

Annex 1 | ***The Asiatic Society of
Bangladesh***
Constitution

The Asiatic Society of Bangladesh

Constitution

1. Name

The name of the organisation governed by this constitution shall be THE ASIATIC SOCIETY OF BANGLADESH.

2. Objective

The objective of the Society shall be the advancement of the study of man and nature of Asia.

3. Chief Patron

The President of the Peoples' Republic of Bangladesh shall be the Chief Patron of the Society.

4. Patron

There shall be Patrons of the Society the number of whom be unlimited.

5. Membership

- (i) Bangladesh nationals and persons of all other nations irrespective of caste, creed, or sex, shall be eligible, under rules as hereafter mentioned, to become members of the Society.
- (ii) The Society shall consist of Members, Life Members , Honorary Members, Fellows and Associate Members.
 - (a) Members, the number of whom shall be unlimited.
 - (b) Life Members, the number of whom shall be unlimited; normally they shall be from among members of the Society with high academic achievements; at the expiry of two years as a member one shall be eligible to apply.
 - (c) Honorary Members, the number of whom shall not exceed 15, and who shall be persons wellknown for their literary and scientific attainments, but who are not likely to apply for Membership.
 - (d) Fellows, the number of whom shall be limited to maximum 30, and who shall be persons eminent for their knowledge of, and contributions to Sciences or Humanities. Fellows shall be entitled to use after their names the abbreviation of the Society, i.e., F. A. S. B.
 - (e) Associate Members, the number of whom shall be unlimited and will generally include students and other interested persons who are not eligible to become Members.

Members and Fellows

Elections

6. (a) The election to Members shall be on the basis of principles laid down by this constitution and rules and procedures framed by the Council from time to time.
(b) The candidates for Membership, Life Membership /Associate Membership shall be proposed by one member and seconded by another member in a prescribed form. On being previously scrutinised by a standing committee the name of the candidate, his/her proposer and seconder shall be laid before a meeting of the Council, and on being approved, shall be recommended for election, if necessary by ballot, at the next Monthly General Meeting of the Society.
7. The candidates in favour of whom majority of the members present at such Monthly General Meeting vote shall be deemed to be duly elected.
8. The General Secretary shall communicate the result of the election to candidates duly elected and shall forthwith send a copy of the constitution of the Society to each of them.
9. The admission fee and membership subscription as determined by the Council from time to time, shall be realised from the person elected for membership within three months from the date of communication of election. In default of payment within three months of communication such election shall automatically stand cancelled.
10. No person, although duly elected according to the foregoing rules shall be entitled to exercise the rights and privileges of membership nor shall his name be entered in the list of Members without the payment of admission fees and first yearly subscription.
11. For the purpose of election as Honorary Members names of desired persons shall be proposed to a Monthly General Meeting of the Society by the Council, which shall at the same time, state the grounds and desirability of such election. The proposed persons in favour of whom at least three-fourths of the members present at the meeting vote shall be deemed to be duly elected.
12. The election to the distinction of Fellowship shall be made by the Council in accordance with rules prescribed by itself, and ratified by the Monthly General Meeting of the Society. Names of Fellows so elected, shall be announced at the Biennial General Meeting of the Society.
13. In case of Associate Membership, the Council shall be empowered to elect candidates for it and such election need not be referred to the Monthly General Meeting of the Society for ratification.

Privileges

14. Members/Life Members shall be entitled to the following rights and privileges
- (a) To be present and to vote at all General Meetings;
 - (b) To propose and second candidates for Membership/Life Membership;
 - (c) To contest election for any office of the Society;
 - (d) To have personal access to the Library and other public rooms of the Society, and to use its collections;
 - (e) To borrow books and other collections from the Library;
 - (f) To receive a Journal and other publications of the Society under rules determined by the Council.
15. Honorary Members and Fellows shall be entitled to all the privileges except (b) (c) of the Rule 14 They can serve on any Committee appointed by the Council, save that they shall not be entitled to vote except on such committees .
16. Associate Members shall be entitled to utilise the Library and Reading Room of the Society, attend the General Meeting save that they shall not be entitled to vote.

Subscriptions

17. The rate of subscription for Membership/Life Membership and admission fees shall be recommended by the Council and such recommendation shall be ratified by the majority members present at the Monthly General Meeting.
18. The subscription shall be paid annually and the full annual subscription and admission fees shall be due from the candidate on election. For the purpose of subscription the year shall be counted from 1st July to 30th June.
19. A Life Member shall pay a lump sum of money once for all, as determined under rule 17. A Life Member shall have rights and privileges of the Member.
20. No admission fee or subscription shall be due from Fellows and Honorary Members.
21. No admission fee shall be due from the Associate members, who, however, shall pay annual subscriptions as determined by the Council.
22. The Council may require the members who reside abroad to pay the postal charges for receiving Society's publications.

