



VIETNAM VETERANS ASSOCIATION OF AUSTRALIA SOUTH AUSTRALIA BRANCH INCORPORATED

Administrative Instruction 05/2011

SUPPORT GROUPS

Introduction

1. This AI aims to guide any support group that may be formed to provide assistance to a VVAA sub-branch or State Branch.
2. Any interpretation of the rules contained in this Instruction rests with the State Council.

Detail.

Authority to Form a Support Group

3. Any support group shall be authorised in writing by both the State Committee, and Sub-Branch Committees

Aims of a Support Group

4. The aims and objectives shall be to carry out such activities as the authorizing bodies may deem helpful to the VVAA (its members and dependants).
5. The aims and objectives must be in accordance with the National and State Constitutions.

Control

6. Any authorised support group shall be subject to the directions of the State Council in all matters but, within this principle, shall be governed by the sub-branch committee at sub-branch level and the State Committee at State level. This provides the benefit of protection of the VVAA's State incorporation and its public liability insurance.

Disbandment

7. The State Council may suspend or dissolve any authorised support group if in its opinion a continuance of the group's existence is not in the best interest of the VVAA.
8. The State Council will, if possible, resolve any situations between sub-branches and support groups by discussion rather than suspension or disbandment.

Limit of Representation

9. Each sub-branch shall be entitled to form and operate only one support group at any one time.

Support Group Refusal

10. The State Council may, notwithstanding anything in the instructions to the contrary, deprive any support group official representation to State Council if in its opinion such representation is not in the best interests of the VVAA.

Membership Veto

11. The State Council may deprive a representative, or any person, of any right it may have to that representation on a support group, should in its opinion such representation be not in the best interests of the VVAA.

Affiliation Fee

12. There shall be no affiliation fee payable.

Support Group Membership

13. Any membership or officer bearing position(s) shall be appointed by the State Council or Sub-Branch Committee on a yearly basis with the right to make changes if deemed in the best interests of the VVAA.

Meetings

14. The support group may meet at times and frequency as resolved in discussion with the sub-branch committee.

Approval to Operate Books of Account

15. Unless the support group is of sufficient size or receiver of large funds the State council or the sub-branch treasurer is the only person with approval to operate books of account.
16. If a support group operates its own books of account then the State council or the sub-branch committee has the power to veto transactions and close down the accounts if they are in variance with the objects of the VVAA or the wishes of the sub-branch committee. At all times all finance generated by the support group is to be returned to the appropriate sub-branch. At no time can the support group enter into an agreement which could result in a financial debt and moreover, the VVAA will not be held responsible for any un-authorized debts that the support group may incur.
17. The sub-branch Auditor shall also be the auditor of a support group's books of accounts, which must show all inwards and outwards flow of money plus any outstanding financial commitments with relevant documentation.

Discipline of Support Group Members

18. Members shall be subject to similar disciplinary rules of suspension or expulsion as that of members of the VVAA. Any non-members of the VVAA shall be dealt with by the State council or the sub-branch committee as seen fit.

Modus Operandi

19. The thrust of authorised support groups is to assist the State council or sub-branch in achieving its objectives.
20. It is hoped that through dedication to the aims of the VVAA the support group will be able to support those welfare aims.

Authority

State Council Meeting: 20th February 2011