

How to Establish a New BLIA Subchapter

11.25.2018

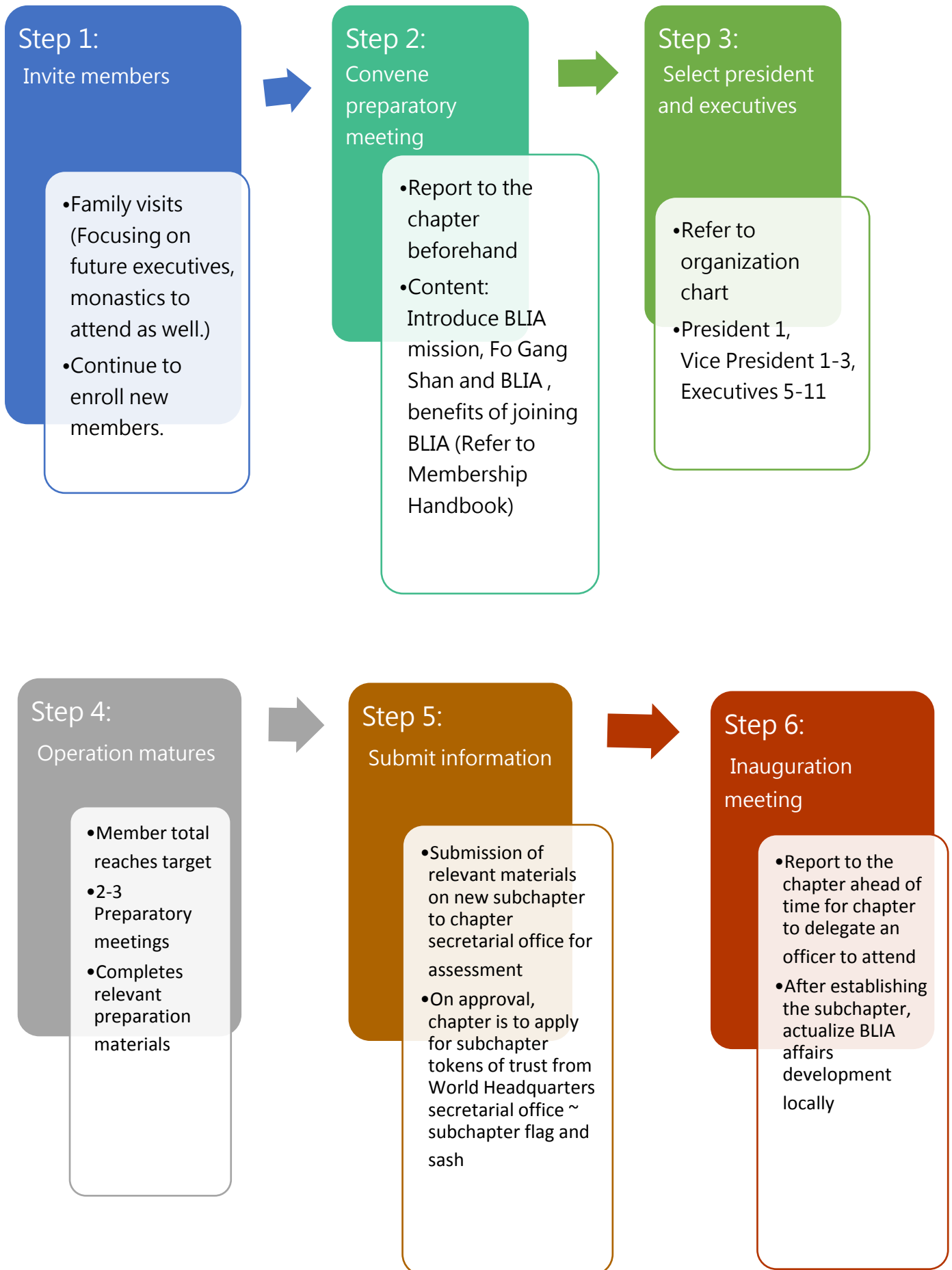
I. Description

When we subscribe to the guiding principles of BLIA, we should extend an opportunity for others to learn and understand Buddhism. By having more people learning Buddhism, we can realize our vow to propagate the Dharma, benefit all sentient beings, and establish a pure land on earth. In forming a BLIA Subchapter, the procedure is as follows:

