



# **VIETNAM VETERANS ASSOCIATION OF AUSTRALIA**

## **VICTORIAN BRANCH (INCORPORATED)**

### **ADMINISTRATION INSTRUCTION NUMBER 15**

### **HEADQUARTERS & INTERNATIONAL SUB-BRANCHES**

#### **Introduction**

1. The aim of this AI is to advise of the administrative procedures and guidelines necessary for the management of the Headquarters and International Sub-Branches.
2. In order to meet the needs of Vietnam Veterans who reside in remote areas or overseas, a Headquarters Sub-Branch and International Sub-Branch have been established.

#### **Detail**

##### **Headquarters Sub-Branch**

3. The National Council resolved that there would not be a National remote area branch of the Vietnam Veterans Association of Australia and assigned the responsibility of servicing veterans in remote areas of a state to the State Branches.
4. The Executive of the Headquarters Sub-Branch will be represented by the State Executive as elected at the Annual General Meeting of the State Council. Specifically, the Assistant State Treasurer and Membership Manager will be assigned the delegate role to represent all Headquarters Sub-Branch members
5. The Membership Manager will be responsible for imparting information to Sub-Branch members and also seeking their collective opinions on specific matters for presentation at State Council meetings.
6. Membership of the Headquarters Sub-Branch is open to all veterans and their dependants, particularly those who reside in remote areas.
7. The Headquarters Sub-Branch is subject to the same administrative and operational procedures as any other Sub-Branch. For instance:
  - Subscriptions and capitations will be paid.
  - Normal insurance cover arrangements will be met.
  - A separate welfare and general bank account will be organised if necessary.

##### **International Sub-Branch**

8. The National Congress held in Sydney on 28 May 1999 approved the establishment of a Vietnam Veterans International Sub-Branch. Under the approval, all Australian State Branches are required to forward any enquiries about membership of the International

**Amended as Authorised by State Council 7<sup>th</sup> August 2010**

Sub-Branch to the Victorian State Branch as the administrator of the International Sub-Branch.

9. Eligibility for membership of the International Sub-Branch will be as follows:
- Australian Veterans as per the National Constitution. Subscriptions and capitations need to be paid however all other Sub-Branch requirements will be waived.
  - Veterans of Allied Countries:
    - A Certificate of Service from the service authority of the relevant country advising as a minimum, the following details:
      - Country.
      - Regimental details (full name and regimental number).
      - Unit served with in South Vietnam.
      - Period of Service in South Vietnam.
      - May include trade or mustering and any service awards
    - Current name and address of the Veteran.
10. The Membership Manager is to provide the State Secretary with a report on the progress of the International Sub-Branch as requested. The State Delegate to the National Congress will present any reports to the National Congress as required.

### **Conclusion**

11. This AI provides veterans living in remote areas of the Sate and overseas with an avenue for membership of the Vietnam Veterans Association of Australia.