



VIETNAM VETERANS ASSOCIATION OF AUSTRALIA

VICTORIAN BRANCH (INCORPORATED)

ADMINISTRATION INSTRUCTION NUMBER 14

MEMBERSHIP OF THE VIETNAM VETERANS ASSOCIATION OF AUSTRALIA

Introduction

1. The purpose of this AI is to provide details in relation to the membership of the Victorian Branch of the Vietnam Veterans Association.
2. Membership is the lifeblood of the Association which can only prosper and provide the necessary welfare services to veterans and their dependants if efforts are made to maintain and where possible, increase membership levels.
3. The person responsible for the management of all aspects VVAA State Branch membership is the Assistant State Secretary (State Membership Manager).
4. The AI is divided into the following parts:
 - Part 1 – How to become a Member of the Vietnam Veterans Association of Australia
 - Part 2 - Membership Year.
 - Part 3 – Membership Cards.
 - Part 4 – Subscription Renewal Notices
 - Part 5 – Capitation Payments.
 - Part 6 – Membership Transfers/Changes of Address
 - Part 7 - Recovery of Lost Membership.
 - Part 8 – State and Sub-Branch Membership Records

Detail

Part 1 – How to be member of the Vietnam Veterans Association of Australia

5. Classes of Membership are contained in AI No 13 titled "Classes of Membership.
6. Eligible veterans and dependants may become a member of the Association by filling in the form at Appendix 1 to this AI and forwarding the completed form with the Sub-Branch membership payment to the appropriate Sub-Branch.
7. Sub-Branches are to retain the original membership application form. It is the prerogative of the Sub-Branch with regards to what information it retains from the application form as a membership record. It should be noted however that State requires specific information - see Part 5 of this AI.

Part 2 – Membership Year

8. The membership year for the Victorian Branch of the Vietnam Veterans Association is from 1 January to 31 December each year.
9. A defined membership year allows for greater control of membership status. Membership subscriptions are more likely to be paid on time and membership services can be delivered effectively, based on membership status ie State newsletter.

Part 3 – Membership Cards

10. State membership cards are available from the Membership Manager although some Sub-Branches produce their own unique membership cards. Whichever option is taken, it is the responsibility of the Sub-Branch to determine whether membership cards will be issued.
11. Sub-Branches should keep in mind that the issue of membership cards stamped with the membership year on payment of the annual subscription provides veterans with an accurate record of their membership status and a reminder of when subscription is due for renewal.

Part 4 – Subscription Renewal Notices

12. When renewal membership payments are due, it is the responsibility of the Sub-Branch to make every effort to notify the member that the annual subscription is due for renewal.
13. There are a number of ways this can occur but by far the most beneficial and cost effective method is by sending out a renewal notice to all members on the Sub-Branch membership list. The inclusion of a renewal notice in a Sub-Branch newsletter is also useful.

Part 5 – Capitation Payments

14. The Victorian Constitution requires that the general funds of the organisation shall be derived from annual subscriptions from Sub-Branches. Similarly, funds for National VVAA are derived from the States. These payments are called capitation payments.
15. It is the prerogative of the Sub-Branch to set membership fees; the level of membership fees must be sufficient to cover capitation payments from Sub-Branches to the State Branch.
16. Capitation payments are fixed from time to time by the State Council and are distributed as follows:
 - National Council – a set amount as advised by the National Council.
 - State Council – a set amount as advised by the State Council.
 - \$1 from every capitation paid is to the NVVM.
17. The Constitution requires that capitation payments must be made to the State Branch within one month of receipt by the Sub-Branch.
18. When making capitation payments, Sub-Branches are required to submit the following details for each member, to the State Membership Manager:
 - State Registration Number
 - Regimental Number or relationship to Veterans ie spouse, son, daughter.

- First Name.
 - Second Name or initial.
 - Surname.
 - Street Address
 - Suburb.
 - State.
 - Postcode.
 - Whether there is an address change for this member.
19. This information may be submitted in any format however, it is requested the following standards be adhered to:
- All information as noted above is contained on the form.
 - The information is readable.
 - The names are in alphabetical order.
20. Computer generated documents are suitable provided all the information noted in paragraph 18 of this AI is noted on the document.
21. Sub-Branches should note that capitations are not payable to the State Branch for:
- State Branch life members.
 - Veterans who may hold a second membership with another Sub-Branch affiliated with the State Branch.
 - Dependents of Veterans who may also hold a second membership with another Sub-Branch affiliated with the State Branch.
 - Associate members – note that:
 - Sub-Branches are required to provide a list of Associate members showing name and address to the Member Manager.
 - This listing should be updated concurrently with the submission of capitation payment lists.

