



VIETNAM VETERANS ASSOCIATION OF AUSTRALIA SOUTH AUSTRALIA BRANCH INCORPORATED SOUTH AUSTRALIA BRANCH INCORPORATED

Administrative Instruction 36/2011

VVAA South Australia Branch Membership Record

Introduction

1. The Incorporations Act requires the VVAA South Australia Branch Public Officer to maintain a complete and up to date record of all financial members. Since the State Branch consists of all South Australia sub-branches, this means that a full membership listing has to be maintained at State level.
2. The aim of this AI is to explain the procedures to be adopted by all sub-branches and to also explain the responsibilities of State Committee appointments in relation to maintaining the membership record.

Detail

3. To achieve the objective the State Council has appointed a Membership Manager. An accurate record of ordinary membership and life members is to be maintained by the Membership Manager to ensure that all membership subscription records are properly maintained and the appropriate capitation is paid to both the State and National levels of the Association. The approving authority, i.e. sub-branch or State Branch, must financially support life members. However, not all sub-branch members are ordinary members or Life members as some members are classified as Honorary Life Members, Associate or Second members and in these cases no capitation payment is required. For insurance purposes all sub-branches should maintain an Honorary Life member and associate membership listing.
4. When sub-branches pay capitation to the State Treasurer, the payment must be accompanied by a list of the members for whom capitation is being paid: if a second or subsequent payment is made for additional members then the membership list forwarded with the payment is to clearly identify the names for which payment is being made. A proforma suitable for this purpose is attached as Annex 1, and the essential information required is:

Sub-Branch
Given Names and Surname
Postal address including Street Name and Number or P0 Box Number
Town/City and postcode

5. On receipt by the State Treasurer the capitation payment is to be recorded in the appropriate financial record, the monies banked, and a receipt issued to the applicable sub-branch. The membership list, which accompanied the payment, is to be date stamped and forwarded to the Membership Manager. If the State Treasurer experiences difficulties reconciling the capitation payment with the membership list supplied with it, then he is to seek clarification from the relevant sub-branch.

6. The Membership Manager is to update the State membership record and conduct a search to determine record errors and duplicated memberships. When a duplicated membership is detected the Membership Manager is to write to the sub-branch making the latest capitation payment and advise that one of their members now belongs to another sub-branch and that their member is now classed as a second member of their sub-branch.
7. If there is any dispute regarding membership categories the dispute is to be resolved between the member and the sub-branches involved with the State Secretary being advised of the end result.

Authority

State Council Meeting: 20th Feb. 2011

