

國際佛光會會務幹部及移交改選辦法

國家區域協（總）會應依照其組織章程中規定，辦理會務幹部之改選，若尚無組織章程者，其改選及移交作業程序如下：

一、幹部改選：各協會理事任期已屆滿三年者，需進行改選。各協會請依照世界總會核許之選舉方式，選出理事會成員。

二、理事改選辦法及注意事項：

（一）選舉人資格：凡年滿二十歲，並盡會員義務，繳納會費之該會會員。

（二）被選舉人資格：

- 1、凡年滿二十歲，並盡會員義務，繳納會費之該會會員。
- 2、具備認同國際佛光會的宗旨、目標及信仰人間佛教，並具有正知正見之佛光會員。
- 3、積極熱心參與本會各項工作、活動，有實務經驗。

（三）理事選拔方式：

- 1、於年度會員大會中，全體會員選出理事(以奇數為主)。
- 2、再由新選理事中，互推或投票選出會長、副會長。會長只能連任一次，副會長名額不超過四位。
- 3、秘書、財務、會務幹部，由會長提名，經理事會議同意委任之。

（四）改選後，請於十五日以內，將新任理事會名冊(附件3-3、3-4)遞交世界總會以備存查及製作聘書。

（五）會長任期屆滿前，應召集秘書、財務等會務幹部，整理各項會務資料以準備移交，財務部分應將十二月底止之決算儘速結妥，編列報表，送監事會，或無監事會組織時送該會輔導法師審查，並辦理轉移銀行相關有效簽字作業；下列物品、清冊、及報表應列入移交項目：

- 1、世界總會頒發之入會證書、會旗、及會長肩帶；
- 2、世界總會函發之公函及其附件、會刊（訊）、及重要文書檔案；E-Mail 帳號。
- 3、該會歷屆幹部資料及會員名冊；
- 4、該會歷年會議、行政、活動記錄等相關會務檔案；
- 5、該會財務報表帳冊（包含現金、存款帳戶資料、支票本、及歷屆帳冊、財務報表）；
- 6、該會各類固定財產及清冊；
- 7、該會應辦待辦或未了之各項事務明細清單。

（六）改選後，原會長仍須帶領協會會務至該年度十二月卅一日止。新、舊會長交接(移交清冊請參閱附件3-5)於該年度十二月底前完成，並報請總會派員監交；翌年元月新任會長、幹部正式上任。

三、於世界總會會員大會，或其年度理事會議當中，新舊任國家區域協（總）會會長補作交接會長肩帶及會旗等授證相關儀式。

四、凡擔任國家區域協（總）會會長任期圓滿退職者，經評審優異，由世界總會聘為督導，以輔助各項會務活動。

BLIA Executives Handing-over and Re-election Procedure

Attachment 3-2

National or regional chapter (Headquarters) should follow the charter or bylaws in conducting re-election of executives. If bylaws are not yet available, please follow the re-election and handing over guidelines below:

- I. Re-election of Executives: Chapters with presidents who have completed a three-year term should conduct a re-election. Chapters should follow the re-election procedure approved by the World Headquarters in electing members of the board of directors.
- II. Procedure for re-election of directors and other relevant matters:
 - 1) Qualification of Voting Members: Chapter members who are aged twenty years or older, having fulfilled the duty of a member and paid membership fees.
 - 2) Qualification of Candidates:
 1. Chapter members who are aged twenty years or older, having fulfilled the duty of a member and paid membership fees.
 2. BLIA members who recognized the principles and goals of BLIA, have faith in Humanistic Buddhism, and have right view and view thinking.
 3. Active participation in BLIA affairs and activities, having practical experiences.
 - 3) Procedure for electing directors:
 1. All members are to elect directors (odd number) at the annual general meeting.
 2. Then nominate or vote to elect a president and vice presidents. Presidents can only be re-elected once and no more than four vice presidents can be elected.
 3. Secretary, treasurer, and executives are to be appointed on nomination by the president and agreed upon by the board of directors.
 - 4) After re-election, please submit the name lists of the new board of directors (Attachments 3-3 and 3-4) within fifteen days to World Headquarters for record keeping and producing appointment certificates.
 - 5) Before the completion of the president's term of service, he/she should convene the chapter's secretary, treasurer, and other executives for preparing various BLIA affairs and materials for handing over. Financial statements should be closed and tabulated ending in December of the year. Compile reports for submitting to the supervising committee, and in the absence of a supervising committee, to the chapter monastic advisor for auditing. In addition, change of signing persons and other relevant banking matters should be conducted. The following items, files, and reports should be included in the handing over procedure:
 1. Certificates, chapter flag, and the president's sash given by the World Headquarters.
 2. Official documents and letters (with attachments) distributed by the World Headquarters, chapter magazines (newsletters), and important document files, email address.
 3. The chapter's past and current lists of executives and members.
 4. The chapter's files on meetings, administration, activity records, and relevant files over the years.
 5. The chapter's financial statements and accounting journals, including cash, bank deposit information, check books, and all record books and statements over the years.
 6. The chapter's fixed assets and relevant lists.
 7. Detailed lists of all the chapter's outstanding affairs due to be completed.
 - 6) After the re-election, the original president still needs to lead the chapter in its affairs till December 31 of the year. New and former presidents should complete the handing over by the end of December of the same year and report to the World Headquarters for supervising the handing over. (Please refer to Attachment 3-5 for the handing over lists). The new president and executives will assume their positions in January the following year.
- III. At the World Headquarters General Conference or the annual Directors Meeting, a handing over ceremony for the new and former presidents of a national or regional chapter (Headquarters) will be conducted for handing over the president sash and flag and appointment certification.
- IV. All presidents of national or regional (Headquarters) chapters who have completed their full term of services, upon assessment of their service as being distinguished, will be appointed as Elder Advisors by the World Headquarters for providing guidance to their chapters in various BLIA affairs and activities.