Part 6 – Membership Transfers/Changes of Address

22. A member of a Sub-Branch may change their address, leaving their original locality and move to another Sub-Branch area or may wish to transfer to another Sub-Branch for personal reasons.
23. To ensure these members are not lost to the Association, Sub-Branches must advise the ~~State~~ Membership Manager of the personal details of the member involved. The form attached at Appendix 1 can be used for this purpose.
24. When the form is received by the ~~State~~ Membership Manager, appropriate action will be taken to advise the nearest Sub-Branch of the new address of the member so that an approach can be made for the member to join that Sub-Branch.
25. The notification of membership transfers is also beneficial in keeping the State Membership Record up to date.

Part 7 – Nonfinancial Members/Recovery of Lost Membership

26. The Sub-Branch has a clear responsibility in relation to its membership to ensure that members renew their memberships in January of each year. An un-renewed membership means a lost member to the Association.
27. If a membership is not renewed by 30 June of the calendar year, the Sub-Branch must approach the relevant member to ascertain why the renewal subscription has not been

paid. This may first take the form of a letter or a personal visit by a member of the Committee to the member.

28. The reasons for a member not renewing their membership are numerous and in addition to ensuring the member does renew their membership, the Sub-Branch should make every effort to determine whether there are any welfare or grievance issues that may have caused the member not to renew their membership.
29. If a grievance exists, the Grievance procedure as detailed in AI 24 can be used to resolve the situation.
30. If the Sub-Branch requires a list of members for comparison over the previous years, please contact the Membership Manager who will provide what information is available from the State Membership record.

Part 8 - State Branch and Sub-Branch Membership Records

31. The Associations Incorporation Act requires that the State Branch maintains a record of all financial Ordinary and Associate members, it follows then that a full membership list of Ordinary and Associate members must be maintained at both State and Sub-Branch level.
32. The State Membership Manager has the responsibility to maintain an accurate record of Ordinary, Life and Associate members at State level, and to ensure that relevant capitation fees are paid to State and National as per Part 6 of this AI.
33. The State Membership Record is maintained in a Microsoft Access Database and the minimum information required to be entered onto this database is:
 - State Registration Number
 - Sub-Branch
 - Year for which membership is being paid
 - Type of Membership.
 - Regimental Number or relationship to Veterans ie spouse, son, daughter
 - First Name
 - Second Name or Initial
 - Surname
 - Street Address.
 - Suburb.
 - State.
 - Postcode.
34. On receipt of the membership information and the cheque for capitations, the Treasurer will provide a written receipt to the Sub-Branch for the monies forwarded in capitation payments and forward a date stamped copy of the Sub-Branch membership list with the receipt number to the Membership Manager. The Treasurer or Membership Manager will contact the Sub-Branch to resolve any issues that may arise.

Conclusion

35. Effective management of membership renewal, and follow-up of non-renewals will ensure that members are provided with an appropriate level of support.
36. Sub-Branches must familiarise themselves with this AI as it contains information relevant to the membership of the Association - the lifeblood of the Association.

VVAA VICTORIAN BRANCH
APPLICATION FOR *ORDINARY or *ASSOCIATE** or**
RENEWAL OF MEMBERSHIP** or *TRANSFER OF MEMBERSHIP*
(* circle one only applicable membership category)

Your Personal Details

Full Name..... Date of Birth.....

Address..... State:..... P/Code.....

Is this address your postal address? Yes / No. If no, please write your postal address below.

Address..... State:..... P/Code.....

Contact Details Home..... Mobile..... E-Mail.....

Next of Kin: Name..... Phone.....

Address..... State:..... P/Code.....

Your Service Details

(Attach separate sheet of paper if required – PLEASE INCLUDE A COPY OF YOUR DISCHARGE CERTIFICATE)

Service Number..... Date of Enlistment..... Date of Discharge.....

