



VIETNAM VETERANS ASSOCIATION OF AUSTRALIA SOUTH AUSTRALIA BRANCH INCORPORATED

Administrative Instruction 32/2011

New Sub-Branches - Conditions of Membership

Introduction

1. From time to time groups of veterans, their wives and or partners and dependents seek to affiliate with the South Australia Branch. Prior to their acceptance as a sub-branch these groups must satisfy certain basic criteria and agree to comply with conditions of membership.
2. The aim of this AI is to provide guidance to both parties during the application and acceptance process.

Detail

3. Any veterans' group wishing to become a sub-branch should contact the State Secretary who will inform them of the minimum requirements needed prior to being considered as a potential sub-branch. A new sub branch must be separated by a required distance as to not interfere with or impose upon the working operations of existing sub branches.
4. If the group wishes to proceed, a formal written application should be forwarded to the State Secretary. The application should include the group's objectives, the number of potential members and the group's geographical location. The State Secretary is to present the application to the next State Executive meeting for consideration. The State Executive may either reject the application on constitutional grounds or process the application for presentation to the next State Council Meeting.

If the State Council accepts the application, it is accepted subject to the sub-branch signing a joining agreement. The State Secretary is to then forward to the new sub-branch:

- A letter similar to the example shown at annex A, and two copies of the sub-branch joining agreement shown at Annex B
5. The original copy of the joining agreement must be signed by a member of the sub-branch committee and returned to the State Secretary to complete the acceptance process. The duplicate is to be retained by the sub-branch.

Authority

State Council Meeting : 20th February 2011

To

Dear

Your application to form a Sub-Branch of the Vietnam Veterans Association was presented to the State Council and subsequently approved. The acceptance is subject to your formal agreement to the conditions of membership contained in the sub-branch joining agreement. Two copies of the agreement are enclosed. Please return the original copy signed by a member of your committee and retain the duplicate for your records. This action completes the acceptance process.

You may now make preparations to meet your sub-branch commitments, namely:

- Appoint a sub-branch delegate to the State Council.
- Assess the local veteran community welfare needs.
- Nominate a member to attend welfare officer training

The State Branch recognises that difficulties will occur in meeting these commitments in the short term; however, as the VVAA is a welfare organisation it is important that these commitments are addressed as soon as possible.

Enclosed are copies of the National Constitution, The State Constitution, the National Policy Handbook and Administrative Instructions, all of which are essential reference material for your committee.

Yours Sincerely

State Secretary

SUB-BRANCH JOINING AGREEMENT

VVAA Ethos

1. The fundamental characteristic of the Vietnam Veterans Association is that it is a non-political, non-denominational welfare organisation dedicated to the health, welfare and well being of veterans and their families. The Association intentionally avoids involvement in controversial issues unrelated to the welfare role defined in the National Constitution.

Agreement

2. This agreement sets out the conditions of membership to the Vietnam Veterans Association South Australia Branch.

National Constitution.

3. Compliance with the National Constitution and the National Policy Handbook is a fundamental requirement of all State Branches and sub-branches.

State Constitution

4. The State Constitution expands on the National Constitution and is supported by State Administrative Instructions approved by the State Council.

Functional and Administrative Control

5. The State Branch is structured to ensure that the State Executive carries out the wishes of the members it represents. To achieve this objective, the State Executive takes direction from decisions taken as a result of a majority vote of a State Council meeting comprised of sub-branch delegates. All sub-branches are encouraged to appoint a delegate to attend the Quarterly State Council meetings.

Disputes

6. The difficulties and complexities of a welfare organisation such as the VVAA mean that disputes and disagreements will occur from time to time. Each sub-branch is expected to instruct their delegate to raise aspects of dispute or disagreement as a topic for discussion at Quarterly State Council meetings. The State Council will discuss the issues concerned and resolve them by a democratic process of a majority vote of delegates. *Under no circumstance* is a sub-branch permitted to engage a solicitor to either commence legal proceedings or threaten legal proceedings against an individual or an organisation

without first obtaining the approval of the State Council.

Membership Register

- 7. Maintenance of a membership register is a requirement of the 'Incorporation Act' and each sub-branch must provide the names and addresses of each financial member when making capitation payments.

Minimum Membership

- 8. A minimum of ten (10) ordinary members is necessary to form a sub-branch and this minimum must be maintained to remain a sub-branch of the VVAA. For information, if a member was financial in the preceding year and is not financial in the current year the membership is classified as an un-financial member. However, if the member does not renew membership in the current year then membership lapses and the veteran is no longer a member of the Association.

Control of Membership

- 9. Each sub-branch is responsible for introducing controls to establish that each applicant for membership meets the membership category criteria as defined in the constitution.

Capitation Waiver

- 9. A new sub-branch will not be required to pay capitation in the first year of operation when it is necessary for the sub-branch to retain all fees to establish and maintain financial viability. If however, a sub-branch were able to afford to pay capitation in the first year then it would be expected to do so. Irrespective of whether capitation is paid or not, the sub-branch will be expected to provide a list of financial members for incorporation and insurance purposes.

Geographic Proximity of Sub-branches

- 10. A new sub-branch will not be allowed in close proximity to an existing sub-branch. The definition of 'Close Proximity' will remain at the discretion of the State Executive or the State Council where a dispute arises. The major factor to be considered is the impact a new sub-branch would have on the existing one.

Sub-Branch Financial Responsibilities

- II. Sub-branches are completely responsible for their fund raising and are obliged to resolve their financial liabilities without recourse to the State Executive.

Acceptance

- 12. I accept the conditions of membership of the Vietnam Veterans Association of Australia South Australia Branch on behalf of theSub-branch, which is also known as

(Signature)

(Printed Name)

(Executive Position)

(Dated)