

(Established in 1804)

RULES AND REGULATIONS
OF
THE ASIATIC SOCIETY OF MUMBAI

RULES AND REGULATIONS
OF THE ASIATIC SOCIETY OF MUMBAI*
I. AIMS AND OBJECTS

1. The name of the Society shall be "The Asiatic Society of Mumbai"
2. The aims and objects of the Society as envisaged when it was set up in 1804 was "to promote useful knowledge particularly such as is now immediately connected with India. "Thereafter in 1954 and 1995 the aims and objects were revised without prejudice to the above, in the context of the new dynamics as below.

   (a) to encourage the study of research in the language, philosophy, arts and natural and social sciences in relation to Asia in general and India, in particular;

   (b) to publish journals and other research publications;

   (c) to maintain library;

   (d) to maintain a museum;

   (e) to establish and maintain institutes and centers in fulfilment of the aims and objects of the Society; and

   (f) to undertake all activities which are incidental and conducive to fulfilments of the above mentioned aims and objects.

---

* *The Society was instituted in 1804, under the name of the Bombay Literary Society, for the investigation and encouragement of Oriental Arts, Sciences and Literature. After its incorporation in 1830 with Royal Asiatic Society of Great Britain and Ireland, it was denominated the Bombay Branch of the Royal Asiatic Society. In 1954, it was renamed the Asiatic Society of Bombay. It was renamed 'The Asiatic Society of Mumbai' in 2002.*

II. MEMBERSHIP

3. The Society shall consist of the following categories of members:

(A) Individual :

(a) Resident (Annual & Life)
(b) Non-resident (Annual & Life)
(c) Patron Life Member
(d) Donor Life member
(e) Reader Member
(f) Indian Student member
(g) Foreign Student member
(h) Visiting Foreign Scholar Member
(i) Diplomat Member
(j) Honorary fellow

4(A) Individual :

(a) **Resident (Annual Or Life):** Resident member shall be an individual who resides or has a place of business or service within the Mumbai Metropolitan Region. The subscription for Resident membership is Rs.3,000/- (irrespective of the month in which the membership is sought, renewable every year in April) and that of Resident Life Membership is Rs.20,000/-.

(b) **Non Resident (Annual or Life):** Non Resident member shall be an individual other than covered by 4(a) above. Non Resident member shall be entitled to attend the General Body Meetings of the Society and be entitled to vote, but shall not be eligible to become a member of the managing Committee or become an office bearer of the society. The subscription for Non-Resident membership is Rs.1,000/ (irrespective of the month in which the membership is sought, renewal every year in April) and that of Non-Resident Life Membership is Rs.10,000/-.

(c) **Patron Life Member:** Patron Life member shall be an individual who donates Rs.1,50,000/- (Rupees One Lac Fifty Thousand only) to the Society in a lumpsum and applies for a Patron Membership of the Society. A Patron Member shall be entitled to all the right and privileges enjoyed by a Resident Life member. An application for Patron Membership may be approved by the Managing Committee.

(d) **Donor Life Member:** Donor Life member shall be an individual who donates Rs.5,00,000/- (Rupees Five Lacs only) to the Society in a lump sum and applies for a Donor membership of the Society. A Donor member shall be entitled to all the rights and privileges enjoyed by a Resident Life Member. An application for donor membership may be approved by the Managing Committee. The amounts realized from Institutional and Resident and Non Resident Life membership shall be part of the Reserve Fund. Those realized from Patron and Donor Life Membership shall be credited to the Corpus Fund.

(e) **Reader Member:** Reader Member shall be an individual who resides or has a place of business or service within the Mumbai Metropolitan Region. The subscription shall be Rs.1,000/ (irrespective of the month in which the membership is sought, renewable every year in April). The entrance fee shall be Rs.60/- which shall be credited to the reserve Fund. He/she shall be entitled to borrow not more than 4 books (3 old and one new) and 1 periodical. He/she shall not be entitled to any other rights, privileges and facilities available to other categories (i.e. Rule 4(a), (b) & (c) however he/she shall be governed by the same Rules as regards return of books and periodicals and fines as the Resident member. His / her application shall be proposed and seconded by two members of the Society of at least two years standing.

(f) **Indian Student Member** shall be a bonafide student of an affiliated or autonomous University or College or Constituent college or a recognized Institute as designated by the University above 18 years and shall produce his/her Identity Card of such college, university or recognized institute as designated by the University. Membership may be renewed every year subject to his/her producing Identify card showing that he continues to be a bonafide student as aforesaid.

The subscription shall be Rs.500/- (for U.G. Students) and Rs.1,000/- (for PG / Ph.D. Students) (irrespective of the month in which the membership is sought, renewable every year in April), entrances fee shall be Rs.60/- which shall be credited to the Reserve Fund. He/she shall be entitled to borrow not more than four books (three old and one new) and one periodical. He shall not be entitled to any other rights, privileges and facilities available to other categories of members. However, he/she shall be governed by the same Rules as regards return

of books and periodicals and fines as a Resident Member. His/her application should be accompanied by a letter recommending his/her name by the Head of the Institution as per the proforma prescribed in the application form for admission.