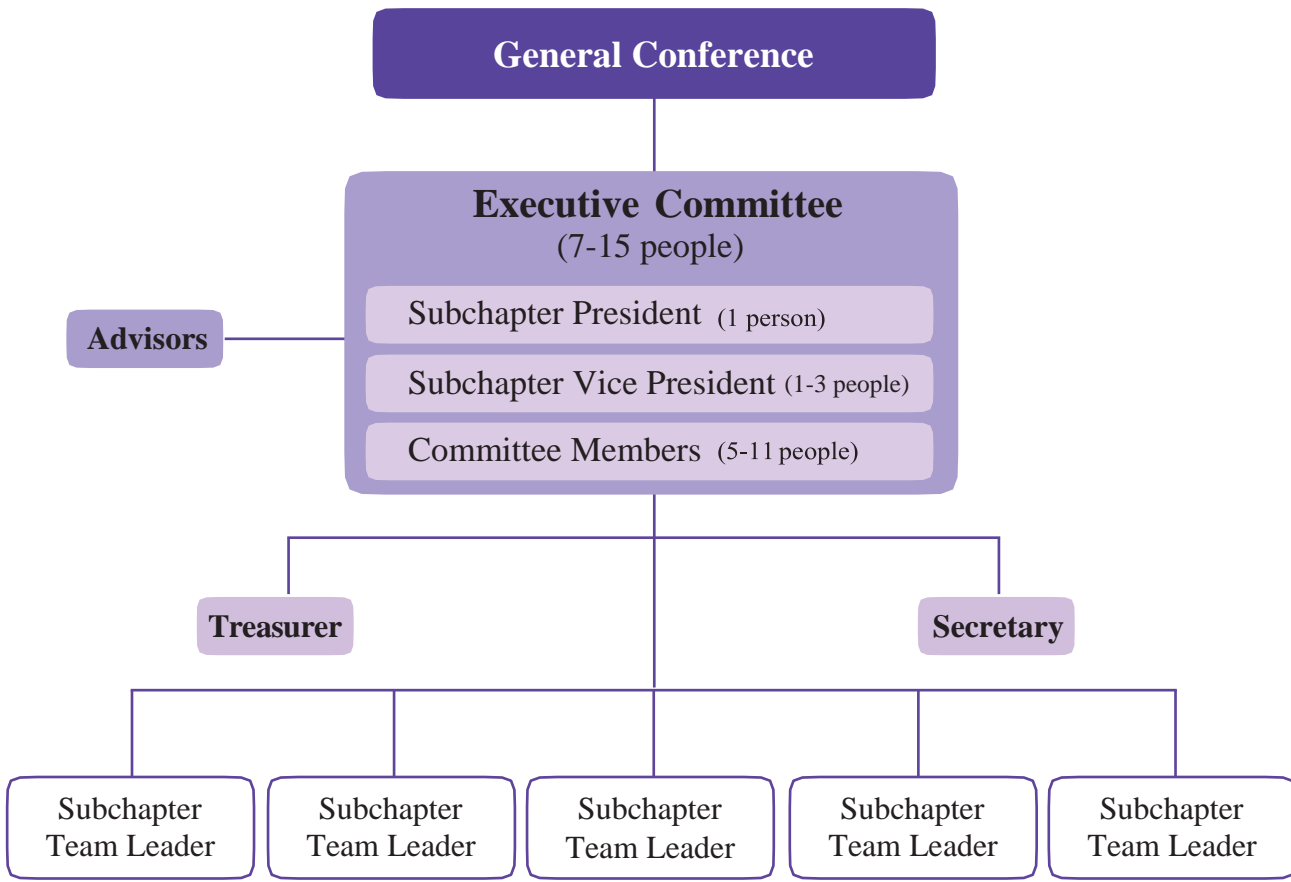
1. Invite friends and acquaintances residing in rural or suburban districts who have subscribed to the guiding principles of BLIA and are interested in learning Buddhism to discuss common issues.
2. Through attending meetings and seminars, seek those who share similar ideals to form a preparatory committee for a subchapter. This committee can subsequently start recruiting like-minded individuals who subscribe to the guiding principles of BLIA.
3. The prospective members must complete an application form with two 2” photographs and membership fees in accordance with the BLIA Charter.
4. In accordance with the Charter, the preparatory committee, on gathering one hundred or more eligible members, shall request from the Chapter (Headquarters) to convene an inaugural meeting to form the Subchapter for which approval shall be obtained.
5. The newly formed Subchapter shall invite its Chapter (Headquarters) to attend the inaugural meeting as an advisory party.
6. The newly formed Subchapter shall conduct its activities in accordance with the annual work plan of the Chapter (Headquarters), and shall participate actively in seminars conducted by the Headquarters. The Subchapter shall abide by the creed and guiding principles of BLIA.
7. The newly formed Subchapter shall appoint one President and Vice President(s) to represent the Subchapter in the course of its operation.
8. The newly formed Subchapter shall forward a membership list and the list of elected executives to the Chapter (Headquarters) within a week.
9. When convening its annual general meeting, the Subchapter should invite Chapter (Headquarters) to send advisors.