Cessation of Membership

23. Any Member/Life Member may withdraw membership. after having paid in full all his dues to the Society by signifying his desire to do so in a letter addressed to the General Secretary.
24. A Member failing to pay his/her subscription for two consecutive years shall be liable to be removed from membership of the Society by the Council with a report to the Biennial General Meeting.

25. If any Member/Life Member wilfully acts against the interest of the Society, disobeys the Rules or the orders of the Society or the Council, he/she shall be liable to be removed under Rule 26 from the membership.
26. Whenever there shall appear cause for the removal of a Member/Life Member from the Society, the Council shall investigate the matter and, if the case is established prima facie, shall recommend to the Monthly General Meeting the removal of the Member/Life Member concerned. The President then shall announce such a case to the Monthly General Meeting and getting consent from at least three-fourths of the members present, his/her name shall be struck off the rolls.

Source of Revenues

27. (a) Members' subscriptions, Government grants, donations, sale proceeds of publications, etc. shall constitute the sources of revenue of the Society.
(b) The accounts of the Society shall be audited every financial year by an accredited Chartered Accountants.

Administration and Officer- bearers

28. The administration, governance and management of the affairs of the Society shall be entrusted to a Council composed of a President, three Vice-Presidents, a Treasurer, a General Secretary, a Secretary, ten Members, elected under Rules 32-36, and two Fellows to be co-opted by the Council. No office-bearer shall hold more than one office of the Society at a time.
29. The casual vacancies in the Council caused by reason of death, resignation, or some other reasons, may be filled by the Council from amongst suitable members of the Society subject to ratification of the same in the next Monthly General Meeting.
30. Enlightened persons making substantial donations , as determined by the Council from time to time. may be elected as Patrons by the Council and such election shall be ratified in the next Monthly General Meeting. The Patrons shall enjoy all the rights and privileges of a Member except for voting and contesting election.
31. To perform various functions of the Society the Council shall constitute several committees, such as, Editorial Board/s, Organization Committee, Publication Committee, Library Committee, Finance Committee, Research and Seminar Committee and other special Committees set up by the Council as and when necessary.

The Council

32. The tenure of the Council shall extend over two consecutive calendar years beginning from January.
33. The election of office-bearers and other Members of the Council shall take place on the expiry of the term of the sitting Council.

34. The candidates for election may be proposed in the prescribed Form in the form of a panel of names for the office-bearers. All such proposals shall be received by the General Secretary, on being duly proposed and seconded by bonafide Members and also signed by every eligible candidate. Such proposals shall be received by the 30th of November of the second year of the Council and the Council shall peruse the proposals and place them before the Members for voting through ballots at the Biennial General Meeting, provided that when there is no more panel than one, the said one shall be declared duly elected.
35. Candidates securing the majority of votes cast shall be declared elected. In case of an equal number of votes for any two or more candidates, the case shall be decided by drawing lots.
36. No Member shall hold the same office in the Council for more than two consecutive terms, and no Member shall be on the Council for more than three consecutive terms. A Member completing two/three consecutive terms as the case may be, may, however, seek election again at the expiry of another term of the Council.

Functions

37. The functions and duties of the Council shall be
- (a) To manage the affairs of the Society, and for such purpose to make such regulations as may appear to them conducive to the good administration of the Society and the attainment of the object of its foundation, provided that such regulations do not clash with the Rules herein laid;
 - (b) To approve the budget prepared by the Treasurer;
 - (c) To determine the rate of subscriptions, admission fees, and other dues of Members and to review the rate so fixed from time to time;
 - (d) To determine the rate of concessions that the Members may enjoy while purchasing Society's publications;
 - (e) To appoint, subject to confirmation by the next Monthly General Meeting, as many salaried office staff and employees as they may deem necessary, and to define their duties, salaries, allowances, etc. and to suspend, remove or dismiss them as the occasion may arise;
 - (f) To receive and administer research funds, fellowships and scholarships;
 - (g) To fill in the casual vacancies in the Council that may occur by reason of death, resignation or any other factor;
 - (h) To appoint Editorial Board/s, Editor/s, Associate Editor/s and Advisory Board/s;
 - (i) To consider, in the first instance, and before submission to a Monthly General Meeting, all communications addressed to the Society, and to regulate the order and manner in which such communications shall be placed before the Monthly General Meeting;
 - (j) To acquire Trust Funds and any other property for the Society;
 - (k) To take, when necessary, on behalf of the Society any legal action against any defaulting member or any individual or individuals or company causing damage to the Society;
 - (l) To prepare and submit to the Biennial General Meeting a report on the activities of the Society ;
 - (m) To prepare agenda for the Biennial General Meeting; (n) To frame rules on matters not covered by this Constitution; rules so framed shall be ratified by the Monthly General Meeting;

- (n) To elect, under Rule 12, Fellows;
- (o) And to appoint the Members of committees under Rules 48-54 and other special committees when necessary.