(g) **Foreign Student Member:** Foreign Student Member shall be a bonafide student / research scholar, certified as such by a competent authority acceptable to the members of the Managing Committee, who is a foreign national temporarily staying in Mumbai and shall produce his passport and documents showing his/her status as student and temporary residence in Mumbai. The subscription shall be **Rs.5,000/- (Rupees Five Thousand only)** (irrespective of the month in which the membership is sought, renewable every year in April). He/she shall not be entitled to borrow any books or periodicals but shall be permitted to referthe books and periodicals in the designated part of the Society's premises. He/she shall not be entitled to any other rights, privileges, and facilities available to other categories of members.

(h) **Visiting Foreign Scholar Member:** Visiting Foreign Scholar member shall be a scholar certified by foreign college or university recognized as such in India, who wants to refer to the books and periodicals. The subscription will be on a weekly or monthly basis He/she shall pay Rs.1,500/- (Rupees One Thousand Five Hundred only) per week and Rs.5,000/- (Rupees Five Thousand only) per month. He/she shall not be entitled to borrow any books or periodicals but shall be permitted to refer the books and periodicals in the designated part of the Society's premises. He/she shall not be entitled to any other rights, privileges and facilities available to other categories of members.

(i) **Diplomat Member:** Diplomat Member shall be stationed in Mumbai and recommended by his Embassy /Consulate. He/she shall pay a subscription of **Rs.20,000/- (Rupees Twenty Thousand only)** (irrespective of the month in which the membership is sought, renewable every year in April). He/she will be entitled to borrow 4 books (3 old and 1 new) and 2 periodicals. He/she shall not be entitled to any other rights, privileges and facilities available to other categories of members and the Embassy or the Consulate would also provide guarantee that the books borrowed from the Library would

be returned by the Consulate. The application in case of (f) and (g) shall be considered by the sub-committee of the Managing Committee, so appointed.

(j) Honorary Fellows :

(i) Any three members may propose to the Managing Committee the name of any person who may have contributed to promote the objects of the Society, for election by the members of the Society as an Honorary Fellow of the Society and on such a proposal the Managing Committee may, at its discretion, submit such a name or names for election at a General Body Meeting of the Society.

(ii) An Honorary Fellow, not being a member at the time of his/her election, shall not hold office but he/she shall be entitled to receive a copy of the Society's journal and the Annual Report of the Society on the same terms as may individual member of the Society.

4(B) Institutional Membership :

(i) An Institutional Membership of the Society may be available to Educational and Research Institutions recognized by the UGC, ICSSR and ICCR or any Institution recognized as a Cultural Institution by the Government of Maharashtra or the Government of India or any Institution recognized by a statutory or notified university.

(ii) Applications for Institutional Membership shall be subject to the approval of the Managing Committee.

(iii) The subscription for Institutional Membership of the Society shall be Rs.1,00,000/- (Rupees One Lac only) and the Admission fee (non – refundable) shall be Rs.1,000/- (Rupees one thousand only) for a period of 10 years.

(iv) The Head of the member institution may operate the Institution's Book Borrowing Account personally or by issuing authorization to a staff member for this purpose. He/she may, however, if he/she so desires, nominate one or two persons belonging to his/her Institution to borrow on his/her behalf. Such nominations may be made only once in a year.

(v) The Managing Committee may, from time to time, frame rules governing the procedure for the use of the Library facilities by Institutional Members in addition to the matters already provided for in these Rules and Regulations.

(vi) The head of the Institution which is enrolled as a member will be held responsible for lost or unreturned books, periodicals etc. and all reminders for return of books, etc. will be addressed to him/her.

(vii) The Head of the Institution will be eligible to attend the General Body Meeting of the Society and vote but he/she will not be eligible for any elective office including membership of the Managing Committee.

(viii) The Institution applying for membership shall submit a copy of its Constitution, if any, and the names of its Office Bearers or Trustees.

(ix) Any scholarly contributions forwarded by the Head of the Institution, authored by himself/herself or by any of the members of the Institutions, will be eligible for consideration of publication in the Society's Journal.

4(C) Corporate Member:

(i) The Corporate Member shall be a body incorporated under the Indian Law. The subscription for Corporate membership shall be Rs.3,00,000/- (Rupees Three Lacs only) for a period of 10 years. They shall be entitled to nominate two persons as members. The application for Corporate Life Membership shall be considered by the Managing Committee. The membership subscription shall be credited to the Corpus Fund.

(ii) Corporate Membership shall be accorded to such corporate bodies acceptable to the Managing Committee. The nomination of members of such corporate bodies shall be subject to the approval of the Managing Committee.

(iii) They shall have the privilege of borrowing books new and old and periodicals available to the Resident members. The nominee members shall not be entitled to any other rights, privileges and facilities available to Resident Life Members and other categories of members.

(iv) The member of such Corporate body would be continued as long as it maintains its independent identity as entered in the Memorandum of Association.

4(D) Consulate Membership :

Consulate Membership shall be foreign Consulate having office in Mumbai. The Consulate can nominate in writing one person as a member. The yearly subscription shall be Rs.10,000/- (Rupees Ten Thousand only). The Consulate shall be responsible for payment of subscription and return of books and periodicals. The nominee shall be entitled to borrow four books (three old and one new) and one periodical. These members shall not be entitled to any other rights, privileges and facilities available to other categories of members.