Circle as Appropriate RAN ARMY AIRFORCE OTHER (SPECIFY).....

War Service:

Location..... Unit.....

From..... To.....

Other Military Service:

Period (Years & Months).....

From..... To.....

DVA File Number.....

Sub-Branch Details

Name of Sub-Branch you are joining.....

By joining this Sub-Branch you are becoming a member of the Vietnam Veterans Association of Australia – Victorian Branch (the Association) that provides you with the entitlements of being a member of the Association and also having the responsibilities of being a member of the Association.

Are you a member of another VVAA Victorian Sub Branch? Yes / No

If yes, which Sub-Branch.....

Signature:..... Date.....

Sub-Branch Membership Officer	Victorian Branch Membership Manager
--------------------------------------	--

**VIETNAM VETERANS ASSOCIATION OF AUSTRALIA
VICTORIAN SUB-BRANCH MEMBERSHIP ADVICE**

..... **YEAR**

Sub-Branch Name:		
Sub-branch Capitation Number		
Members:	Ordinary	
	State Life	
Capitations previously paid in(year)		
Total Capitations paid in(year) - including this capitation.		
Amount due (check with Membership Manager if unsure of capitation amount)		
Cheque number		

Note 1 - This form must be sent to: Sue & Lindsay McQueen
State Branch Membership Officers
C/- CVVSC
PO Box 820
BENDIGO CENTRAL VIC 3553

Note 2 - The following documentation must be attached to this form when sending it to State Branch Membership Officers:

1. List of members in alphabetical order for whom the capitations are being paid – *with information as per paragraph 16 of AI No 14 "Membership of the Vietnam Veterans Association of Australia"*
2. Cheque for the requisite amount

Note 3 – Life Membership and Second Membership Capitation Payments

1. Capitation payments are not required for State Life Members.
2. Capitation payments are required for Sub-Branch Life Members.
3. Capitation payments are not required where a member holds a second membership with your Sub-Branch.

Sub-Branch Membership Officer:	Date
--------------------------------	------

State Receipt number	
----------------------	--

AI No 14
Membership of the Vietnam Veterans Association of Australia
Amendment Table

Amdt No	Amendment	Approved
Review	Whole document	SC - 6 Aug 11
1	<p>Delete "State Treasurer" where it appears in the document and insert "State Membership Manager"</p> <p><u>Para 3</u> – new paragraph. <u>Para 5</u> – new paragraph. <u>Para 6</u> – At end of paragraph delete "see AI 13 – Classes of Membership" <u>Para 14</u> – delete 2nd para in total. <u>Para 15</u>: <ul style="list-style-type: none"> • After the words "membership fees" insert "the level of membership fees must be sufficient to cover capitation payments from Sub-Branches to the State Branch" • Delete the words "are fixed by the State Council". <u>Para 16</u> – new paragraph. <u>Para 18</u> – insert after 2nd dot point "Regimental Number" "or relationship to Veteran ie spouse, son, daughter". <u>Para 20</u> – delete "17" and insert "18". <u>Para 21</u> – delete the words "veterans and their dependants who are members of a second Sub-Branch" and insert the following dot points: <ul style="list-style-type: none"> • State Branch life members. • Veterans who may hold a second membership with another Sub-Branch affiliated with the State Branch. • Dependents of Veterans who may also hold a second membership with another Sub-Branch affiliated with the State Branch. • Associate members – note that: <ul style="list-style-type: none"> • Sub-Branches are required to provide a list of Associate members showing name and address to the Member Manager. • This listing should be updated concurrently with the submission of capitation payment lists. <u>Para 31</u> – 2nd line after "financial" insert "Ordinary and Associate" and then after "list" insert "of Ordinary and Associate members". <u>Para 32</u> – 1st line delete the words "To achieve this State Branch objective, the State Executive has appointed a Membership Manager (the Assistant State Treasurer) and insert "The State Membership Manager has the responsibility to". 3rd line – after "Associate Members" insert "at State level,". <u>Para 33</u> - insert after 5th dot point "Regimental Number" "or relationship to Veteran ie spouse, son, daughter". <u>Appendix 1</u> – complete revision. <u>Appendix 2</u> – complete revision</p>	Internal Working Review