[page 36]

Constitution And By-Laws Of The Korea Branch Of The Royal Asiatic Society

CONSTITUTION

Name and Object

Art. I The Name of the Society shall be THE KOREA

BRANCH OF THE ROYAL ASIATIC SOCIETY.

Art. II The Object of the Society shall be to investigate the Arts, History, Literature and Customs of Korea and the neighbouring countries.

MEMBERSHIP

Art. III The Society shall consist of Honorary and Ordinary Members.

Art. IV Honorary Members shall be admitted on special grounds to be determined in each case by the Council. They shall not be resident in Korea and they shall not be required to pay either Entrance Fee or Annual Subscription.

Art. V Ordinary Members shall pay on their election an Entrance Fee of Five Dollars and the Subscription for the current year. Those resident in Korea shall pay an Annual Subscription of Five Dollars. Those not resident in Korea shall pay an Annual Subscription of Three Dollars.

Art. VI The Annual Subscription shall be payable in advance on the first day of January.

The first Annual Subscription of Members elected in the last quarter of any year shall cover the Subscription for the following year.

Art. VII Every Member shall, subject to the provisions of subheading (h) of Article XIII of the By-laws, be entitled to receive the Publications of the Society during the period of his Membership. [page 37]

OFFICERS

Art. VIII The Officers of the Soviety shall be―

A President; ]

A Vice-President;

A Coresponding Secretary; A Recording Secretary;

A Treasurer;

A Librarian.

COUNCIL

Art IX The affairs of the Society shall be managed by a Council composed of the Officers for the current year, together with three Ordinary Members.

MEETINGS

Art. X General Meetings of the Society and Meetings of the Council shall be held as the Council shall appoint and announce.

Art. XI The Annual Meeting of the Society shall be held in December. At this Meeting the Council shall present its Annual Report, which shall include the Treasurer’s Statement of Account.

Art. XII Nine Members shall form a quorum at an Annual Meeting and four Members at a Council Meeting. The Chairman shall have a casting vote. At all Meetings of the Society or Council, in the absence of the President and Vice-President, a Chairman shall be elected by the Meeting.

Art. XIII The General Meetings of the Society shall be open to the public, but persons who are not Members shall not address the Meeting except by invitation of the Chair.

ELECTIONS

Art. XIV All Members of the Society shall be elected by the Council. They shall be proposed at one Meeting of the Council and ballotted for at the next, one black ball in four to exclude; and their election shall be announced at the General Meeting following.

Art. XV The Officers and other Members of the Council shall be elected by ballot at the Annual Meeting and shall hold office for one year.

Art XVI The Council shall fill all vacancies in its Membership that may occur between Annual Meetings. [page 38]

PUBLICATION

Art. XVIIThe Publications of the Society shall contain:—(1) Such papers and notes read before the Society as the Council shall select, and an abstract of the discussion thereon. (2) The Minutes of the General Meetings, with a list of Officers and of Honorary and Ordinary Members. (3) The Reports and Accounts presented at the last Annual Meeting.

The Council shall have power to accept for publication papers or other contributions of scientific value, the technical or voluminous nature of which does not admit of their being read at a Meeting of the Society.

Art. XVIIIAuthors of published papers may be supplied with extra copies at the d iscretion of the Council.

Art. XIX The Council shall have power to publish in separate form papers or documents which it considers of sufficient interest or importance.

Art. XX Papers accepted by the Council shall become the property of the Society and shall not be published without the consent of the Council.

Art. XXI Acceptance of a paper by the Council for reading at a General Meeting of the Society does not bind the Society to its publication afterwards, but when the Council decides not to publish any paper accepted for reading, that paper shall be restored to the author without any restriction as to its subsequent use, but a copy of it shall be kept on file.

MAKING OF BY-LAWS

Art. XXII The Council shall have power to make and amend Bylaws for its own use and the Society’s guidance, provided that these are not inconsistent with the Constitution; and a General Meeting, by a majority vote, may suspend the operation of any By-law.

AMENDMENTS

Art. XXIII None of the foregoing articles of the Constitution can be amended except at a Greneral Meeting by a vote of twothirds of the Members present, and then only if due notice of the proposed amendment has been given at a previous General Meeting. [page 39]

BY-LAWS

GENERAL MEETINGS

Art. I The Session of the Society shall coincide with the Calendar Year, the Annual Meeting taking place in December.

Art. II Ordinarily the Session of the Society shall consist of nine monthly General Meetings, of which the Annual Meeting shall be considered one, but it may include a greater or less number whenever the Council finds reason for such a change.

Art. III The place and time of meeting shall be fixed by the Council, preference being given to 4 p.m. of the second Wednesday of each month.

Art. IV Timely notice of each General Meeting shall be sent to every Member resident in Seoul or Chemulpo.

ORDER OF BUSINESS AT GENERAL MEETINGS

Art. V The Order of Business at General Meetings shall be:—

(1) Action on the Minutes of the last Meeting.

(2) Communications from the Council (Reports,etc.).

(3) Miscellaneous Business.

(4) The reading and discussion of Papers.

The above order shall be observed except when the Chairman shall rule otherwise.

At Annual Meetings the Order of Business shall include, in addition to the f oregoing matters:—

(5) The reading of the Council’s Annual Report and Treasurer’s Account and submission of these for the action of the Meeting upon them.

(6) The Election of Officers and Council as directed by the Constitution.

MEETINGS OF COUNCIL

Art. VI The Council shall appoint its own Meetings, preference being given to the first Wednesday of each month at 4 p.m.

Art. VII Timely notice of each Council Meeting shall be sent by post to the address of every Member of the Council, and shall contain a statement of any extraordinary business to be transacted. [page 40]

ORDER OF BUSINESS AT COUNCIL MEETINGS

Art. VIII The Order of Business at Council Meetings shall be:—

(1) Action upon the Minutes of the last Meeting.