The President

38. The functions and duties of the President shall be

- (a) To guide the Society and its Council in accordance with the provisions of the Constitution;
- (b) To preside over meetings of the Society and its Council;
- (c) To speak for and represent the Society when appropriate;
- (d) To ensure that due effect is being given to the Rules and Resolutions made by the Council under Rule 37.

The Vice-Presidents

39. There shall be three Vice-Presidents, seniority of whom shall be determined by age.

40. They shall take part in Council meetings and act in place of the President in his absence.

41. One of the Vice- Presidents, to be determined by the Council, shall normally act as the Chairperson of the Publication Committee.

42. One of the Vice-Presidents, to be determined by the Council, shall act as the Chairperson of the Editorial Board.

43. One of the Vice-Presidents, to be determined by the Council, shall act as the Chairperson of the Organization Committee.

44. The Vice-Presidents shall normally be Chairpersons of the various Boards of Trustees,

The Treasurer

45. The functions and duties of the Treasurer shall be

- (a) To be in charge of the funds of the Society and of the Trust Funds and be responsible for their accounts, maintenance and disbursement;
- (b) To collect subscriptions and the proceeds of sales of the Society's publications ;
- (c) To make all payments for the Society, with no single payment in excess of Tk. 500.00 to be made without prior approval of the Council;
- (d) To prepare the annual financial statement of the Society and to submit it before the Council by December of every year; and also to present the audited report of the previous financial year in accordance with the rules;
- (e) To operate the Society's bank account jointly with the General Secretary.

The General; Secretary

46. The General Secretary shall act as the Executive Head of the Society's establishment, and as the Executive Head his functions and duties shall be
- (a) To conduct the correspondence of the Society, and of the Council, and to sign all letters and papers emanating from the Society;
 - (b) To attend the meetings of the Society and of the Council and to take minutes of the proceedings of such meetings and report in the next meeting for their confirmation
 - (c) To read the communication at the Monthly General Meeting;
 - (d) To prepare and maintain a list of Members;
 - (e) To run the routine officework and preserve record of all the proceedings. meetings and correspondences etc. connected with the business of the Society;
 - (f) To exercise general supervision over various Trust Funds and fellowships/ scholarships;
 - (g) To exercise general supervision over the affairs and staff of the Society, and to assist in carrying out the rules, regulations, etc. made by the Council:
 - (h) To convene in consultation with the President. the meetings of the Council and General Meetings of the Society and prepare agenda for those meetings:
 - (i) To edit the information bulletin (NEWSLETTER, etc.);
 - (j) To convene the statutory committees, and to coordinate the activities of various special committees;
 - (k) To prepare the Society's Reports and present them in the Biennial General Meeting;
 - (l) To perform any other functions entrusted to him/her by the Council.

The Secretary

47. The functions and duties of the Secretary shall be:
- (a) To assist the General Secretary in the discharge of his/her duties;
 - (b) To discharge the functions and duties of the General Secretary in his/her absence:
 - (c) To convene the meetings of the special committees constituted by the Council, and maintain their proceedings;
 - (d) To manage various Trust Funds, fellowships, scholarships, medals. etc.
 - (e) To perform any other functions entrusted to him/her by the Council.

Committees

Organization Committee

48. There shall be a standing Organization Committee, appointed by the Council in its first meeting and composed of at least five Members, with one of the Vice Presidents as its Chairperson. This Committee shall consider and make recommendations to the Council on the following
- (a) ways and means in furthering the objectives of the Society including stimulation and encouragement of scholarly endeavours by Members, as well as nonmembers,
 - (b) programmes for General Meetings, as well as for special meetings, when appropriate;
 - (c) fund raising and other financial and development aspects of the Society;
 - (d) co-operation with other similar organizations in furtherance of the objectives of the Society;
 - (e) and promoting the image of the Society in the academic world.

Editorial Board

49. There shall be Editorial Board/s for the publication of the Journals of the Society. Each Journal shall have a separate Editorial Board consisting of a Chairperson and

five other members. The Editor of the Journal shall be ex-officio Member Secretary of the Board. Each Journal shall have an Editor, an Associate Editor and an Advisory Board.