Excerpt from BLIA Member Handbook

II. Subchapter Establishment Procedure Flowchart



III. Subchapter Organization Chart



Notes:

1. Members of the working committee shall be selected during the general meeting and the subchapter president and vice president(s) shall be elected by the working committee members afterwards.
2. Monastic Advisor will be invited by the Headquarters (chapter) for onsite counseling.
3. For those who have successfully served as subchapter president for two consecutive terms and considered outstanding on evaluation of the Association can be appointed by local chapter (Headquarters) as subchapter Elder Advisor.
4. Prominent local dignitaries who support the Association can be appointed as Advisors.
5. For implementing the development of BLIA affairs and the responsibility of different levels, a Vice President serves as advisor to a number of committee members and unit leaders, and unit leaders are responsible for the care of 10-15 members.

IV. Information Required

BLIA Newly Established Subchapter Required Information Checklist

- 1. Preparatory subchapter president's information and bio
- 2. Records of preparatory work of the subchapter
- 3. New subchapter executives' information list
- 4. List of opinions on establishing the new subchapter
- 5. Preparatory subchapter meeting records and results (photos)
- 6. Submission for approval

- Please indicate with (V) for items completed above.
- This form is to be collated by the chapter's secretarial office for submission to World Headquarters Vice Secretary General for approval.

_____ **Preparatory Subchapter Prospective President's
Information and Biography**

Date completed: mm dd yy

1. Name: _____ Gender: ___ Age: ___ Year joining BLIA: _____
2. Tel: _____ Cell: _____ Email: _____
3. Address: _____
4. Education: _____ Profession: _____
5. Level of Buddhist Practice: Taken refuge Five Precepts Bodhisattva Precepts
 Not yet taken refuge (Refuge date set on: mm dd)
6. Has served as BLIA executive: _____ Chapter/Subchapter
Position: _____ Term: _____ year
7. Understanding of BLIA: Completely understand Understand
 Kind of understand Do not understand at all
8. Dedication for Fo Guang Shan: Complete dedication Has dedication
 Some dedication No dedication
9. Ability to lead and motivate: Excellent _____ Good _____ Passable
10. Social connections and networking: Excellent _____ Good _____ Passable

Biography:

Record of Preparation

Advising Personnel: _____ Tel: _____ Date Completed: _____

Name of Prospective President:

1. Number of members _____
2. Prospective executives: Already selected To be found Requires guidance
3. Prospective president's dedication: Very much Inadequate Requires guidance
4. Is the prospective president involved in other organization's activities:
 Lion's Club Chamber of Commerce Tzu Chi Other
5. Local situation regarding faith: Mostly devotees Members of other temples Daoist
6. Establishing Dharma propagation center: Much needed Many temples close by
 Can develop one Already has branch temple _____ No
7. Members' standard: High Medium Passable Other
8. Seminar on BLIA:
 First time – date _____ Number of people _____ Response
 Second time – date _____ Number of people _____ Response
 Third time – date _____ Number of people _____ Response
 More than three times
9. Activities Participated: Dharma Talks Temple's Dharma Service
 Servicing at Temple Other
10. Assessment of Chapter Monastic Advisor:

Signature of Monastic Advisor:



Data Sheet of BLIA Subchapter Executives

Name of Subchapter:

Date:

Name of President: (English)

(Chinese)

Tel:

Fax:

Email:

Address:

Duration: _____ mm _____ dd _____ yy to _____ mm _____ dd _____ yy

Number of Members:

List of Executives

Position	Name in Chinese and English	Tel/Fax	Email	Membership Card Number	Specialties/Background
		T: F:			
		T: F:			
		T: F:			

Position	Name in English (Chinese)	Tel/Fax	Email	Membership Card Number	Specialties/Background
		T: F:			
		T: F:			
		T: F:			
		T: F:			
		T: F:			
		T: F:			
		T: F:			

*Please make extra copies if necessary.

Signature of President: _____

Signature of Monastic Advisor: _____

BLIA _____ Chapter _____ Preparatory Subchapter

Opinions of Relevant Parties Regarding Establishing the New Subchapter

Name of Prospective President: _____ Completed on: / /

(Please provide your views on the following: 1. Concepts of the temple 2. Ability to motivate
3. Social connections 4. BLIA affairs promotion 5. Other)

Opinion of Chapter:

Position:

Signature:

Opinion of Abbot/Abbess of Local Branch Temple:

Position:

Signature:

World Headquarters Vice Secretary General Assessment:

Signature: