

STANDING ORDERS

of the Royal Asiatic Society of Great Britain and Ireland

I. ELECTION, ADMISSION AND RESIGNATION OF MEMBERS

1. Any person wishing to become a Fellow shall address the Director in writing and give his/her name, status, occupation and address. A candidate for Student Fellowship shall address an application in writing to the Director giving the required information above and supported by a letter of recommendation from their Head of Department or Supervisor or other responsible person who need not be a Fellow of the Society. It shall be within the power of the Council, on being satisfied as to the credentials of any particular candidate in exceptional circumstances, to dispense with these conditions. In the case of any Student Fellow of more than one year's standing who ceases to be eligible for that status and for any member of any Branch Society or of the Asiatic Society of Bengal applying for election as a Fellow of the Royal Asiatic Society, the processes of nomination laid down in this paragraph shall not be necessary.

2. The application shall be laid before the next Ordinary Meeting of the Council after the receipt thereof or at any sub-committee meeting chaired by the President or Vice-President which shall be convened by the President or Vice President who shall act as Chair for that meeting. The decision of the Council on the nomination, and on any objection thereto, shall be final.

3. Every newly elected Fellow shall be promptly informed of their election, and shall at the same time be furnished with a copy of these Byelaws and with an Obligation Form in Form A, hereinafter appended, which when received back duly signed shall be filed in a special register to be kept for that purpose. The admission of such Fellow shall not be complete unless and until the said Obligation Form, duly signed, shall have been received by the Director, and until such Fellow shall have paid their annual subscription for the current year unless such payment shall have been waived pursuant to Standing Order 13a.

4. (a) Persons who have rendered meritorious service to the Society may be admitted by the Council as Honorary Fellows, provided that the total number of Honorary Fellows shall not at any time exceed fifty. Presidents of Societies which have been admitted as Branch and Associate Societies shall *ex officio* be Honorary Fellows for their period of office only. High dignitaries of foreign powers, or distinguished diplomatic representatives in the United Kingdom may be admitted by the Council as Honorary Fellows provided that such admissions be in all cases *ad personam* and shall not automatically be discontinued nor transferred to their successors in office.

(b) An Honorary Fellow shall be entitled to all the privileges of a Fellow, excepting to be made a member of the Council, and shall have no voice in the election of the Council of the Society or in any matter affecting the property or financial concerns of the Society; providing that an Honorary Fellow who shall have been a fellow at the time of their admission to such status shall continue to be entitled to the privileges of a Fellow in all respects.

(c) To every newly elected Honorary Fellow there shall promptly be sent a letter, signed by the Director, with a copy of the Byelaws, informing them of their selection and asking whether they are pleased to accept it. The admission of such Fellows shall be complete when they have accepted their selection; and there shall then be sent to them a diploma, under the seal of the Society, signed by the President and the Director.

5. (a) Any member may resign their membership by sending to the Director notice in writing to that effect.

(b) The resignation of a member shall not take effect until they shall have discharged any sums or liabilities due by him to the Society pursuant to Byelaws and standing orders or otherwise, unless the same shall be waived or remitted by the Council.

(c) If the resigning member be a Fellow paying annual subscription, unless their notice of resignation shall reach the Director before the 1st February of any year, they shall be liable for the subscription for that year.

6. Every member shall notify the Director of any correction, addition or alteration which they wish to have made in their designation or address.

II. SUBSCRIPTIONS

7. Annual subscriptions shall be due on the first day of January of each year; and if any Fellow fails to pay the annual subscription due before the end of February the Director shall apply to them for payment. The Council shall determine the annual subscription not later than September of each year.

8. (a) The Council may vary the subscriptions between Student and other Fellows, and may set different rates for Fellows not normally resident in the British Isles.

(b) If a Student Fellow ceases to be eligible for that status but is elected as a Fellow they should pay the fee due as a Fellow from the 1st of January following their election.

(c) If a Fellow living abroad shall return to or come to reside in the British Isles before having paid their subscription for the year then current they shall with effect from the beginning of such year pay the annual subscription of a Fellow resident in the British Isles.

(d) If a Fellow living abroad shall return to or come to reside in the British Isles after having paid their subscription for the year then current they shall with effect from the beginning of the following year pay the annual subscription of a Fellow resident in the British Isles.

9. The first payment of subscription is due on election; but if a Fellow be elected in November or December of any year the first annual subscription paid shall cover the year beginning on 1st January next after their election.

10. (a) If the subscription payable by any Fellow shall remain unpaid on the 30th April all their privileges shall be in abeyance until they shall have paid the amount due from him, and the Director shall promptly address them by letter to that effect.