5. **(a)** The Applicant for any category of individual membership should be granted Provisional Membership of that category on production of Aadhaar Card or Indian Passport and payment of necessary subscription. The membership will be confirmed after approval by the Scrutinizing Committee. Till then, the 'Provisional Member' will be treated as a Daily Member without having to pay the fee per day. If the Scrutinizing Committee does not approve the applicant then he/she will cease to be a member and the amount will be refunded.

b) An employee of the Society shall not be entitled to be a member during the period of employment. Thereafter, he/she may apply for membership provided he/she was not dismissed or suspended from service.

(c) Disqualification of a member. A person shall cease to be member of the Society –

(i) If he/she is a persistent defaulter. The Hon. Secretary will certify that the total number of members listed in the Annual Report does not include any such persistent defaulters.
(Note: A Member shall be deemed to be a persistent defaulter if he/she has failed to return books and periodicals despite usual reminders on one annual stock-taking occasion; or a member who has failed to pay his/her annual subscription for one year)

(ii) If he/she is convicted for an offence involving moral turpitude..

(iii) If he/she is declared insolvent.

6. (a) The General Body at its Annual Meetings every year shall elect a Scrutinizing Committee consisting of 7 members for the purpose of scrutinizing applications for membership in category 3A(a) (b) and ©. A member is eligible to contest the membership of only one Committee and for one post only from among the Committees constituted by the General Body.

(b) The scrutinizing Committee shall meet at least once in every two months, the quorum shall be three.

(c) All applications received two weeks prior to the date of meeting of the Scrutinizing Committee, must be placed before that Committee. The Scrutinizing Committee may at its discretion, call for any application received at any time before the meeting.

(d) The Scrutinizing Committee while considering the applications, may call for further information from the two references other than family members provided by the applicant interview the candidates, if necessary, to determine the suitability and credentials of the applicant.

An Applicant at the time of applying for various Fellowships of the Society need not be a member of the Society but on receipt of Fellowships he/she must take the Membership of the Society. Such applicants would be accepted on the recommendation of the Chairperson of the Medals, Fellowship, Research Grants, Honorary Fellows Committee by the Scrutinizing Committee. He/she should continue to be a member till his/her assignment is completed.

(e) The recommendations of the Scrutinizing Committee shall ordinarily be accepted by the Managing Committee In case the Managing Committee does not accept the recommendations of the Scrutinizing Committee, there will be a joint meeting of the Scrutinizing Committee, and the Managing Committee, and the decision in respect of the applications shall be taken by 2/3rd majority of those present and voting.

(f) The Applicant for membership shall be duly informed of the decision on his/her application by the Hon. Secretary and the Convener / Chairman of the Scrutinizing Committee.

(g) The decision on the application for membership should be taken by the Scrutinizing Committee within four months from the date of the receipt of the application. The Scrutinizing Committee should report to the Managing Committee cases not decided upon within the stipulated period of six months when the Managing Committee will decide on the application.

III. MANAGEMENT

7. The Governor of the State of Maharashtra shall be ex-officio the Chief Patron of the Society.

8. General Body Meetings

(a) On a day, not later than 30th September, every year, to be fixed by the Managing Committee, there shall be held an Annual General Meeting (AGM) for elections as provided in article 14(a) and for the adoption of the Annual Report of the Managing Committee, which shall contain a statement showing the financial position of the Society, as well as the accounts for the year ended 31st March of the year under audit and the

Auditors Report as required by Rule 18, and for the transaction of any other business which the Managing Committee may consider expedient to bring to the notice of the Society. The AGM shall, in alternate years appoint two Statutory Auditors as provided under Rule 18, for the next two years.

(b) All meetings of the Society shall be convened by a circular addressed to the Resident members by the Hon. Secretary or by any person appointed by the Managing Committee in his/her temporary absence. His circular shall be issued at least fourteen days before the date of the meeting and shall contain a statement of the business to be transacted at the meeting; and no business shall be brought forward of which notice has not been given by the preliminary circular, except with the permission of the Chairperson of the Annual General Body Meeting.

(c) A circular convening a meeting to consider the question of modifying the rules shall be sent to Non – Resident members also.

(d) Any member wishing to submit a proposal to the Society may require the Hon. Secretary, or any other Officer acting for the Hon. Secretary, to insert in the statement of business, after it has been considered by the Managing Committee, to be transacted at a meeting, and this proposal shall be entered in the first circular convening a meeting which may be issued subsequent to the receipt of the proposal by the Hon. Secretary. The proposal may be moved by another member on behalf of the member giving notice, if he/she is unable to be present.

(e) In case the agenda circulated for consideration of the General Body meeting (Annual or Special) of the Asiatic Society of Mumbai is not completed on the day of such meeting the President shall adjourn the said meeting to consider the balance of the agenda to a suitable date with the consent of the House.

9. A Special General Body Meeting shall be convened by the Managing Committee, whenever necessary or on the requisition of 50 members for the consideration of any business which shall be specified; provided that no such meeting shall be held till after the expiration of fourteen days from the date of the circular convening such a special meeting. Such a special meeting shall not take up any other business for deliberation or resolution except what is mentioned in the circular convening the meeting. The date of the circular issued by the Managing Committee shall not be later than 15 days from the date of receipt of requisition.

