



AUSTRALIAN CAPITAL TERRITORY
ASSOCIATIONS INCORPORATION ACT 1991

RULES OF THE
AUSTRALIAN SOCIETY FOR MUSIC EDUCATION INCORPORATED
A1592

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ARTICLE I NAME AND INTERPRETATION

A The name of the organisation shall be the AUSTRALIAN SOCIETY FOR MUSIC EDUCATION INCORPORATED (hereinafter called "ASME").

B (1) In these rules, unless the contrary intention appears:

"ASME" means the Australian Society for Music Education Incorporated as constituted by these rules;

"National Council" means the National Council of Management established under Article V;

"National Executive Committee" means the National Executive Committee established under Article VB.

"general meeting" means a general meeting of members convened in accordance with Article VIC;

"member" means, unless the contrary intention appears, a person or organisation admitted to membership in accordance with Article III;

"officer" means one of the persons referred to in sub-rule B(1) of Article V;

"the Act" means the Associations Incorporation Act 1991 of the Australian Capital Territory;

"ordinary National Council member" means a member of the National Council referred to in Article V;

"unincorporated body" means the unincorporated body known as the Australian Society of Music Education, the existence of which terminated on the date of incorporation of ASME.

(2) In these rules, expressions referring to writing shall, unless the contrary intention appears, be construed as including references to printing, lithography, photography, and other modes of representing or reproducing words in a visible form.

(3) Words or expressions contained in these rules shall be interpreted in accordance with the provisions of the Associations Incorporation Act 1991.

ARTICLE II OBJECTS AND POWERS

A The objects for which ASME is established are:

- (a) to advance music education in Australia and in the Australian Capital Territory;
- (b) to promote music and the appreciation of music.

B So far as the same is authorised or permitted by the Act and in order to carry out the objects of ASME, ASME shall have the power to do anything whatsoever that a person not under a legal disability could do and which is lawful for an association to do, and, in particular, but without limiting the foregoing, the following powers:

- (a) to purchase, take on lease or in exchange, and to hire or otherwise acquire any real or personal property;
- (b) to buy, sell and supply, and deal in, goods of all kinds solely in furthering the objects of ASME.
- (c) to construct, maintain and alter buildings or works;
- (d) to accept any gift, whether subject to a special trust or not;
- (e) to take such steps from time to time as the National Council or the members in general meeting may deem expedient for the purpose of procuring contributions to the funds of ASME, whether by way of donations, grants, subscriptions, or otherwise;
- (f) to print and publish such newspapers, periodicals, books, leaflets, music or other documents as the National Council or the members in general meeting may think desirable;
- (g) to borrow and raise money in such manner and on such terms as the National Council may think fit or as may be approved by resolution passed at a general meeting and to secure the repayment of money so raised or borrowed or the payment of a debt or liability of ASME by giving mortgages, charges or securities upon or over all or any of the real or personal property of ASME;
- (h) to invest any moneys of ASME in such manner as the National Council may from time to time determine;
- (i) to make gifts, subscriptions, or donations to any of the funds, authorities or institutions to which Subdivision 30-B, section 30-100 of the *Income Tax Assessment Act 1997* (the Act) relates;
- (j) to employ such persons as the National Council or the members in general meeting may deem desirable or expedient;
- (k) to enter into any arrangements with any governments or authorities, municipal, territorial, state, local or otherwise that may seem to the National Council or to the members in general meeting conducive to the objects of ASME;

- (l) to establish and support, or aid in the establishment and support, of associations, institutions, funds, trusts, schemes, and conveniences calculated to benefit employees or past employees of ASME and their dependants, and to grant pensions, allowances, or other benefits to employees or past employees of ASME and their dependants, and to make payments towards insurance in relation to any of those purposes;
- (m) to establish and support, or aid in the establishment or support, of any other association formed for or in support of any of the objects of ASME;
- (n) to do all such other lawful things as are incidental or conducive to the attainment of the objects of ASME or the exercise of any of the powers specified in the foregoing provisions of this sub-rule;
- (o) to act as an advisory body;
- (p) to publish or provide for its members material likely to further its objects; and
- (q) to organise conferences, congresses, seminars and the like in order to further its objects.