(b) If the subscription payable by any Fellow shall remain unpaid by the date of the Anniversary General Meeting in that year the Director shall address them by letter and shall demand payment and shall inform them that if their subscription remain unpaid after the lapse of two months from the date of the said letter their name shall be posted

as that of a defaulter.

(c) Should the subscription remain unpaid on the 31st December in that year, the case shall then be laid before the Council, and unless the Council shall otherwise decide the defaulter shall cease to be a Fellow of the Society, and shall be so informed.

11. If a Fellow resident in the British Isles shall go to live elsewhere they shall from the expiry of the year then current, and for so long as they may continue to live elsewhere, pay the annual subscription of a Fellow resident abroad.

12. (a) The Council shall have power to reduce, remit or postpone payment of the subscription payable by a Fellow whose circumstances render such a course necessary or desirable.

(b) A register shall be kept of those Fellows whose subscriptions have been reduced, remitted or postponed in accordance with Section (a) above; the said register shall be laid before Council each year at its Ordinary Meeting in October; the Council shall thereupon consider each case therein entered, and may cancel or otherwise alter the terms of any previous reduction; and notice of any change made by the Council shall promptly be sent to the Fellow concerned.

III. COUNCIL

13. (a) No one shall normally be elected to the office of President who has not already had at least one year's service on the Council;

(b) No one shall normally be elected to the Council who has not been a member of the Society for at least one year;

(c) If any vacancy on the Council or in any office on the Council shall occur in the course of any year the Council may appoint one of its number or any other eligible member of the Society to perform the duties of such office or otherwise act in such vacancy for the remainder of such year.

14. An Ordinary Meeting of the Council shall normally be held in every alternate month of the year.

15. The President, or the Vice-President, or in their absence any three members of Council acting concurrently, may summon a Special Meeting of the Council by a circular notice which the Director shall prepare and send out.

16. Excepting in cases which are prescribed by the Byelaws to be determined by ballot, the decision of the Council on any matter shall be determined by vote by show of hands, unless in any particular case a ballot be demanded; and in any case of equality of votes the Chairman shall have a second or casting vote.

17. The Director shall be responsible for seeing that the minutes of Ordinary and Special General Meetings of the Society together with proceedings of Meetings of the Council and its Committees are duly recorded in the Minute Books.

IV. NOMINATIONS TO COUNCIL

18. At the Council meeting in February there shall be provided to all members of

Council a notice which

- (a) shall show the names of all persons then being members of the Council, and the particular position on the Council held by each of them;
- (b) shall indicate those members of the Council who are not eligible for re-election at the next Anniversary General Meeting, and shall make clear the reason for each of the indications so made;
- (c) shall show the impending vacancies on the Council;
- (d) shall present the recommendations by members of Council with names of the proposer and seconder and an abbreviated curriculum vitae of each candidate from which Council shall draw up a list of those proposed to fill the offices on it for the ensuing year.

19. No later than the 1st day of March, the same such notice in Standing Order 19 shall be sent to all Fellows of the Society having an address in Great Britain or Ireland; together with a notice that every such member, subject to Byelaws 9, 10 and 11 is entitled to nominate any other Fellow for election to any position on the Council; such nomination to take the form of a written communication, signed by the nominator and by a seconder who is a duly qualified member of the Society, and accompanied by a short *curriculum vitae* and a statement signed by the nominee expressing the willingness to act if elected, which must reach the Society not later than the 21st day of March.

20. At its Ordinary Meeting in April, having received any representations from members, the Council shall agree and recommend a list of candidates for election by the Anniversary General Meeting to serve as officers and Council members for the ensuing year.

21. A copy of the list shall be sent with each notice of the Anniversary General Meeting to every Fellow of the Society having a postal address in Great Britain or Ireland or an email address; together with a notice showing separately any valid nominations received which are not incorporated in the proposals made by the Council.

22. The Council's recommended list as a whole shall first be put to the meeting. If the recommended list be not carried it shall be in the discretion of the Chair to put the recommendations of the Council and any alternative nominations permitted by standing orders in several parts and in such order as to the Chair shall seem appropriate; and if no candidate or candidates shall have been nominated in excess of the number required for the particular office or offices to be filled the candidate or candidates nominated to such office or offices shall be deemed elected; otherwise the election to such office or offices and of ordinary members of the Council shall be determined by ballot, each Fellow present at the meeting to be entitled to one vote in respect of each office to be filled.

V. GENERAL MEETINGS

23. An Ordinary General Meeting open to non-members shall normally be held in each month with the exception of the months of July, August and September.

24. The course of the business shall be as follows:-

- (a) The minutes of the preceding Ordinary General Meeting shall be read, together with the minutes of any Special General Meeting held in the interim except any

which may have been held on the same day as the Ordinary General Meeting in progress; and the minutes if accepted as correct shall be signed by the Chairman.

(b) There shall be announced the name of any candidate nominated for Fellowship and admitted by the Council or sub-committee chaired by the President or Vice-President, and the name of any person newly admitted to be an Honorary Fellow and any provisional appointments to the Council under Standing Order 14c.

(c) Donations or presentations made to the Society shall be announced, and, if practicable, laid before the Meeting.

(d) Any other matters of which notice shall have been given may be disposed of.

(e) Notices of any matters of general interest to members may be laid before the Society.

(f) Papers and other communications shall be read, and discussion may follow.

(g) Except by the special permission of the Chairman, no resolution other than a formal motion arising on the matters here mentioned shall be proposed.

(h) The Society reserves the right to exclude any person from an Ordinary General Meeting.

VI. RESPONSIBILITIES OF THE COMMITTEES

25. All Committees report to Council and their recommendations are subject to Council's approval.

Finance & Investments

26. The Finance & Investments Committee shall be composed of the President, Vice-President, Treasurer and Director, together with four other members, of whom at least two shall be current members of the Council. In making appointments to the Committee, the Council shall endeavour to appoint at least one person with specialist knowledge of investments. The committee may, at its discretion, co-opt a person or persons with specialist knowledge of investment matters if required.

The Finance & Investments Committee shall receive and report to the Council on an annual report from the Treasurer and Director confirming that all income, proposed expenditure and expenditure is appropriate and in conformity with the law and guidelines governing charities. It shall make an annual report to Council on trends, opportunities and risks in regard to different heads of income and expenditure. If necessary it shall take advice and make recommendations on particular items of income and expenditure.

The Committee shall make recommendations to Council on spending and financial policy. It shall oversee the preparation of the budget and accounts, and receive reports from the auditors, and recommend all these for approval by Council. It shall agree budgets under different heads, including for the Library and other committees, and keep income and expenditure under review during the year.

The Committee shall be responsible for financial matters related to tenancy and letting agreements; conduct a regular review of staff salaries and conditions; and make an annual recommendation to Council on the levels of membership contributions. It

shall undertake periodic reviews of service agreements as required under the Byelaws, and recommend providers to the Council.

The Committee shall from time to time propose a statement of investment objectives for the Council's approval. It shall receive an annual report on the investment portfolio, its value, income and management, and make recommendations to Council. The Committee shall propose prudent limits on the amount of income to be drawn from investments, including from the restricted endowments for prizes or other purposes, and agree an annual target income in cash and as a percentage of the value of the portfolio. It shall normally draw only from cash income, drawing on the capital (at current valuations) only in exceptional circumstances and with the prior approval of the Council.

Money available for prizes and other spending from designated funds shall be calculated in any year by applying the percentage target for that year to the current balance in the fund. No share of the management fee shall be allocated to the designated funds, and they shall be maintained in cash terms in the financial records. However, Council may adjust the money value of a designated fund if it sees fit, on the advice of Finance & Investments Committee, taking account of any increase or decrease in the capital value of the portfolio.

The Committee shall advise on any financial implications of proposals under consideration and shall approve any new spending commitments and any expenditure above approved limits. Such matters shall be referred to it by the Director, committees or others responsible. Such referrals shall include the financial implications of any contract negotiated with third parties, and any investment from the Society's funds.

The Committee shall propose, from time to time, discretionary spending limits for the Director, for direct administration, and for costs to be approved by committees. (For the time being, the Finance & Investments Committee may approve non-recurrent expenditure up to £10,000 subject to report to Council. The Director and Treasurer together may authorise individual items of expenditure up to £5000, subject to report to the Committee. The Director may authorise spending within approved budgets, and on any exceptional item or connected set of items up to £1000 subject to report to the Committee.)

Other standing or ad hoc committees and the Librarian may approve expenditure up to the limits in their budgets agreed by Finance & Investments Committee. Each committee and, if appropriate, sub-committee shall regularly inform Finance & Investments Committee of the current balance of its annual discretionary budget(s), its current non-recurrent expenditure or commitments as approved, and its proposals for future spending subject to approval; and Finance & Investments Committee shall forward or summarise these reports for the information and where appropriate approval of Council.

The Treasurer or in the Treasurer's absence the President may act on behalf of the Committee, subject to a report to Committee members by circulation or at the next meeting.

Events and House

27. The Events and House Committee is responsible for all matters concerning the activities of the Society such as lectures, events, research fellowships, prizes, awards, scholarly and international relations and academic initiatives. It is also responsible for matters pertaining to the Society's premises such as maintenance, health and safety, tenancy and rental issues, risk assessment and public benefit requirements.

Library

28. The Library Committee holds responsibility for the contents of the library and the collections. The Committee shall also be responsible for matters related to cataloguing, conservation, digitisation, loans to exhibitions, access, furniture, risk assessment, health and safety and public benefit requirements. The Committee makes recommendations regarding the disposal of assets and the salary levels of Library staff.

