



VIETNAM VETERANS ASSOCIATION OF AUSTRALIA VICTORIAN BRANCH (INCORPORATED)

ADMINISTRATION INSTRUCTION NUMBER 14 APPENDIX 1

ESTABLISHMENT AND CLOSURE OF SUB-BRANCHES

SUB BRANCH JOINING AGREEMENT

1. This agreement sets out the conditions of affiliation with the Victorian State Branch of the Vietnam Veterans Association of Australia.
2. By signing this agreement, the Sub-Branch agrees to unconditionally comply with the stated objectives and administrative requirements of the Victorian Branch of the Vietnam Veterans Association of Australia

Vietnam Veterans Association of Australia Ethos

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

National Constitution

4. The National Constitution provides for the legal establishment of the Vietnam Veterans Association of Australia and is supported by the National Policy Handbook approved by the National Council.
5. The Sub-Branch agrees to comply with all administrative and operational requirements of the National Constitution and National Policy Handbook as approved by the National Council.

State Constitution

6. The State Constitution expands on the National Constitution and is supported by State Administration Instructions approved by the State Council.
7. The Sub-Branch agrees to comply with the administrative and operational requirements State Constitutions and State Administration Instructions as approved by the State Council.

Functional and Administrative Control

8. The State Branch is structured to ensure the elected State Executive carries out the wishes of the members it represents.

9. To achieve this objective, the State Executive takes direction from State Council which is comprised of delegates from all Victorian Sub-Branches.
10. The Sub-Branch agrees to appoint a delegate to the State Council and to and straightforwardly represent the wishes of the Sub-Branch members.

External Disputes

11. The difficulties and complexities of a community group such as the Vietnam Veterans Association of Australia means that external disputes will arise from time to time.
12. A Sub-Branch subject to such a dispute is expected to advise the State Secretary of the matter for listing on the agenda for the next State Executive Meeting. The State Executive may refer the matter to a State Council meeting at which the Sub-Branch delegate may speak on the matter subject to the wishes of the Sub-Branch.
13. The State Council will then debate the matter and take a vote on the matter which will be determined by a majority of vote of the Sub-Branch delegates.
14. Under no circumstances is a Sub-Branch permitted to engage a legal practitioner to commence legal proceedings against an individual or organisation without first referring the matter to the State Executive for consideration.
15. The Sub-Branch agrees to comply with the dispute resolution process noted above.

Grievance Procedures

16. The State Constitution at Section 31 provides for a grievance procedure where an internal grievance may occur.
17. The Sub-Branch agrees to comply with the grievance procedure as advised in the State Constitution.

Membership

18. The maintenance of a membership register is a requirement of the Associations Incorporation Act 1981. State Administration Instructions provide for the maintenance of member records.
19. The Sub-Branch agrees to comply with the membership requirements of the organisation.

Sub-Branch Acceptance of Agreement

We, the under-signed agree that the Sub-Branch will comply with the requirements of this agreement.

Printed Name	Committee Position	Signature

Dated: