



# VIETNAM VETERANS ASSOCIATION OF AUSTRALIA

## VICTORIAN BRANCH (INCORPORATED)

### ADMINISTRATION INSTRUCTION NUMBER 13

#### CLASSES OF MEMBERSHIP

##### Introduction

1. The purpose of this Administrative Instruction Number 13 is to provide advice on the classes of membership within the Association.
2. An entitled veteran or dependant may become a member of the Association by filling in the form at Appendix 1 to AI 14 and forwarding the completed form with the Sub-Branch membership payment to the Sub-Branch.

##### Detail

##### Classes of Membership

3. The following are classes of membership of the Association:

- a. **Ordinary Membership** (VVAA Victorian Branch Constitution – Clauses 10-13)

An Ordinary Member of the Association:

- Is subject to the National and State constitutions.
- Must pay the annual subscription as determined by the Sub-Branch Executive.
- May be elected to the National, State or Sub-Branch executive.
- Can be appointed as a delegate.
- Is entitled to wear the Association lapel pin.

The Sub-Branch should make every enquiry to establish the bona-fides of the application. Enquiries regarding membership should first be forwarded to the State Membership Manager.

- b. **Associate Membership** (VVAA Victorian Branch Constitution – Clauses 14-18)

Associate members are generally non Vietnam veterans and/or family members who are interested in contributing to the Association and the welfare work that is done. Some of these members have been honoured with Honorary Life Membership because of their contribution.

VVAA Sub-Branches have the right to accept or reject applications for persons to join as associate members and generally the acceptance of an application will depend on the anticipated contribution of the applicant to the Association and the Sub-Branch – this must be kept first and foremost in mind when considering associate membership.

The Sub-Branch has the sole right to either accept or reject Associate membership without the person having any recourse to the VVAA grievance procedure. However, the Sub-Branch must be prepared to provide the person with a valid reason for the rejection of membership.

Once the Associate Membership application is approved by the Sub-Branch, the person:

- Is subject to the National and State Constitutions, must pay the Associate membership fee as determined by the Sub-Branch and is entitled to take part in Sub-Branch activities;
- Cannot vote on Association and/or Sub-Branch policy;
- Cannot be appointed as a delegate.
- Can be elected to the Sub-Branch Committee but cannot hold the position of President.
- Is covered by the Association insurances subject to conditions and requirements of the policy and the Association and the Sub-Branch.
- Is entitled to wear the Association lapel badge.

The Sub-Branch does not pay capitation fees to State for Associate members. The reason for this is that the Associate membership is subject to the restrictions as mentioned above.

Associate members must not exceed 25% of the Sub-Branch Executive.

c. **Honorary Membership** (VVAA Victorian Branch Constitution – Clauses 19-21)

Honorary membership may be bestowed on an individual who does not meet the requirement for Ordinary Membership but has given outstanding service to the Association, the State Branch or the Sub-Branch. Honorary members may not hold positions on a committee or vote.

Honorary membership shall be decided by a vote of members of the Branch (National, State or Sub-Branch) granting the Honorary membership.

d. **Life Membership** (VVAA Victorian Branch Constitution – Clauses 22-27)

A Life Member retains the rights of an Ordinary Member.

There are differing levels of life membership within the Association:

- National Life Membership is determined at a National Congress.
- State Life Membership is determined at a full meeting of State Branch. No capitations are payable by the Sub-Branch to the State for State Life Members.
- Sub-Branch Life Membership is determined at a general meeting of the Sub-Branch. Capitations are payable to State for Sub-Branch Life Members.
- Honorary Life Membership – this form of membership can be awarded at the National, State and Sub-Branch levels. Membership fees are not levied for Honorary Life Members.

**Second Membership** (VVAA Victorian Branch Constitution – Clauses 28-30)

4. An Ordinary member of the Association may be a member to more than one Sub-Branch within Victoria.
5. A Sub-Branch may set a membership fee for a second membership. Capitations are not payable to State for second memberships.

6. Second members may only vote at their primary Sub-Branch.

**Conclusion**

7. Membership of the Association is a simple process and it is incumbent on Sub-Branches to be pro-active with membership issues.
8. To all members: Don't just leave membership to the Sub-Branch, State and National Executives – we all have a role to play.
9. Remember, membership is the lifeblood of the Association.

AI No 13  
Classes of Membership  
Amendment Table

Amdt No	Amendment	Approved
Review	Whole document	SC - 6 Aug 11
1	<p><u>Para 3a</u> – Heading - after “Ordinary Membership”:</p> <ul style="list-style-type: none"> <li>• Delete (see Section 13 of the National Constitution)” and “the eligibility for membership of the Association is detailed at Section 13 of the National Constitution”, and insert “VVAA Victorian Branch Constitution – Clauses 10-13”.</li> <li>• Insert the following after the last dot point: “The Sub-Branch should make every enquiry to establish the bona-fides of the application. Enquiries regarding membership should first be forwarded to the State Membership Manager.”</li> </ul> <p><u>Para 3b</u> – Heading – after “Associate Membership”:</p> <ul style="list-style-type: none"> <li>• Delete (see Section 14 of the National Constitution)” and insert “ VVAA Victorian Branch Constitution – Clauses 14-18”</li> </ul> <p><u>Para 3c</u> - Heading – after “Honorary Membership”:</p> <ul style="list-style-type: none"> <li>• Delete (see Section 15 of the National Constitution)” and insert “ VVAA Victorian Branch Constitution – Clauses 19-21”</li> </ul> <p><u>Para 3d</u> –</p> <ul style="list-style-type: none"> <li>• Heading – after “Life Membership” insert “ VVAA Victorian Branch Constitution – Clauses 22-27”.</li> <li>• Immediately following heading – delete “The eligibility for life membership of the Association is detailed at Section 16 of the National Constitution”.</li> </ul> <p><u>Heading immediately following the end of para 3:</u> Add after “Second Membership” – “VVAA Victorian Branch Constitution – Clauses 28-30”.</p> <p><u>Para 4:</u></p> <p>1<sup>st</sup> line – beginning of sentence - delete “A” and insert “An Ordinary”</p> <p>1<sup>st</sup> line – after “Association” delete “can”.</p> <p>1<sup>st</sup> line – after “member” insert “to more than one” and after “one” delete “of a second”.</p> <p><u>Para 6</u> – new paragraph.</p>	Internal Working Review