[page 108] **CONSTITUTIONOF THE KOREA BRANCH ROYAL ASIATIC SOCIETY**

**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 Branch shall be to stimulate interest in, and promote study and dissemination of knowledge about, the Arts, History, Literature and Customs of Korea and the neighboring countries.

**MEMBERSHIP, FEES AND DUES**

Art. Ill The Branch shall consist of Honorary, Life, Ordinary and Associate 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 the Entrance Fee or the Annual Subscription. They shall enjoy the same privileges in regard to the distribution of the minutes of meetings, etc. as enjoyed by Life Members (See Art. VI below).

Art. V **Honorary Council Members** may be appointed in special consideration of long and devoted service to the Branch. They shall be residents of Korea, nominated and approved by majority vote of the members present at the Branch’s annual general meeting. These honorary members of the Council may participate fully in the activities of the Council, except that they shall not have the privilege of voting.

Art. VI **Life Members,** in residence in Korea or abroad, shall en joy the full right of participation in all activities of the Branch. They shall be entitled to free distribution of a single copy of each Transaction of the Branch published following their attaining Life membership and free distribution of the minutes of Council meetings, general meeting and/or other information such as is promulgated [page 109] to the Members of the Branch resident in Korea. The fee for Life Membership shall be determined from time to time by the Council.

Art. VII **Ordinary Members** shall, upon joining the Branch, pay an Entrance Fee and the Annual Subscription for the forthcoming year. The Annual Subscription rate both for resident and nonresident Members and the entrance fee shall be determined from time to time by the Council.

Art. VIII **Associate Membership** in the Branch shall be open to teaching members, students of Korean Universities and such other specific groups as the Council may determine, on payment of an entrance fee and annual subscription to be determined from time to time by the Council. Associate Members shall be entitled to participation in the activities of the Branch at Member rates.

Art. IX The Annual Subscription shall cover the period of one year, specific dates to be determined by the by-laws.

Art. X Applicants for membership who pay the required fees shall be entitled to join the Branch. If a Member, in the opinion of the Executive Comittee, is guilty of conduct prejudicial to the interests of the Branch, the Executive Committee may suspend his membership and forbia his attendance at meetings of the Branch, pending the final decision of the Council.

**OFFICERS**

Art. XI The Officers of the Branch shall be:

 A President

 A Vice President

 A Treasurer

 A Corresponding Secretary

 A Recording Secretary

 A Librarian

**COUNCIL**

Art. XII The affairs of the Branch shall be managed by a Council composed of the Officers for the current years, together with not more than 20 Ordinary Members. Honoary Council Members are not included among the 20 Ordinary Members.

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Art. XIII Council Members who, except for due cause (as determined by the Executive Committee), miss council meetings more than twice consecutively or miss five times during the year shall be dropped from membership on the Council. Council Members may resign from the Council by written notification to the President.

**MEETINGS**

Art. XIV General Meetings of the Branch and Meetings of the Council shall be held as the Council shall determine and announce.

Art. XV The Annual General Meeting shall be held around the end of the calendar year at a date and time determined by the Council. Notice of the Annual General Meeting shall be mailed to all Members not later than one month prior to the scheduled date. At this meeting the Council shall present its Annual Report, which shall include the Treasurer’s Statement of Accounts. The Officers for the next year shall be nominated and elected.

Art. XVI Twenty five members shall form a quorum at the Annual General Meeting and a simple majority of Officers and Council Members at a Council Meeting. The Chairman shall have a casting vote in the event of a tie between pro and con votes. At all Meetings of the Branch or Council, in the absence of the President and Vice- President, a Chairman shall be elected by the members present at the meeting.

Art. XVII The General Meetings shall be open to the public, but the Annual General Meeting shall be open to Members only.

**ELECTIONS**

Art. XVIII The Officers and other Members of the Council shall be elected at the Annual General Meeting and shall hold office for one year, or until their successors have been elected. Officers and Committee Chairmen shall not hold office for more than two terms.

Art. XIX The Council shall fill vacancies of officers, Committee chairman of council members that may occur between [page 111] Annual General Meetings and may nominate temporary substitutes in the event of prolonged absence or indisposition of an Officer or Committee Chairman.

