

MALAYSIAN BUDDHIST CO-ORDINATION COMMITTEE



TERMS OF REFERENCE

Article 1: Preamble, Name and Address

- 1.1 The name of the Committee shall be known as the Malaysian Buddhist Co-ordination Committee [MBCC in short.]
- 1.2 The correspondence address of the MBCC shall be at Wisma Buddhist, Jalan Kelang Lama, Kuala Lumpur or such other place as may be decided upon at a meeting of the Committee.
- 1.3 The MBCC works on the principle of unanimous consensus amongst all members. Any matter in which unanimous consensus cannot be achieved shall be set aside.

Article 2: Objectives

- 2.1 To discuss and resolve common issues confronting the Buddhist community.
- 2.2 To promote collective effort and friendly co-operation amongst Buddhist organisations and the Buddhist community at large.
- 2.3 To promote and protect the common interest of the Buddhist community.
- 2.4 To co-ordinate with the government authorities on matters pertaining to the Buddhist religion.

Article 3: Membership

- 3.1 Buddhist Organisations representing specific segment of the Buddhist community shall be invited to apply as members. The founding members are BMSM, FKM, MBA, SAWS, TZBM and YBAM. Admission of new members shall only be made on a unanimous decision of all existing members.
- 3.2 All members shall pay funds or money for a particular purpose or activities as and when decided by the MBCC.

Article 4: Office-Bearers

- 4.1 Each member organization shall be represented by three members who shall normally be principal office bearers of their respective organizations.
- 4.2 The MBCC shall comprise the following office bearers who shall be

appointed/elected at the Biennial Review Meeting : The Chairman of Malaysian Buddhist Association shall be the chairman of MBCC. A Secretary and a Treasurer shall be elected from amongst representatives of other organizations. The leading representative of the remaining organizations shall be the vice-chairmen.

4.3 The Chairman shall

- a) Chair all Meetings of the MBCC.
- b) Sign all minutes that have been passed.
- c) Make public statements on behalf of the MBCC.
- d) Represent the MBCC in its dealings with other Organisations.
- e) Call for all meetings of the MBCC.

4.4 The Vice Chairmen shall assist the Chairman in his duties.

4.5 The Hon. Secretary shall

- a) Conduct the day to day business of the MBCC in accordance with its rules and carry out the instructions of the MBCC.
- b) Conduct the correspondence of the MBCC and take charge of all books, documents and papers except the accounts and financial records.
- c) Prepare the minutes of all meetings of the MBCC and the Biennial Review Meeting.
- d) Convene all meetings of the MBCC with at least 10 days' notice, except emergency meetings of which 3 days notice of meeting is sufficient.
- e) In conjunction with the Chairman, be empowered to make public statements on behalf of the MBCC.
- f) Prepare and submit a Biennial report of the MBCC at the Biennial Review Meeting.

4.6 The Hon. Treasurer shall

- a) Take charge of all monies and make payments in accordance with the direction of the MBCC on a cash voucher signed by the Chairman or an authorised Principal office bearers.
- b) be responsible for the proper and up to date keeping of all accounts of the MBCC.
- c) Shall keep a sum of not exceeding RM500.00 as petty cash. Any sum exceeding RM500.00 shall be deposited in a bank within 14 days of receipt.
- d) In conjunction with the Chairman or the Secretary, sign all cheques on behalf of the MBCC.

- e) No expenditure exceeding RM1000.00 at any one time shall be incurred without the prior approval of the MBCC. Expenditure of less than RM1000.00 at any one time, may be approved by the Chairman together with the Secretary and the Treasurer.
- f) present a statement of account at the Biennial Review Meeting.

Article 5: Meeting

- 5.1 The MBCC shall call meeting at least once every two months. The date and venue shall be decided by the Hon. Secretary.
- 5.2 The MBCC shall convene a Biennial Review Meeting once every two years. The principal agenda of this meeting shall be:
 - i. To adopt the biennial report presented by the Secretary,
 - ii. To adopt the financial report presented by the Treasurer,
 - iii. To appoint or elect office bearers in accordance with article 4.2. The election of Hon. Secretary and Treasurer shall be by unanimous consensus. When unanimous consensus is not achievable, voting may be held with each member organization having one vote only.

Article 6: AdhocCommittees

- 6.1 The MBCC shall establish adhoc committees from time to time to carry out certain activities. The principal activities of the MBCC are :-
 - a) Wesak Open House
 - b) Merdeka Day celebration.

Article 6: Amendment To The Terms of Reference

- 6.1 These Terms of Reference may not be altered or amended WITHOUT the unanimous consensus of all members of MBCC.