（團體名稱）辦事處組織簡則

Rules of (Name of Social Association) Office

一、 本簡則依據本會章程第○條訂定之。

1.The Rules are established in accordance with Article [number] of the articles of constitution of the Association.

二、 本會於○○○設置辦事處，定名○○○辦事處（以下簡稱辦事處）。

2.The Association has established the office at [address] and named the office (hereinafter referred to as the Office).

三、 辦事處之任務如下：

3.The Office has the following tasks:

(一)執行本會交辦事項。

(a)Perform the tasks assigned by the Association.

(二)辦理○○（地區、縣市）會員之聯繫服務事項。……

(b)Communicate with and serve the members in [address] (region, city/county)…

四、 辦事處受本會之指揮監督，對外行文以本會名義行之。

4.The Office is under the command and supervision of the Association, and shall issue official letters in the name of the Association.

五、 辦事處工作人員由本會人員調派，所需經費由本會編列預算統籌支應。

5.The workers of the Office shall be assigned by the Association. The necessary expenses of the Office shall be covered by the Association's budgets.

六、 本簡則如有未盡事宜，悉依本會章程暨有關法令辦理。

6.Unspecified matters in the Rules shall be handled in accordance with the articles of constitution of the Association and related laws and regulations.

七、 本簡則經本會理事會通過，報請主管機關核准後實施，修正時亦同。

7.The Rules shall be implemented upon adoption in the member’s (member representative’s) congress and upon approval of the regulating authority. The same procedure shall apply to any amendment.

備註：

Note:

1.第2點請詳列地址，如有1個以上的辦事處，第2點範例如下：

1.In Article 2, the address shall be specified. If an association has more than 1 office, Article 2 shall be specified as follows:

二、本會辦事處設置如下：

2.The Association has established the offices as follows:

(1)臺北辦事處：臺北市中正區．．．號。

(a) Taipei Office: No. ..., Zhongzheng District, Taipei City.

(2)臺中辦事處：臺中市中區．．．．號。

(b) Taichung Office: No. ..., Central District, Taichung City.

(3)臺南辦事處：臺南市南區．．．號。

(c) Tainan Office: No. ..., South District, Tainan City.

(4)……

(d) .......

三、辦事處之任務如下：

3. The Office has the following tasks:

(1)執行本會交辦事項。

(a) Perform the tasks assigned by the Association.

(2)辦理各區會員之聯繫服務事項。

(b) Communicate with and serve the members in each region.

2.辦事處是執行協會會員大會或理監事會交辦事項，且供會員聯絡之用，自不得以該『辦事處』名義，對外行文或自行辦理活動；故，辦事處任務：

2.The Office is responsible for the tasks assigned by the members' congress or the Board of Directors and supervisors, and is used for communication between members. The Office shall not issue official letters or organize activities in the name of the "Office"; therefore, the Office shall:

 (1)不得逾章程規定範圍。

 (a) Perform the tasks within the scope specified in the articles of constitution.

 (2)僅執行本會交辦事項，及辦理各區會員之聯繫服務事項。

 (b) Perform the tasks assigned by the Association and communicate with and serve the members in each region.

3.各辦事處之主任及聯絡電話，請提經理事會通過後辦理。

3.The director and contact information of the Office shall be reported to the Board of Directors for approval.