**PUBLICATIONS**

Art. XX The Publications of the Branch shall consist of the Transactions and other publications as the council may decide.

Art. XXI Authors of published books or papers may be supplied with twenty five copies gratis by the branch except as may be determined by the Council.

Art. XXII The Council shall have power to publish, in separate form, papers or documents which it considers of sufficient interest or importance. All publications of the Branch shall be registered for U.S. interim copyright of five years’ duration.

Art. XXIII Papers accepted by the Council shall become the property

 of the Branch and shall not be published without the consent of the Council. However, if publication is unreasonably delayed, or if the paper is urgently required for another and unforeseen use, and is requested to be returned by the writer, the Council may release the paper at its own discretion.

Art. XXIV The acceptance of a paper for reading at a General Meeting of the Branch does not obligate the Branch to publish it, but when the Council decides not to publish any paper accepted for reading, that paper shall be returned to the author without any restriction as to its subsequent use. A copy shall be retained in the Branch’s permanent file.

**MAKING OF BY-LAWS**

Art. XXV The Council shall have the power to make and amend By-Laws for its own use and the Branch’s guidance, provided that these are consistent with the Constitution. Additions, deletions or amendments to the By-Laws shall be promulgated to the members of the Branch who may at the next general meeting overrule the action of the Council

[page 112] **ADDITIONS, DELETIONS AND AMENDMENTS**

Art. XXVI The Constitution may be amended only at a General Meeting, a quorum present, by two thirds majority vote of the members present. Amendments to the Constitution shall be promulgated to all members at least thirty days preceding the General Meeting wherein the amendment is to be discussed and voted upon.

BY-LAWS

**GENERAL MEETINGS**

Art. 1 The Session of the Branch shall coincide with the Calendar Year.

Art. 2 Ordinarily the Session of the Branch shall consist of not less than nine monthly General Meetings, of which the Annual General Meeting shall be considered one. A need for a greater or lesser number of meetings may be determined by the Council, if it is considered to be in the best interests of the Members of the Branch.

Art. 3 The place and time of meetings shall be determined by the Council. Advance notice of meetings shall be promulgated to all Members resident in Korea, and to all Honorary and Life Members.

**ORDER OF BUSINESS AT GENERAL MEETINGS**

Art. 4 The order of business of General Meetings shall be:—

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

 b. Miscellaneous Business

 c. The Reading and Discussion of Papers

**ORDER OF BUSINESS AT ANNUAL**

**GENERAL MEETING**

Art. 5 The order of business at the Annual General Meeting shall be as follows:

 a. Prior to the Annual General Meeting a draft of the Council’s report, including Committee reports shall be promulgated to all Honorary and Life Members and to Ordinary Members resident in Korea.

 b. The Treasurer’s Report shall be discussed.

 [page 113] c. The Council’s draft report shall be discussed, modified if necessary, and approved by majority vote of the Members present.

 d.The election of Officers and Councillors shall be conducted from the slate recommended by the Nominating Committee or nominations from the floor.

**MEETINGS OF COUNCIL**

Art. 6 The Council at each meeting shall determine the time and place of subsequent Council Meetings.

Art. 7 Timely notice of each Council Meeting shall be sent to every Member of the Council. With this notice shall be enclosed a draft of the minutes of the previous Council Meeting and reports of Committee Chairmen for review and subsequent discussion, modification (if required) and acceptance by the Council.

**ORDER OF BUSINESS AT COUNCIL MEETINGS**

Art. 8 The order of business at Council Meetings shall be:ㅡ

 a. Action upon the Minutes of the last meeting and reports of Committee Chairmen.

 b. Report on the proceedings of the Executive Committee.

 c. Miscellaneous business.

 d. Arrangement of business for the next Council Meeting.

**COMMITTEES**

Art. 9 a. There shall be the following standing Committees:

(1) Executive Committee

(2) Budget and Finance Committee

(3) Program Committee

(4) Tour Committee

(5) Tour Committee

(6) Membership Committee

(7) Publications Committee

 In addition, such other Committees as may be deemed necessary shall be established by the Council.

 b. All Committees shall report periodically in writing to the Council and shall act in accordance with the decision of the Council on matters concerning both policy and finance.