Publication Committee

50. There shall be a Publication Committee consisting of a Chairperson and Editor/s of Journal/s and two members from among the Council including the General Secretary. Its functions shall be

- (a) To evaluate manuscripts and monographs submitted to the Society for publication
- (b) To arrange printing the Journals and other publications:
- (c) To make arrangement for distributing the Publications among Members
- (d) To promote the sale of the Society's publications.

Library Committee

51. There shall be a Library Committee consisting of five Members having one of them as Chairperson. The functions and duties of the Committee shall be

- (a) To maintain the Library:
- (b) To make purchase of books, periodicals and other research materials
- (c) To maintain a list of acquisitions and to take stock of the acquisitions every year:
- (d) To promote the library service.

Finance Committee

52. There shall be a Finance Committee consisting of the Treasurer as its Chairperson and four other Members to be nominated by the Council. Its functions shall be

- (a) To look after the management of funds, preparation of budget:
- (b) To raise funds and make recommendations regarding funding.

Research and Seminar Committee

53. There shall be a Research and Seminar Committee consisting of one of the Vice-Presidents as Chairperson and five other Members to be nominated by the Council. Its functions shall be

- (a) To consider and initiate research proposal;
- (b) To hold seminars, wrkshops,lectures, etc.

Special committee

54. There may be such temporary and special Committees as the Council may choose to appoint, and their composition and responsibilities shall be determined by the Council.

Meetings of the Society

55. Meetings of the Society shall be of three kinds

- i. Monthly General Meeting.
- ii. Biennial General Meeting.
- iii. Extra-ordinary General Meeting.

56. (a) Monthly General Meeting shall be held at least once a month to transact the usual business of the Society.

- (b) Meetings shall be convened, subject to Rule 57, by the General Secretary in consultation with the President.

- (c) The quorum of the meeting shall be formed by the presence of at least ten members of the Society.
 - (d) The meeting shall be presided over by the President; in his absence, by one of the Vice-Presidents in order of seniority by age, and if all of them are absent, the Members present shall elect by a majority vote a Chairperson from amongst themselves.
57. (a) The Biennial General Meeting shall be held in early January . In case of inability to hold the Meeting as prescribed, notice should be circulated among Members giving satisfactory explanations for the lapse. But under no circumstance the Meeting shall be deferred for more than one month from the first of January.
- (b) The Biennial General Meeting shall be inaugurated by the Chief Patron of the Society or by an eminent academician.
58. Extra-ordinary General Meeting shall be convened by the President when majority of the Council Members make a requisition for the same on a special business of importance, or when at least twenty five Members submit a written requisition stating the reasons for it. The notice for such a meeting shall be announced, at least. 24 hours before the stipulated meeting, in two national dailies, one English, another Bangla

Meetings of the Council

59. (a) The Council shall meet normally once a month.
- (b) In consultation with the President. the General Secretary shall convene the Meeting;
- (c) The President or any five members may convene a special Meeting, giving clear three days notice to all other members;
- (d) At least five members shall form a quorum for normal meeting and nine members for special meeting;
- (e) The President, or in his absence, one of the VicePresidents according to seniority by age, shall take the chair. If all them are absent the members present shall elect, by a majority vote, a chairperson from amongst themselves.

Amendment to the Constitution

60. The-Council or at least twentyfive members may bring proposal for amendment to the Constitution. Amendment may be in the shape of introducing new Rule, or alteration or repeal of any existing Rules
61. (a) If the proposed amendment is initiated by the Council. the amendment proposal shall be studied by a committee set up by the Council for the purpose. The Council shall go through the committee Report and adopt a resolution on the proposed amendment. The resolution shall be circulated among the members through registered letters. If the majority from amongst those responding are in favour of

- it. the proposed amendment shall be declared by the Council as passed and the decision be announced by the President in the Monthly General Meeting. The amendment shall take effect on its being confirmed in the subsequent Monthly General Meeting. The amendment shall be declared in the next Biennial General Meeting.
- (b) if the proposal for amendment is initiated by at least twenty five members, the proposed amendment shall be moved in the Monthly General Meeting in the form of a proposal and such proposal should reach the General Secretary at least fifteen days prior to a Monthly General Meeting. If the proposal is accepted by two-thirds members present at the meeting, the proposal shall be circulated and decision be taken as under Rule 61(a).
62. No member appointed to any office in the Society to which a salary or employment is attached, shall have the privilege of voting in the elections. Such a salaried member shall, however, enjoy all other rights and privileges of a member.
63. Authors whose works shall be published by the Society shall be entitled to royalties. The rate, terms and conditions of such royalty, however, shall be determined by the Council, and which shall be laid down in an agreement with the author concerned.
64. To promote research the Society may receive endowments bequeathed by the willing donors. Such endowments shall be administered by a Board of Trustees consisting of representatives of the Society and the donors.