ARTICLE III MEMBERSHIP

- A Any person or organisation who supports the objects of ASME is eligible to be a member of ASME and may apply for membership in accordance with sub-Article B hereof and may be admitted to membership by the National Council.
- B All applications for membership shall be made in writing on the form prescribed by the National Council signed by or on behalf of the applicant and shall be submitted to the Secretary (or such other person as the National Council may from time to time determine) who shall refer such applications to the next succeeding meeting of the National Council following receipt of them.
- C The National Council shall consider all applications referred to it and shall in its absolute discretion admit or not admit the applicant to membership, and shall determine the class of membership to which the applicant shall be admitted.
- D Where a National Council admits a person or organisation to membership, the Secretary shall, with as little delay as possible, notify the applicant, in writing, that he, she or it has been approved for membership of ASME and, upon receipt of the sum payable by or behalf of the applicant as the appropriate entrance fee (if any) and appropriate subscription (if any), shall enter the applicant's name in a Register of Members to be kept by the Secretary, whereupon the applicant becomes a member of ASME.
- E A member of ASME may, at any time, resign from ASME by delivering or sending by post to the Secretary written notice a resignation in writing.
- F Upon receipt of a notice under sub-Article E of this Article, the Secretary shall remove the name of the member by whom the notice was given from the Register of Members, whereupon that person or organisation ceases to be a member of ASME.
- G Where a member is an organisation, it may from time to time appoint one delegate, and each such delegate shall have the powers, rights and privileges of attending, speaking,

being elected to chair and voting at meetings and of nominating other persons for election or being nominated for and elected as an ordinary National Council member, as if the delegate were the member.

I Categories of Membership

- (1) The following shall be classes of membership to which an applicant may be admitted:
 - (i) Full Members: persons actively engaged in music education at any level;
 - (ii) Concessional Members: students, unemployed or retired persons who satisfy the Secretary of their status. Students should be enrolled full time at an approved tertiary institution or secondary school. No person may be a student concessional member for more than six years;
 - (iii) Life Members: persons who were life members of the unincorporated body prior to the date of adoption of this Constitution;
 - (iv) Honorary Life Members: any person who has rendered distinguished service to music education, nominated by the National Council or a State Chapter and accepted by a general meeting.
 - (v) Library Members: libraries and other organisations wishing to subscribe to ASME publications only.
- (2) Members in categories (i) - (iv) have full voting rights and are eligible to hold office on any ASME committee.
- (3) Annual fees for each category of membership for the ensuing year shall be determined at the annual general meeting or by a postal ballot of members.

ARTICLE IV CHAPTERS

The affairs of ASME shall be managed by a National Council, and in relation to State affairs by Chapters which may be formed in each State and Territory of the Commonwealth of Australia. The Chapters shall be entitled “The Australian Society for Music Education (‘State or Territory name’) Chapter”.

- A The National Council shall, from time to time, determine the minimum number of members necessary to validly constitute a Chapter.
- B Where the number of members living in any State or Territory is insufficient to form a State Chapter, or if that Chapter becomes defunct for any reason, any of those members may elect to become a member of the Chapter of an adjoining State or Territory. For the purpose of this clause, Tasmania is deemed to adjoin Victoria only.
- C Each Chapter will adopt its own Rules, in a form approved by the National Council provided that it is consistent with and subject to the relevant provisions of these Rules.
- D Each Chapter shall have a Chapter Council comprising the following officers:

Chairperson
Vice Chairperson
Secretary
Treasurer

and not less than two other members, all elected annually at the annual general meeting of the Chapter.

- E A Chapter Council may, from time to time and at its discretion, appoint further members, provided these are financial members of ASME.
- F Each Chapter will hold an annual general meeting, the time and place and business of which every member will have thirty (30) days clear notice from the Secretary.
- G Members unable to be present at any general meeting of a Chapter may each appoint one proxy.
- H Each Chapter Council shall meet as often as may be required for the dispatch of business.
- I At the expiration of each financial year, each Chapter shall, within sixty (60) days, provide the National Council with audited financial statements for the past year.
- J Chapters may not levy extra fees from members, but may raise funds in any other way, including approaches to funding bodies.
- K A complaint about the management of a Chapter shall be investigated by the National Council, provided that the complaint is written, and signed by members entitled to vote, totalling not less than one twentieth of the total Chapter membership, or five members whichever is the greater. The National Council may take whatever steps it deems necessary.
- L If, in the opinion of the National Council a Chapter becomes defunct for more than one calendar year, all of its assets shall (subject to any statutory provisions) revert to ASME.
- M The following Chapters have been established as at the date of the incorporation of ASME, and are Chapters formed under and subject to this Article:
 - (i) The Australian Society for Music Education (ACT) Chapter.
 - (ii) The Australian Society for Music Education (NSW) Chapter Incorporated.
 - (iii) The Australian Society for Music Education (NT) Chapter Incorporated.
 - (iv) The Australian Society for Music Education (QLD) Chapter Incorporated.
 - (v) The Australian Society for Music Education (SA) Chapter Incorporated.
 - (vi) The Australian Society for Music Education (TAS) Chapter Incorporated.
 - (vii) The Australian Society for Music Education (VIC) Chapter Incorporated.
 - (viii) The Australian Society for Music Education (WA) Chapter Incorporated.