10: Quorum for AGM:

(a) A quorum of 25 members is necessary for a General Body Meeting including AGM and Special General Body Meeting to commence the meeting;

(b) If at the commencement of the meeting the requisite number of members for fulfilling the requirement of quorum is not there then the meeting should be adjourned for 30 minutes at the same date and location;

(c) There is no requirement of quorum for the adjourned AGM. In other words, if the number of members present at the adjourned meeting is less than as per the quorum required as above, even then the meeting can commence;

(d) There is no requirement of quorum during the proceedings of the meeting. In other words, the requirement of quorum as stipulated above is applicable only at the time of commencement of the meeting.

(e) Notwithstanding anything mentioned above, the President will have powers to postpone the discussion on an issue in view of poor attendance at the meeting or for any other reasons which may have a far reaching impact on the future of the Society.

11. The President of the Society shall take the Chair at all Managing Committee and General Body Meeting at which he/she may be present and, in his/her absence one of the Vice - Presidents present shall take his/her place. In the absence of the President and the Vice – President, the meeting shall elect its own Chairperson.

12. The Chairperson of a meeting shall determine all points of order which may arise, and he/she shall not vote except in the case of an equality of votes when his/her vote shall decide the question before the meeting.

13. (a) The voting shall ordinarily be taken by a show of hands, but, on the requisition of any three members present, the Chairperson shall direct a poll to be taken in such manner as may appear to him/her to be convenient.

(b) A Member who, on the day of any General Body Meeting of the Society, is in arrears of subscription, or is liable to pay any dues to the Society, shall not be entitled to participate in any way at such a meeting.

Managing Committee Meetings:

14(a) The Society shall be administered by a Managing Committee consisting of a President, four Vice-Presidents, an Hon-Secretary, who shall be the Chief

Executive officer of the Society and 15 members elected from among the Resident members, who have been members for a continuous period of not less than two years, on the date on which their nominations have been filed. The qualification of membership for continuous period of not less than two years shall be applicable to all office bearers. The nominations on the Society's official form must be supported by two members and signed by the candidate indicating his/her willingness to serve and must be received by the Society's office by the deadline set by the Managing Committee, which shall not be less than eight and more than fifteen days before the General Body Meeting. While the President, Four Vice-Presidents and Hon. Secretary shall be elected in alternate years and hold office for two years, the 15 members of the Managing Committee shall be elected for a period of three years. One-third or five members shall retire every year after serving their period of three years and shall be replaced by five members elected for a three years term.

In addition to the elected members, there will be one each representative of the Central Government and the State Government, who will attend the meetings of the Managing Committee as well as the General Body. They will have no right to vote. Their travelling and other expenses will be borne by the respective Governments.

In addition, there will be a representative of the staff on the Managing Committee, elected by the Employees. The said representative will not have the rights and privileges of an elected member including the right to vote. He/she may participate in the discussion on items of agenda of the Managing Committee concerning the employees only. His/her tenure will be for two years and he/she shall be eligible for re – election.

A member who is in arrears of subscription or has any other dues payable to the Society or has been a defaulter for non – return of books on the day of nomination, shall not be eligible to seek election to the Managing Committee. The same condition shall apply to the proposer and seconder of all candidates.

(b) No withdrawal of nomination shall be permitted within 24 hours of the time fixed for holding the Annual General Body meeting at which elections are to be held.

The Managing Committee will frame election programme and publish it on the notice board and circulate the same along with notice of the meeting of the General Body. The Managing Committee will appoint a member of the Society of at least five years' standing as Returning Officer who shall not be a member of the Managing Committee and who

is not a contesting candidate. The Returning Officer will be fully in charge of the conduct of elections and his/her decision shall be final and binding on all.

No member of the Society shall hold the same office for more than three consecutive terms. Office in this context means the office of the President, the Vice-Presidents, the Hon. Secretary and the members of the Managing Committee co-opted or elected.

(c) It shall be competent to the Managing Committee:

(i) to appoint an Hon. Finance Secretary from among members of the Society for the supervision of financial affairs of the Society subject to the general control of the Managing Committee. In case the Finance Secretary is not an elected member of the Committee he/she shall be an ex-officio member of the Managing Committee.

(ii) to appoint, if necessary, not more than two Hon. Joint Finance Secretaries from among the elected members or from among the members of the Society for assisting the Hon. Finance Secretary in the performance of his/her duties. In case any or both Joint Finance Secretaries is/are not elected members of the Managing Committee, they shall be ex-officio members of that Committee.

(iii) To appoint, if necessary, an Hon. Jt. Secretary from among its own members.

(iv) The Managing Committee shall have the power to co-opt not more than two members for special reasons, who shall retire after two years.

15. In the event of a vacancy of the office bearers of the Managing Committee namely, President, Vice-Presidents and the Hon. Secretary and of the elected members of the Managing Committee it shall be filled in the next immediate election. It is further resolved that this resolution would come into effect immediately after its adoption by the General Body in its Annual General Body Meeting.

