other general operational requirements for the Club (and Sub Branches) are contained within the Club Constitution.

### **APPLICATION and ONGOING FEES**

11. Persons on confirmation - and after probation - are to pay the prescribed application fee of \$150.00 as a Service Member, or \$75 as a Sierra Squad Member (not applicable to Service Members partners). Each Service Member and Sierra Squad Member are also obliged to pay the \$10 per month fee towards their Sub Branch Building Fund (not applicable to Service Members partners).

12. An annual fee paid by each Sub Branch to the Club Executive will cover all insurances, website hosting and domain name registration, IP registration for the breast patch design and any other ongoing annual fees which become known.

### **PUBLIC RELATIONS (PR)**

13. The only authorized members to speak to the Media on public relations matters concerning the Club is a member of the Sub Branch Executive, or a nominated fully patched Service Member who has been so authorized by the Sub Branch Executive.

14. Each Sub Branch is to ensure that contact is made with various local organisations to advise them of our Club and its mission and objectives. These organisations include:

- a) RSL;
- b) Local Councillor;
- c) Local Police;
- d) Local State Member of Parliament; and
- e) Local motorcycle clubs.

**RAISING A NEW SUB BRANCH CHECKLIST**

This checklist is to assist members who wish to raise a new Sub Branch of the MB.

Check 1	<b>Do you have sufficient persons with ex-service or current service?</b>	Do you have a minimum of five (5) persons who are ex-services or currently serving (or combination of both) who wish to start a Sub Branch?	YES NO
Check 2	<b>Are these persons aware of the MB requirements as stated in para 1 in the general text above?</b>	Are they in fundamental agreement on these requirements?	YES NO
Check 3	<b>Are you all in agreement on the 'fundamental operating principles' the Club and Sub Branches are to operate under?</b>	These operating principles give Sub Branches very broad authority to run as they wish, with the membership as a whole being responsible for the overall operations of the Sub Branch.	YES NO
Check 4	<b>Have you all voted formally on starting a new Sub Branch and voted who will fill the Sub Branch Executive positions?</b>	This is important to ensure you have a paper trail, which will be required when you seek incorporation and open a bank account.	YES NO
Check 5	<b>Have you all agreed upon – or have you selected – a suitable location from where you will initially operate?</b>	Us here at NATHQ Sub Branch have a 'club house' (which we call the VAC) on private property. The VAC is open each Friday from 1600 to 2200.	YES NO
Check 6	<b>Have you downloaded, and had each person complete the MEMBER APPLICATION FORM?</b>	Download the MB <i>Member Application Form</i> from the website – one for each member – and get them to fill out as appropriate. Once completed, fill in the attached APPLICATION TO RAISE A NEW SUB BRANCH form using the members' information and send to the National Secretary for inclusion on the National Database.	YES NO
Check 7	<b>Have you completed the APPLICATION TO RAISE A NEW SUB BRANCH form which is attached to this instruction?</b>	Complete the MB <i>Application to Raise a New Sub Branch</i> form and email back to the Club Secretary.	YES NO

**APPLICATION TO RAISE A NEW SUB BRANCH**

This preliminary information is to be submitted to the Club Executive before a confirmation is handed down regarding the approval to raise a new Sub Branch.

<b>Geographic location</b> (eg, Name of closest major town or city)	
<b>Number of confirmed ex-service or current service members who will form Sub Branch at start</b>	
<b>Number of persons who will become Sierra Squad members</b>	

**Details of each Service Member Only at raising of Sub Branch**

Surname and First Name	AKA	Executive Position	Home #	Mobile #
		<b>PRESIDENT</b>		
		<b>V PRESIDENT</b>		
		<b>SECRETARY</b>		
		<b>TREASURER</b>		
		<b>QM</b>		
		<b>SSM</b>		

**IMPORTANT INFORMATION FOR NEW SUB BRANCHS**

I hereby provide my signature as a duly elected Executive of the new Sub Branch, advising that the information provided above is correct to my knowledge.

I hereby agree on behalf of the new Sub Branch that we will abide by the Military Brotherhood MMC Constitution and SOPs (by laws). Once accepted as a Sub Branch, we will pay the annual fees as required by the Constitution and SOPs (by laws) of the Club. These payments secure our right to be administered by the Military Brotherhood MMC Club Executive in terms of those costs associated with the formation and operation of a Association and its affiliates.

**Date of Commencement** .....

**Signature** .....

**Full name** .....**Position** .....

Once you have checked all above as YES, contact the following and email this form:

**ClubSecretary**  
[nathq@militarybrotherhood.com.au](mailto:nathq@militarybrotherhood.com.au)  
**Mob: 0412857872**