ARTICLE V NATIONAL COUNCIL

- A The national affairs of ASME shall be managed by a National Council. The National Council shall comprise:
- (i) the Chairpersons (or their nominees, being Chapter Council members) of all of the Chapters existing at such times as meetings of the National Council are to be held, along with
 - (ii) one member appointed by each of the Chapters.
- B The National Executive Committee of the National Council shall comprise the following officers elected by the National Council from among the general membership of those who,
- a) are currently a Chapter Council member,
 - b) have demonstrated a high commitment to ASME and music education,
 - c) have demonstrated leadership capabilities, and
 - d) have attended a recent National Council meeting:
- President
Vice President
Secretary
Treasurer and
Publications Editor
- C
- (i) The President shall normally serve for one term of two (2) years and should have served the previous term as Vice-President;
 - (ii) The Immediate Past President shall be an ex-officio member of the National Executive Committee for one (1) year;
 - (iii) the Vice-President, Secretary, Treasurer and Publications Editor shall serve for a term of two (2) years and be eligible for re-election.
- E The National Council (or the National Executive Committee acting on its behalf) shall have power to appoint any person to fill a casual vacancy in an elected office, to hold office until the next annual general meeting.
- F The National Council may appoint such sub-committees as it considers necessary. Each such committee shall include the President (ex-officio) and, where necessary, at least one additional member of the National Council. The sub-committee shall have power to co-opt and, for the purposes of administering a public fund to receive, hold, invest, and disburse moneys for the purposes of ASME and maintain such a fund on the Register of Cultural Organisations, the National Executive Council must establish a sub-Committee being styled the “ASME Public Fund Sub-Committee” comprising:
- a. no fewer than three persons, one of whom must be the President ASME; and
 - b. a majority of whom must be persons of responsibility within the meaning of Australian Taxation Ruling TR95/27 (or such amended or substituted requirement for the establishment of a public fund); and
 - c. where the National Executive co-opts any one or more person to be a member of the ASME Public Fund sub-Committee, that person or persons must each be a ‘person of responsibility’ but need not otherwise be a member of ASME.*
- G Between meetings of the National Council, the national affairs of ASME will be governed by the National Executive Committee and every power given to the National Council by

these Rules except the power given by Article XIV sub-Article D may, unless the National Council otherwise determines, be exercised by the National Executive Committee.

ARTICLE VI MEETINGS

- A An annual general meeting shall be held. If at all possible, this will be held in conjunction with a Conference, Congress or Seminar.
- B The business paper of the annual general meeting shall be:
- (i) apologies;
 - (ii) confirmation of Minutes;
 - (iii) presentation of Annual Reports;
 - (iv) announcement of office bearers every second year, or of appointments to casual vacancies; and
 - (v) appointment of Auditor.
- C The National Council shall call a general meeting at any time:
- (i) on the written and signed application of members entitled to vote, totalling not less than one-twentieth of the total membership;
 - (ii) on the written application of any three (3) Chapters.
- D Thirty (30) days clear notice of time and place and business of all general and National Council meetings shall be given by the Secretary.
- E The accidental omission to give notice of a meeting to, or the non-receipt of such notice by any person or Chapter entitled to notice, shall not invalidate proceedings at a meeting.
- F Any individual member, unable to attend a general meeting, may appoint a proxy. A proxy must be a member of ASME.
- G A quorum at any general meeting shall be present if not less than one-half of the members of the National Council are present and if not less than one-half of the Chapters are represented.
- H The National Council may submit any question to a postal vote of members, to be as valid as a vote taken by an assembly. The notice of such a poll shall include a statement of the arguments for and against the proposition in a form approved by the National Council, and a voting paper in a form approved by it. This clause does not permit any changes to the rules of the constitution.
- I Each of the National Council and the National Executive Committee shall meet at least once per year. Two members of the National Executive Committee may, at any time, convene a meeting of that committee, and the National Executive Committee may convene a meeting of National Council.
- J The President, but if absent the Vice President, shall preside as Chairperson at every general, National Council or National Executive Committee meeting of ASME, and if neither is present within fifteen (15) minutes of the appointed time of the meeting, the members present shall elect one of their number to preside over the meeting.

- K At any general or National Council meeting, in the event of there being unfinished business for lack of a quorum or sufficient time, such unfinished business shall be dealt with by the National Executive Committee in such manner as it considers necessary.
- L At any general meeting, a resolution put to the vote shall be decided on a show of hands unless a poll is demanded by any person present and eligible to vote. In the case of an equality of votes, either on a show of hands or by poll, the Chairperson of that meeting shall be entitled to a second or casting vote.
- M A resolution in writing, properly proposed and seconded, and affirmed and signed by a majority of members of the National Council present in Australia at the time, or signed by all members of the National Executive Committee present in Australia at the time, shall be as valid as if passed by a properly called and constituted meeting of the National Council or the National Executive Committee as the case may be.
- N Any financial member wishing to move a resolution at a general meeting shall give notice of it in writing to the Secretary, (seconded by a financial member), not less than fourteen (14) clear days prior to the meeting.
- O Unless a matter is otherwise set out in these rules, the procedure at meetings shall be carried out according to:

Joske, P. E., The Law and Procedure at Meetings in Australia and New Zealand. Sydney. The Law Book Co., 1976, Part I.

ARTICLE VII ELECTIONS

Election of the National Executive Committee shall be by secret ballot every second year from the date of adoption of these Rules, or when necessitated by casual vacancy, at a Meeting of the National Council.

- A At least two (2) weeks before the election, the National Secretary shall circulate the Chapter Councils requesting nominations for the five elected members, each nomination to be signed by proposer and seconder and bearing the nominee's signature.
- B Such nominations shall be in the hands of the Secretary at least twenty-four (24) hours before the meeting.
- C In the absence of nominations, the President and Secretary may seek candidates, to be duly moved and seconded as in sub-Article A above.
- D If, after this, there is no nomination for a particular office, the existing office-bearer may continue in that office until the National Council appoints a person to the office or until a person is subsequently elected.
- E Eligible members in attendance at the National Council meeting shall all have the obligation to cast votes.
- F In the event of a tie between two or more candidates, a further secret ballot shall be held.

ARTICLE VIII FINANCES

- A The financial year of ASME shall end on 31 March each year.
- B The method of collection and distribution of moneys from membership fees shall be determined by the National Council from time to time.
- C The National Treasurer and the Treasurers of the Chapter Councils shall be responsible for keeping all accounts, reports, statements and other papers required by law, and for making these available for the perusal of members.
- D (1) The income and property of ASME, however derived, shall be applied solely towards the promotion of the objects of ASME and no portion thereof shall be paid or transferred, directly or indirectly, by dividend, bonus, or otherwise, to any member of ASME.
- (2) Nothing in the foregoing provisions of this rule prevents the payment in good faith to an employee or member of ASME, whether such employee or member is a member of the National Council or otherwise, of:
- (a) remuneration in return for services actually rendered to ASME by the employee or member or for goods supplied to ASME by the employee or member in the ordinary course of business;
- (b) interest at appropriate current bank overdraft rate on money lent to ASME by the employee or member;
- (c) a reasonable and proper sum by way of rent for premises let to ASME by the employee or member; or
- (d) the reimbursement to the employee or member of expenses actually incurred on behalf of ASME or in carrying on the affairs of ASME.
- E Unless otherwise determined by the National Council in a particular case, a member may not act on behalf of ASME in relation to any proposed contract in which he or she or it has a pecuniary interest, or vote in respect of the contract.
- F A member of ASME is not liable to contribute to the payment of the liabilities of ASME on a winding up.

ARTICLE IX PUBLIC FUND

- A The Australian Society for Music Education will establish and maintain a public fund.
- B Donations will be deposited into the public fund listed on the Register of Cultural Organisations. These monies will be kept separate from other funds of ASME and will only be used to further the principal purpose of ASME. Investment of monies in this fund will be made in accordance with guidelines for public funds as specified by the Australian Taxation Office.
- C The fund will be administered by the National Executive of the Australian Society for Music Education.

- D No monies/assets in this fund will be distributed to members or office bearers of ASME, except as reimbursement of out-of-pocket expenses incurred on behalf of the fund or proper remuneration for administrative services.
- E The Department responsible for the administration of the Register of Cultural Organisations will be notified of any proposed amendments or alterations to provisions for the public fund, to assess the effect of any amendments on the public fund's continuing Deductible Gift Recipient status.