In the event that vacancy arises in the Managing Committee due to election of its members to other positions (President, Vice President/s, Hon. Secretary), the Managing Committee may co-opt from the members of the Society, to fill these vacancies. The terms of such members will be limited to the next immediate election.

16. (a)-I A Member of the Managing Committee who absents himself/herself for three consecutive meetings of the Managing Committee without leave of absence from the Committee shall automatically cease to be a member of the Managing Committee.

(a)-ii All Office bearers and members of the Managing Committee and other office bearers should at least attend 60% of the total meetings held from the end of the AGM to the date of the Notice of the next AGM. If any office bearer or member of the Managing Committee fails to attend 60% of the total meetings then he forfeits his right to remain in that post.

(a)-iii The above attendance rules (16(a)(i)&(ii) will also be applicable to the Sub-Committee members.

(b) The Managing Committee shall have the authority to enter into contracts (except for sale of books, coins, antiques and manuscripts) on behalf of the members of the Society and no such contract shall be valid, unless the same shall have been executed by the Hon. Secretary and two members of the Managing Committee.

(c) Every member of the Managing Committee and every other officer shall be indemnified against all reasonable losses and expenses incurred in the discharge of his/her duties, except such as shall have happened through his/her own wilful neglect or default and each one, shall be answerable only for his/her own acts, neglects or defaults and not for those of any other person.

The Trustees :

17. (a) The property and funds of the Asiatic Society of Mumbai shall be vested in the Trust. Not more than Six Trustees shall be invited by the Annual General Body Meeting on the recommendation of the Managing Committee to hold the office for a period of six years. One-third of the Trustees will retire every two years. However, two members of the first Board of Trustees will retire after the first two years and will be replaced by two Trustees, who will be invited by the Annual General Body Meeting on the recommendation of the Managing Committee and who will hold office for six years. Two other members of the first Board of Trustees will retire after the first four years and will be replaced by two Trustees, who will be recommended by the Managing Committee and invited by the AGM and who will hold office for six years. The Board of Trustees will decide the time when each of the first Trustees shall retire by rotation.

17. (b) In the event of a vacancy in the office of a Trustee, caused by death, resignation, or otherwise, the vacancy shall be filled by the appointment of a Trustee who shall be invited by the Annual General Body Meeting on the recommendation of the Managing Committee to hold the office for the unexpired portion of the six years tenure.

18. At the Annual General body Meeting at which elections to the Managing Committee are held, two Statutory Auditors shall be appointed to audit the accounts of the Society on a quarterly basis for the following two years. Such Auditors shall have access to all the books of accounts of the Society and shall report on the financial position of the Society's audited accounts and Auditor's report at the close of each financial year.

19. The election of an office-bearer, or of a member of the Committee, may be cancelled on the recommendation of three-fourths of the Committee members present and voting after a due hearing given to the office-bearer or member of the Committee concerned. The recommendation, to be effective must be confirmed by two-third vote of a General Body meeting. Pending such confirmation by the General Body, the office bearer/member shall be considered ineligible to handle management of the Society or participation in any of its sub-committees unless the Managing Committee specifies to the contrary. It shall be competent for the committee of Management to refuse to any other member the use of the Library in case of improper conduct, but in every instance in which such powers are exercised, a report of the circumstances shall be made to the next General Body Meeting held subsequent to the exclusion.

20. The Managing Committee shall meet at least once in two months and shall be summoned by the Hon. Secretary, under the sanction of the President or in his/her absence, of a Vice-President or on the requisition of any six members of the Committee. The Hon. Secretary shall, within one week of the requisition, convene the meeting of the Managing Committee.

21. No business shall be transacted by the Managing Committee at such meetings unless six members are present. No quorum is required for an adjourned meeting.

22. The Managing Committee shall have power to appoint Sub-Committee for dealing with specific matters referred to them and to elect delegates to conferences or other similar gatherings, as well as representatives on other bodies. The Chairman and the Convener of the Sub-Committees shall be elected by the respective committees except where the Vice-President is a

member, he/she is ex-officio Chairperson of that Committee. In the event of difference of opinion between the Committee and the Managing Committee on issues pertaining to the specific matters assigned to the Sub-Committees, the final decision shall be taken in the joint meeting of the Sub-Committee and the Managing Committee and the Managing Committee shall not take any decision unilaterally.

IV. LIBRARY AND ITS USE

23. (a) The Library shall be managed by the Managing Committee of the Society.

(b) The Managing Committee should give special attention to enrich the Library in the subjects and areas mentioned kin article (2) above. The Managing Committee should continue its efforts for the due preservation of the Society's collection and annually report to the General Body regarding the steps taken and progress achieved.

24. (a) The books of the Library may be issued to members subject to such regulations as the Managing Committee may frame from time to time.

(b) Each member shall be provided with a non-transferable identity card on the payment to be decided by the Managing Committee from time to time indicating thereon his/her name, address, category of membership, account of subscription payments, and signature of the member. The Identity Card shall bear a photograph of the member and shall not be considered as valid unless it is signed by the member.

(c) Entry into Library will be subject to production of the Identity Card whenever demanded.