The 2023 Committee

29. The 2023 Committee is responsible for advising Council about the strategic direction of the Society, functioning as a forum for imaginative thinking and co-ordinating as appropriate that business which falls to be considered by more than one of the various Standing Committees. The Committee will oversee the arrangements for celebrating the Society's 200th Anniversary. The Committee is composed of the Director, President, Vice President, Treasurer, and the Chairs of the Finance, Library, and House & Events as members *ex officio*, but would seek advice from other members of the Society and from outside by co-opting members as appropriate. The Director determines the agenda and timing of meetings of the Committee.

Publications

30. The Publications Committee is responsible for all matters concerning the publications of the Society. The Committee shall develop, for approval of the Council, a strategic policy, aimed at the promotion of the Society through an active programme of scholarly publication by means of print and electronic media.

The Committee shall, from time to time, propose to the Council a publishing strategy and detailed arrangements to implement it.

The Committee shall report to the Council at least annually on the work of the Journal and on the publication of any other books or materials, in print or electronic form, to have been solicited or put under contract since the previous year's report.

The Committee shall refer to the Finance & Investments Committee any contract negotiated with a partner publisher, and shall seek the concurrence of the Finance & Investments Committee for any investment from the Society's funds that might be required to bring a publishing project to fruition.

The Committee shall recommend to the Council the terms of appointment of any Publications Officer/Consultant charged with developing and implementing the publishing programme.

The committee shall, with the approval of the Council, delegate specific responsibilities as follows:

The Journal of the Royal Asiatic Society

The Committee shall recommend to the Council any appointment to the Editorship or

Assistant Editorship of the Journal. In consultation with the Editor, the Committee shall make recommendations to the Council about the composition of the Journal's Editorial Board. Minutes or records of any meetings of the Editorial Board, or with the publisher of the Journal, shall be reported forthwith to the Committee.

The Editor shall make a report, at least annually, to the Committee about the progress of the Journal.

Royal Asiatic Society Monograph Series and related academic publications

The Committee shall recommend for appointment by the Council membership of an Editorial Board to take academic responsibility for the publishing of monographs bearing the Society's imprimatur. Minutes or records of any meetings of the Editorial Board, or with any publisher of monographs and related academic publications, shall be reported forthwith to the Publications Committee.

The Chair or Secretary of the Editorial Board shall make a report, at least annually, to the Committee about monographs and related academic publications, which shall be reported forthwith to the Publications Committee.

VII. JOURNAL AND PUBLICATIONS

31. Every communication published in the Journal of the Society becomes so far the property of the Society that the author may not, save with the permission of the Council duly recorded, republish it until an interval of six months shall have elapsed after its publication by the Society.

32. The Council may present copies of the Journal to learned Societies and distinguished persons.

33. Every Fellow is entitled, as soon as their signed Obligation Form has been received by the Society and their first payment of annual subscription has been made, to receive the parts or volumes of the Journal published subsequently to their election and also any parts or volumes previously published of the year covered by such payment; and, if they be available, they may by permission of the Council and at prices to be fixed by the Council obtain any parts or volumes of the Journal issued before the year covered by such payment.

34. The parts of the Journal shall be forwarded post-free, as they are from time to time issued, to each fellow at that address which they have given in their Form of Obligation or which appears opposite their name in the list of members last published; and they shall have no remedy against the Society for recovery of any part or volume of the Journal which miscarries unless their current address has been communicated to the Director.

35. Except by special order of the Council the Journal or any part thereof shall not be supplied to any Fellow whose annual subscription is in arrears.

36. Any Fellow who has not received a copy of the Journal to which they are entitled can obtain the same gratis provided that they apply for it within four months of the date of publication; provided that they have taken steps as required to have their correct address entered in the list of members.

37. Any person or institution not being a member of the Society may become an annual subscriber to the Journal at a rate to be fixed by the Council from time to time, and shall be supplied with it if that amount be paid in advance.

FORM A

OBLIGATION OF FELLOW

I have received a copy of the Byelaws of the Royal Asiatic Society of Great Britain and Ireland with a notice that I have been elected as a Fellow of the said Society; and I hereby undertake to observe and comply with the said Byelaws and any modified, altered or amended form of them which may hereafter be adopted by the Society; and I will promote the honour, interests and welfare of the Society.

Signed.....

Date.....

Name (BLOCK CAPITALS).....

Address.....

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(NB. – The Fellow shall here fill in the address to which all communications for him / her from the Society shall be sent.)

Kindly address any inquiries to: Executive Officer, Royal Asiatic Society, 14 Stephenson Way, London NW1 2HD; Telephone 020 7388 4539;