(2) Reports (a) of the Corresponding Secretary.

(b) of the Publication Committee.

(c) of the Treasurer.

(d) of the Librarian.

(e) of Special Committees.

(3) The Election of new Members.

(4) The Nomination of Candidates for Membership.

(5) Miscellaneous Business.

(6) Acceptance of papers to be read before the Society.

(7) Arrangement of Business for the next General Meeting.

PUBLICATION COMMITTEE

Art. IX There shall be a Standing Committee called the Publication Committee, composed of the Secretaries, the Librarian and any Members appointed by the Council. It shall ordinarily be presided over by the Corresponding Secretary.

It shall superintend the publication of the Transactions of the Society and the re-issue of parts out of print.

It shall report periodically to the Council and act under its authority.

It shall audit the accounts for printing the Transactions.

It shall not allow authors’ manuscripts or printers’ proofs to go out of its custody for

other than the Society’s purposes.

AUDIT

Art. X Before the Annual Meeting of each year the Treasurer’s Statement of Account shall be audited by two Members appointed by the President.

DUTIES OF CORRESPONDING SECRETARY

Art. XI The Corresponding Secretary shall―

(a) Conduct the correspondence of the Society.

(b) Arrange for and issue notices of Council Meetings and see that all business is brought duly and in order before each Meeting.

(c) Attend every Council Meeting or give notice to the Recording Secretary that he will be absent. [page 41]

(d) Notify new Officers and Members of Council of their appointment and send them each a copy of the By-laws.

(e) Notify new Members of their election and to each send them a copy of the Constitution and of the Library Catalogue.

(f) Unite with the Recording Secretary, Treasurer and Librarian in drafting the Annual Report of the Council and with the other Members of the Publication Committee in preparing for publication all matters as defined in article XVII of the Constitution.

(g) Act as Chairman of the Publication Committee and take first charge of authors, manuscripts and proofs struck off for use at Meetings.

DUTIES OF RECORDING SECRETARY

Art. XII The Recording Secretary shall—

(a) Keep Minutes of General Meetings and Meetings of the Council.

(b) Make arrangements for General Meetings as instructed by the

Council and notify Members thereof.

(c) Inform the Corresponding Secretary and the Treasurer of the

election of new Members.

(d) Attend every General Meeting and every Meeting of the Council, or, in case of absence, depute the Corresponding Secretary or some other Member of the Council to perform his duties and shall forward to him the Minute-Book.

(e) Act for the Corresponding Secretary in the latter’s absence.

(f)Assist in drafting the Annual Report of the Council and in preparing for publication the Minutes of the General Meetings and the Constitution and By-laws.

(g) Act on the Publication Committee.

(h) Furnish to the Press abstracts of Proceedings at General Meetings

as directed by the Council.

DUTIES OF TREASURER

Art. XIII The Treasurer shall―

(a) Take charge of the Society’s funds in accordance with the instructions of the Council.

(b) Apply to the President to appoint Auditors and present to the Council the Annual Balance Sheet duly audited before the date of the Annual Meeting. [page 42]

(c) Attend every Council Meeting and report when requested upon the money affairs of the Society, or, in case of absence, depute some Member of the Council to act for him, furnishing him with such information and documents as may be necessary.

(d) Collect Subscriptions and notify Members of their unpaid dues in January and June.

(e) Collect from Agents the money received by them for the sale of the Society’s Publications.

(f) Pay out all moneys for the Society under the direction of the Council, making no single payment in excess of Ten Yen without special vote of the Council.

(g) Inform the Librarian when a new Member has paid his Entrance Fee and his first Subscription.

(h) Submit to the Council at its January Meeting the names of Members who have not paid their Subscription for the past year; and after action has been taken by the Council furnish the Librarian with the names of any Members to whom the sending of the Publications is to be suspended or stopped.

DUTIES OF LIBRARIAN

Art. XIV The Librarian shall—

(a) Take charge of the Society’s Library and stock of Publications, keep its

books and periodicals in order, catalogue all additions to the Library and

supervise the binding and preservation of the books.

(b) Carry out the regulations of the Council for the use and lending of the Society’s books.

(c) Send copies of the Publications to all Honorary Members, to all Ordinary Members not in arrears for dues, according to the list furnished him by the Treasurer, and to all Societies and Journals, the names of which are on the list of exchanges.

(d) Arrange with booksellers and others for the sale of the Publications as directed by the Council, send the required number of each issue to the appointed Agents and keep a record of all such business.

(e) Arrange for further exchanges as directed by the Council.

(f) Draw up a list of the exchanges and of additions to the Library for insertion in the Council’s Annual Report.

(g) Make additions to the Library as instructed by the Council. [page 43]

(h) Present to the Council at its November Meeting a statement of the stock of Publica- tions possessed by the Society.

(i) Act on the Publication Committee.

(j) Attend every Council Meeting and report on Library matters, or, if absent, send to the Corresponding Secretary a statement of any matter of immediate importance.

LIBRARY AND MEETING ROOM

Art. XV The Society’s Rooms and Library shall be in Seoul, to which may be addressed all letters and parcels not sent to the private address of the Corresponding Secretary, Treasurer or Librarian.

Art. XVI The Library shall be open to Members for consultation during the day, the keys of the book-cases being in the possession of the Librarian or other Members of Council resident in the vicinity, and books may be borrowed on application to the Librarian.

SALE OF PUBLICATIONS

Art. XVI A member may obtain at half-price, for his own use, copies of any part of the Publications.

Art. XVIII The Publications shall be on sale by Agents approved by the Council and shall be supplied to them at a discount price fixed by the Council.