(d) Non-member citizens will be allowed to use the Library on the premises on payment of Rs.200/- per day. For foreign nationals the charges are Rs.500/- per day *(and have to fill up the Visiting Foreign Scholar Application Form).*

25. Same as provided by Rule 34, Books of Reference, Files of Newspapers, as well as books in bad condition, shall not be issued.

26. No book or periodical shall be issued by the Librarian or by his/her Assistants, unless the member requiring it shall either sign a receipt thereof or send a requisition signed by himself/herself.

27. A member requiring a book, which is issued, may enter his/her name and address on a card provided for the purpose; and it shall be the duty of the Librarian to call upon the borrower to return the said book forthwith if it is overdue, and to inform the member needing the book by e-mail once the book is available in the Library.

28. No member shall keep any book longer than seven days after receiving notice from the Librarian that another member has applied for it. If the book is not returned within that period, the Hon. Secretary may, after due notice to the member, buy a fresh copy at defaulting member's cost.

29. Not more than 15 books may be taken out at one time and, no book shall be kept beyond the date for return, which is normally one month from the date of issue. If a member desires to keep a book for more than one month, he/she may be given an extension of the date for return of the book by two more months, provided he/she requests the Library in writing for extension either by e-mail or post and provided the book is not required by another member.

    If, however, the member fails to return the book even after the expiry of the extended period of 60 days he/she shall be charged, two rupees, per day per book till such time as he/she returns the book/s. The member shall also be charged the expenses incurred by the Society on his/her account.

30. Books shall on requisition be sent to a Non-Resident member who is a subscriber to the Library under Rule 48, but it shall be understood that in the case of books and periodicals which have been in the Library less than six months, preference will be given to the requisitions of Resident members.

31 (a) All books and periodicals borrowed shall be returned for stock-taking every year, whether the time allowed for reading has expired or not, on or before a date specified in the notice, issued in that behalf, there shall be no issue of books, etc during the period of stock-taking.

(b) Any member who has failed to return the books and periodicals as required above, shall not be allowed to take books out of the Library until he/she sends back all the books, periodicals etc. standing in his/her name in the Society's Register at the time of such notification.

32. The Librarian or his assistants shall inspect carefully every book at the time that it is returned, and if it be found damaged, shall report to the Honorary Secretary.

33. (a) Any loss or non-return of, or damage, to a book or periodical, shall be chargeable to the member responsible for such loss, non-return, or damage. The price to be paid by the member will be ordinarily the replacement price to be determined by the Honorary Secretary and the Librarian; and in the absence of either of them, by the Deputy Librarian or an Assistant Librarian in consultation with one member of the Managing Committee. In case of books, or periodicals, not available in the market at the time, the member will have to pay the charges to the Society for getting the book or periodical xeroxed and bound. The member concerned may, however, after payment, appeal to the Managing Committee concerning the price charged; the decision of the Managing Committee shall be final and binding on the member concerned.

(b) If a member who is unable to return a book, expresses a desire to replace it, he/she shall do so within the time limit given by the Hon. Secretary. If the book is not replaced or the amount charged for its replacement is not paid, no book will be issued to the member concerned until the amount charged is paid. A member who fails to replace a book reported lost or to pay the amount charged thereof may be required to return all books, periodicals etc. taken out by him/her from the library.

34. (a) No work which the Managing Committee may from time to time decide to be valuable and requiring special care, shall be taken out of the Library, unless written permission has been previously obtained from the Hon. Secretary. In case of requests for manuscripts, sanction of the Managing Committee shall be first obtained and they will be issued subject to such conditions as the Managing Committee shall from time to time decide upon.

(b) The following shall be considered valuable books: Books declared to be rare, illustrated works as well as atlases and maps (except such as form part of particular works) and similar compilations.

35. The Managing Committee shall have power to lend manuscripts and valuable books to learned Societies and Institutions, subject to such conditions, as may be laid down by Managing Committee from time to time.

36. Any member may propose that certain books may be added to the Library. He/she shall enter the names of such books and state their prices and publishers in a register to kept for that purpose. The Managing Committee may at their discretion order such books.

37. A periodical with a large demand from members shall lie on the table for one month from the date of receipt. All other periodicals may be issued three weeks after they are received.

38. Lists of new books added to the Library during a particular month shall be displayed on the Notice Board of the Society within four weeks. The annual list of acquisitions will be made available at cost price to members of the society.

39. During the first twelve months after a new book has been added to the Library, no member to whom it is issued shall keep it for more than two weeks. However, one renewal for two weeks be permitted, if no claim has been pending against the new book.

40. No member shall keep a periodical for moiré than one week during the first six months of its receipt. However, an extra one or two weeks renewal period be permitted, if no claim has been pending against the borrowed periodical.

41. No member shall be allowed to have more than three new books and three new periodicals the same time, if a member keeps a new book for more than two weeks or a new periodical for more than one week, no new books or a new periodical shall be issued to him/her until he/she returns it, and also pays a fine of Rs.2/- per day for the period beyond two weeks in the case of new books; and Re 1/- per day beyond one week in the case of new periodicals. For the purpose of this rule periodicals shall be classed as "new" for six months after the date of accession, provided that in the case of periodicals with a periodicity of three months or more, the fine of Re.1/- per day or part thereof will be levied after two weeks.