[page 114] **EXECUTIVE COMMITTEE**

Art. 10 a. There shall be a Standing Committee, called the Executive Committee, composed of the President and/or the Vice President, one other Officer, the Chairmen of the Committees concerned with the subjects to be discussed, and such others as the President may invite. Meetings shall be called by the President, who shall invite the persons concerned. Its duties shall be to undertake any tasks deputed to it by the President or the Council.

 b. When matters affecting a particular Committee are dis-cussed by the Executive Committee, the Chairman of the Committee concerned, or a representative nominated by him, shall be present at the discussion.

 c. Unless previously authorized by the Council to take substantive decisions, the Executive Committee shall only make recommendations to the Council for final decision by the latter.

 d. In cases where the Executive Committee has been authorized to take substantive decisions, a quorum of not less than half the Committee’s members shall be required. Decisions shall be adopted by a favorable vote of not less than two thirds of the members present.

**BUDGET AND FINANCE COMMITTEE**

Art. 11 a. There shall be a Standing Committee, called the Budget and Finance Committee, which shall be composed of the Officers of the Branch. The Committee may co- opt other members of the Branch whose assistance may be desired for particular tasks, but such members shall not vote. Not less than half the membership of the Committee shall constitute a quorum.

 b. The Committee shall meet not less than once in each half of the calendar year, and shall prepare a budget for submission to the Council.

**PUBLICATIONS COMMITTEE**

Art. 12 a.There shall be a Standing Committee, called the Publications Committee, composed of a Chairman to be ap- [page 115] pointed by the President in consultation with the Council, and such other members as the Council may designate.

 b. The Committee shall:

 (1) Be responsible for the selection, preparation and publication of the Transactions and other works sponsored by the Branch, as approved by the Council;

 (2) 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; and

 (3) Draw up a program of future publications, with estimates of expenditure and income, and submit this program and accompanying estimates to the Council for the latter’s approval at least once every six months.

**PROGRAM COMMITTEE**

Art. 13 a. There shall be a Standing Committee, called the Program Committee, composed of a Chairman to be appointed by the President in consultation with the Council and such other members as the Council may designate, at least two of them ordinarily being being Koreans and two of other nationalities.

 b. The Program Committee shall be responsible for determining topics and finding speakers (or other suitable material such as films) for the Branch’s regular meetings.

 c. Honoraria and other fees shall follow norms established by the Council. Exceptions shall be specifically approved by the Council membership in regular session.

 d. As a rule, programs shall be of an historical or contemporary nature, which support the objectives stated in Article II of the Constitution., Where practicable, texts of the presentations shall be filed with the Corresponding Secretary of the Branch, so that those considered suitable may be printed in the Transactions.

[page 116] **TOUR COMMITTEE**

Art. 14 a. There shall be a Standing Committee called the Tour Committee, composed of a Chairman to be appointed by the President in consultation with the Council, and the other members as the Council may designate.

b. It shall plan and conduct tours to places of cultural and historical interest both inside and outside Korea.

c.Tours shall be conducted by members of the Com- mittee or by such other Members of the Branch as the Committee shall designate. Tours shall be conducted primarily for the edification and education of members of the Branch who shall receive special consideration in computing the charges tor tours, and in participating in limited capacity tours. The Committee chairman shall audit the accounts of all tours before they are submitted to the Treasurer.

**MEMBERSHIP COMMITTEE**

Art. 15 a. There shall be a Standing Committee called the Membership Committee, composed of a Chairman to be appointed by the President in concultation with the Council, and such other members as the Council may designate.

b. The Committee shall: -

 (1) Take all suitable measures to increase membership of the Branch;

 (2) Report to the Council, at least quarterly, on the status of the Branch’s membership and recommend measures to maintain or increase membership; and

 (3) Keep in touch with the views of Members on publications and programs of lectures and tours arranged by the Branch, and brief the Council on the subject at each Council Meeting.

**COMMITMENTS ENTERED INTO BY THE BRANCH**

Art. 16 a. Any commitment or disbursement by the Branch of more than $500 shall be specifically sanctioned by the Council, as recorded in the minutes of its meetings.

b.Any commitment entered into by the Branch with the [page 117] concurrence of the Council shall, if it involves the expenditure of more than $1,000 (over whatever period), be legitimised by a document bearing the signatures of the President (or Acting President in the absence of the President), the Corresponding Secretary and the Treasurer.

c. No Officer or Member of the Branch is authorized to commit the Branch to any course of action, other than normal day-to-day business, without the express approval of the Council as recorded in the minutes of its meetings.

