



VIETNAM VETERANS ASSOCIATION OF AUSTRALIA SOUTH AUSTRALIA BRANCH INCORPORATED

Administrative Instruction 16/2011

MEMBERSHIP YEAR

Introduction

1. The term “membership year” can mean any 12-month period, depending on the organisation involved and its constitutional requirements. The State Branch constitution stipulates that membership subscriptions shall be paid as an annual capitation without specifying the actual period involved. The independence of sub-branches and their right to establish membership to suit local requirements means that there is great variation within the range of membership years. This instruction offers guidance in the determination of the membership year.

Detail.

2. The State Council has defined the State Branch membership year as the calendar year (1 January - 31 December). The State Council took the view that, not only is it common practice in other organisations for the membership year to coincide with the calendar year, but also the majority of sub-branches have adopted the calendar year as their membership year. This also permits a far greater control of membership status and renewal because it offers a clearly defined and understood period.
3. Sub-branches may establish a membership year to suit their specific needs. However, contrary to popular belief, the membership year does not have to commence with a scheduled Annual General Meeting as an AGM can be scheduled and rescheduled to meet attendance and other requirements. AGM's are held to elect office bearers, receive and assess financial reports and to allow voting on issues or topics controlled by the constitution. An AGM does not necessarily have a bearing on the membership year.
4. WAA membership cards are available from the Secretary and some sub-branches have produced their own unique cards. Whichever option is taken, or even whether a sub-branch issues membership cards is a decision for the sub-branch. However, if membership cards are issued upon payment of the yearly subscription and they are stamped with the membership year, they offer an accurate method of reminding members of their financial status as well as assisting the sub-branch committee to verify membership status. Membership subscriptions are more likely to be paid on time if the membership is by calendar year, as each member knows that membership renewal is required yearly and a membership card stamped with the current year would reinforce this view.

Authority

State Committee meeting: 20th Feb. 2011