42. Any Resident member of the Society of not less than two years' standing may introduce (subject to the control of the Managing Committee) two individuals engaged in literary and research activities to the advantages of reading and reference in the library. Such individuals should be excluded if have been previously debarred from membership of the Society. They shall submit an application in the prescribed form. The privilege is not to continue ordinarily for more than one year. Any such users may be charged fees as determined by the Managing Committee from time to time. Such users shall not be allowed any privileges enjoyed by members.

43. Members of the Royal Asiatic Society (London), The Asiatic Society (of Bengal), Associated or Branch Societies of the Royal Asiatic Society, Bhandarkar Oriental Research Institute and such other Institutions, which offer reciprocal facilities to our members shall have free access to the Society's Library for purposes of reading and reference during their temporary visits to Mumbai.

V. FINANCES OF THE SOCIETY

44. The Managing Committee may raise resources by donations and benefactions in cash, investments and kind, temporary loans from banks, acquire movable and immovable property or any rights and privileges necessary or convenient for the purposes of the Society; and undertake and execute any trusts, the undertaking whereof may seem desirable either gratuitously or otherwise. While taking temporary or any other loan from the banks or any other financial institutions it would be mandatory on the Managing Committee to take the prior approval of General Body Meetings with a two-third majority before submitting the proposal to the Board of Trustees for approval, whenever the aggregate of the loan exceeds Rs.10 lakhs.

45. Every member whether Resident or Non-Resident shall pay on admission, an Entrance Fee of Rs.200/-. The whole of the Entrance fee shall be credited to the Corpus Fund.

46. (a) The annual subscription of a Resident and Non-Resident member shall be payable in advance, on or before the 1st of April each year. There shall be refund of subscription. At present the Resident Member subscription is Rs.3,000/- and that for Non-Resident member is Rs.1,000/-.

(b) Membership of the Society shall be deemed to be continuing until a member gives an intimation of his/her desire to resign in writing to the Honorary Secretary. His/her membership will be kept in abeyance provided he/she has cleared his/her book account and subscription. Such abeyance of members may be permitted for a minimum period of one year and unless otherwise disqualified by any other provisions of the Rules and Regulations including Rule 51.

(c) A Member of the Society will be entitled to receive a copy of the journal at half of the published price. He/she will be entitled to buy other publications of the Society at less than the published price, to be fixed by the Managing Committee from time to time.

47. (a) A Resident member may acquire the privilege of a Resident life member on a lump sum payment determined from time to time by the General Body of the Society. Such a payment shall be credited to the Reserve Fund. At present the payment so required is Rs.20,000/-.

(b) A Non-Resident member may become a Non-Resident Life Member on a lump sum payment determined from time to time by the General Body of the Society. Such a payment shall be credited to the Reserve Fund. At present, the payment so required is Rs.5,000/-.

(c) A Non-Resident Member may change into a Resident member, provided he/she meets the location of residence, business or service retirement as in 4(a), by an additional payment equivalent of half of the annual difference in subscription between Resident and Non-Resident fee.

48. (a) Non-Resident members may borrow books from the Library on payment of an additional annual subscription, equivalent of the difference in subscription between the Resident and Non-Resident membership in advance. This Rule shall be applicable to Non-Resident Life Members also.

(b) Non-resident Life members, paying the difference between Resident Life membership and Non-Resident Life membership, will be entitled to the benefit of taking out books from the Library, this sum being credited to the Reserve Fund.

(c) All incidental charges, such as railway parcel and postage charges, packing, insurance cover will also have to be borne by the Non-Resident members making use of the Library.

49. (a) The Corpus Fund and the Reserve Fund of the Society shall be invested in securities recognized by the Indian Trust Act, in the name of the Society. The interest earned from such securities may be used by the Managing Committee towards the current expenses of the Society's activities. No withdrawal from the Corpus Fund and the Reserve Fund shall be made, expect in extra ordinary circumstances approved by 90 percent of all Resident Members.

49.(a-1) The Corpus Fund and the Reserve Fund of the Society may be invested in fixed deposits in any Scheduled bank as defined in the Reserve Bank of India Act, 1934."

(b) If any of the securities have at any time to be encashed for the purpose of reinvestment in approved securities for better yield or to reduce losses on account of lower yield, the managing Committee shall pass a resolution to that effect specifying the value and the list of such approved securities.

(c) At present, the Society has the following Funds and Endowments:

Funds:

i) The Asiatic Society of Mumbai Book Fund;

ii) Book Preservation and Microfilming fund;

iii) The Publication Fund;

iv) The ASM Staff Welfare Fund;

v) MM Dr. P.V. Kane Gold Medal Fund; and

vi) Campbell Memorial Medal Fund.

Endowments:

vii) Smt. Nabadurga Banerji memorial Lecture Endowment Fund.

viii) Smt. Bansari Sheth memorial Lecture Endowment Fund.

ix) Justice K.T. Telang Memorial Lecture and Fellowship Endowment Fund;

x) Shri G.S. Pohekar memorial Lecture and Fellowship Endowment Fund;

xi) ASM Labour Studies Centre lecture and fellowship Endowment Fund;

xii) Smt. Gulestan Billimoria Memorial Lecture, and Youth Conference endowment Fund;

xiii) Indian Aluminium Company (INDAL) Fellowship Endowment Fund;

xiv) Dr. L.B. Kenny Lecture Endowment Fund.

xv) Dr. Mani P. Kamerkar Lecture Endowment Fund.