**AUDIT**

Art. 17 Before the Annual General Meeting of each year the Treasurer’s Statement of Accounts shall be audited by a team of not less than two Members appointed by the President.

**DUTIES OF THE CORRESPONDING SECRETARY**

Art. 18The Corresponding Secretary shall: -

a. Be in charge of the office of the Korea Branch of the Royal Asiatic Society;

b. With the assistance of a salaried clerical staff and in consultation with the other officers of the Branch and the Committee Chairmen, assume overall responsibility for the coordination of the Branch’s activities;

c. Ensure that the Reports of Committee Chairmen and the minutes of the preceding meeting are circulated to Council Members before the next Council Meeting; and

d.Arrange for the issue of notices of Council Meetings

**DUTIES OF RECORDING SECRETARY**

Art. 19 The Recording Secretary shall: -

 a. Keep Minutes of General Meetings and meetings of the Council;

 b. Attend every General Meeting and every Meeting of the Council, or, in case of absence,depute the Correspond- [page 118] ing Secretary or some other Member of the Council to perform his duties and shall forward the Minute-Book to him; and

 c. Act for the Corresponding Secretary in the latter’s absence .

**DUTIES OF THE TREASURER**

Art. 20 The Treasurer shall:-

 a. Control and account for all funds of the Korea Branch of the Royal Asiatic Society;

 b. Respond to requests for funds necessary to maintain the day-to-day operations of the Branch. However, any any expenditure in excess of $150,or its equivalent, shall have the prior concurrence of the President (or, in his absence, the Vice- President) and three other Officers of the Branch;

 c. Attend every Council Meeting and present a current financial statement or, if unable to attend, depute some member of the Council to act for him, furnishing h im with such information and documents as may be necessary; and

 d. Apply to the President to appoint Auditors and present annually a duly audited financial statement, which shall be available for examination at the Annual General Meeting of the Branch.

**DUTIES OF LIBRARIAN**

Art. 21. The Librarian shall:-

 a.Take charge of the Branch’s Library and stock of pub-lications, 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 Branch’s books;

 c. Send copies of the publications to all Honorary Members and to all Ordinary Members not in arrears for their subscriptions, according to a list furnished him by the Corresponding Secretary, and to all Branches and Journals, the names of which are on the list of ex- [page 119] changes;

 d. Arrange for further exchanges as directed by the Council;

 e. Draw up a list of the exchanges and of additions to the Library, for insertion in the Council’s Annual Report;

 f. Make additions to the Library as instructed by the Council;

 g. Present to the Council at its November Meeting a statement of the stock of publications possessed by the Branch;

 h. Act as a member of the Publication Committee

 i. 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**

Art. 22 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; books may be borrowed on application to the Librarian.

**SALE OF PUBLICATIONS**

Art. 23 The publications shall be on sale by Agents approved by the Council and may be supplied to them at a discount price fixed by the Council.

**CHAPTERS**

Art. 24 Members of the Korea Branch of the Royal Asiatic Society residing outside of Seoul may, with the approval of the Council, organize chapters, With arrangements for such matters as membership, attendance, books, programs, speakers, honorariums, logistics, finance, etc. to be planned by a local committee in conjunction with the Executive Committee of the Council and approved by the Council. There shall be an annual written report from each chapter which shall be submitted to the Council for approval.

 [page 120] Each chapter shall have at least one councillor who is selected by the Korea Branch in consultation with the local chapter. Such councillors shall serve in addition to the regular members of the RAS-KB Council. They shall have full voting rights but may be excused from serving on any of the standing committees.

 While councillors from outlying areas are invited to attend all the Council meetings, they are excused from the regular attendance requirements. They shall, however attend at least 2 Council meetings per year. The equivalent of express bus fare will be provided for the two required meetings.

(This Constitution was approved by the general membership on December 8,1971 and amended on October 20,1975. By-law Article 24 was added by the Council on March 19, 1980.)