(xvi) Mr. B.G. Deshmukh Lecture/Workshop Fund.

(xvii) Ms. Durga Bhagwat Memorial Lecture Endowment Fund.

(xviii) Prof. Dhirendra Narain Lecture Endowment Fund.

xix) Dr. B.R. Rairikar Bi-centenary Scholarship Fund

xx) Dr.(Smt.) Sheela Raj Memorial Fellowship Fund

xxi) Mrs. Vimal N. Shah Memorial Research Fellowship Fund

xxii) Mrs. Vimal N. Shah Memorial Publication Fund

xxiii) Rajani Dandekar Fellowship for History of Art

xxiv) Dr. Aroon Tikekar Memorial Fund

xxv) Jayant and Devangana Desai Scholarship Fund

xxvi) Dr. Meera Kosambi Endowment Lecture

The amount in the Funds and Endowments listed above and any Funds and Endowments which may be established hereafter by the Managing Committee shall be invested in securities recognized by the Indian Trust Act, in the name of the Society. The Managing Committee may, at its discretion, club the amounts in different Funds and Endowments together for investment purposes. As soon as possible after the beginning of a Financial Year, the Managing Committee shall allocate the interest earned on such clubbed investments to different Funds and Endowments concerned on a pro rata basis. The expenses on the activities envisaged by a Fund or Endowment are limited to the accumulated income in that particular Fund or Endowment except 49(b) (ii) "Book Preservation and Microfilming Fund" where the expenses would be limited to the donations received for the purpose and also the income accrued thereon.

50. All payments made to the Society shall be deposited in any of the branches at Mumbai of "The State Bank of India", Nationalised Banks" pr "Scheduled Commercial Banks" and shall be credited to an account in the name of the Society. All the accounts of the Society, Securities and bank fixed deposits shall be operated by any two of the following: -

The Honorary Secretary;

The Honorary Finance Secretary;

The Two Honorary Jt. Finance Secretaries

However, the first signatory will be either the Hon. Secretary or the on. Finance Secretary.

Each endowment will make a contribution equivalent of 10% of its annual income as administrative fees and maintenance cost of the institution expenses. This will be effective from the financial year 1st April, 1997, Similarly, a contribution equivalent to 10% of annual income of each fund, set up by the Society, shall also be transferred to the General Income and Expenditure of the Society.

51. (a) A Resident member who fails to pay the annual subscription within one month from the date on which the said subscription accrued due, or fails to replace or pay the charges for replacement of a lost or damaged book or periodical as specified in Rule 33(a), or fails to pay the fine as specified in Rule 41, may receive a notice by registered post with Acknowledgement Due (Registered A.D.) from the Honorary Secretary requesting immediate payment of all the dues. No further issue of books and periodicals shall made after one week from the dispatch of the

notice until such payment is made. Neither would he/she be allowed to use the other library facilities. If payment as demanded in the notice of the Honorary Secretary is not received within one month from the date of the notice, the person will be declared to have ceased to be a member of the Society.

(b) A member who is declared to have ceased to be a member of the Society by the Managing Committee under the above Rule shall not be eligible for re-election as a member unless the arrears are paid.

(c) The decision of the Managing Committee in this matter shall be final

(d) He provisions of the Rule shall also be applied to Non-Resident members and Life Members for dues, if any, including dues on account of lost or damaged books or periodicals.

52. A Non-Resident member visiting Mumbai for a period longer than two months shall contribute a further sum on a pro-rata basis as a Resident member for the whole term of his/her residence in Mumbai and shall rank for the time being as a Resident member only for the purpose of borrowing books and periodicals.

53. An Honorary Fellow shall be exempt from subscription unless he/she elects to exercise the rights of an individual Membership by paying an individual Membership subscription.

VI. MUSEUM AND COINS

54. Provisions may be made for the reception and preservation of coins and such other objects as may be deemed fit by the Managing Committee, and for the publication of lists, brochures, etc. concerning them. A physical check of all coins shall be carried out every three years.

55. A register shall be kept of all loan or gifts made by the Society to the Chattrapati Shivaji Maharaj Vastu Sangrahalay and other institutions and of all specimens presented to the society, with the names of donors and the dates of such donations, noting such as have been accompanied by any illustrative observations or descriptions.

56. No article referred to in Clause 54 shall be taken out of the rooms of the Society unless permission of the Managing Committee is previously obtained.

VII. AMENDMENT OF RULES

57. (a) The Rules of the Society are subject to addition, alteration or deletion by a vote of the General Body, provided that in the case of rules, 1, 2, 14(a), 17, 18, 19, 25, 34, 45, 46, 47, 38, 49(b), 50, 51, 52, 53, 56 and 57(a) a majority of two thirds of the members present and voting is obtained.

(b) In the case of Rule 49(a) regarding the Corpus Fund and Reserve Fund a vote of 90% of all Resident members is required