ARTICLE X AUDIT

- A At each annual general meeting of ASME, the members present shall appoint a person who is not a member nor the public officer of ASME as the auditor of ASME.
- B A person so appointed shall hold office until the conclusion of the next annual general meeting after that at which he or she is appointed and is eligible for re-appointment.
- C The first auditor of ASME may be appointed by the National Council before the first annual general meeting, and, if so appointed, shall hold office until the conclusion of the first annual general meeting and is eligible for re-appointment.
- D If an auditor is not appointed at an annual general meeting the National Council shall appoint a person who is not a member nor the public officer as auditor of ASME for the then current financial year of ASME.
- E If a casual vacancy occurs in the office of auditor during the course of a financial year of ASME, the National Council shall appoint a person who is not a member nor the public officer of ASME as the auditor and the person so appointed shall hold office until the conclusion of the next succeeding annual general meeting following his or her appointment and is eligible for re-appointment.
- F Once at least in each financial year of ASME, the accounts of ASME shall be examined by the auditor who shall report thereon at each annual general meeting to the members present.
- G In his or her report the auditor shall state:
 - (a) whether he or she has obtained all required information;
 - (b) whether, in his or her opinion, the accounts are properly drawn up so as to exhibit a true and fair view of the financial position of ASME according to the information at his or her disposal and the explanations given and as shown by the books of ASME; and
 - (c) whether the rules relating to the administration of the funds of ASME have been observed.
- H The Treasurer shall cause to be delivered to the auditor a list of all the accounts, books and records of ASME.
- I The auditor:

(a) has a right of access to the accounts, books, records, vouchers, and documents of ASME;

(b) may require from the employees of ASME such information and explanations as may be necessary for the performance of his or her duties as auditor;

(c) may employ persons to assist him or her in investigating the accounts of ASME; and

(d) may, in relation to the accounts of ASME and subject to the approval of the National Council, question any member of the National Council or any employee of ASME.

J The Treasurer shall comply with the obligations of ASME under the Act in relation to the filing of financial statements or any other matter.

ARTICLE XI PUBLICATIONS

ASME shall publish such journals, newsletters, conference reports, music, and other such material from time to time as it may see fit. Such publications require the approval of the National Council or a Chapter Council.

ARTICLE XII INDEMNITY

Members of ASME shall be responsible for the consequences of their own personal default or neglect and not for the default or neglect of any other person and shall be indemnified by ASME against all other liability incurred by them in the course of their duties as members of ASME and its committees.

ARTICLE XIII DISSOLUTION

If upon the winding-up or dissolution of ASME and/or the public fund operated by ASME there remains after satisfaction of all its debts and liabilities, any property or funds (including the public fund), the property or funds shall not be paid to or distributed among the members of ASME but shall be given or transferred to some other institution or institutions having objects similar to the objects of ASME, and whose constitution shall prohibit the distribution of its or their income and property among its or their members. Such institution or institutions to be determined by the members of the National Council at the time of dissolution, must be eligible for tax deductibility of donations under Subdivision 30-B, section 30-100 of the *Income Tax Assessment Act 1997* and listed on the Register of Cultural Organisations maintained under the Act.

ARTICLE XIV PUBLIC OFFICER

A The National Council shall appoint some person resident in the Australian Capital Territory to be public officer in accordance with the provisions of the Act.

B If the office of public officer becomes vacant, the National Council shall appoint some other person resident in the Australian Capital Territory to be public officer in his or her place.

- C The public officer shall notify the Registrar-General's Office in Canberra of his or her appointment and residential address within 14 days of that appointment.

ARTICLE XV OTHER MATTERS

A Notice

A notice may be served by or on behalf of ASME upon any member either personally or by sending it through the post in a prepaid letter addressed to the member at the address of the member shown in the Register of Members.

B Expulsion

- (1) Subject to this rule, the National Council may expel a member from ASME if, in the opinion of the National Council, the member has been guilty of conduct detrimental to the interests of ASME.
- (2) The expulsion of a member pursuant to sub-rule (1) hereof does not take effect:
 - (a) until the expiration of fourteen days after the service on the member of a notice under sub-rule (3) of this rule; or
 - (b) if the member exercises his or her right of appeal under this rule, until the conclusion of the special general meeting convened to hear the appeal, whichever is the later date.
- (3) Where the National Council expels a member from ASME, the Secretary shall without undue delay, cause to be served on the member a notice in writing.
 - (a) stating that the National Council has expelled the member;
 - (b) specifying the grounds for the expulsion; and
 - (c) informing the member that if he or she so desires, he or she may, within fourteen days after the service of the notice on him or her, appeal against the expulsion as provided in this rule.
- (4) A member on whom a notice under sub-rule B (3) of this Article is served may appeal against the expulsion to a special general meeting by delivering or sending by post to the Secretary, within fourteen days after the service of that notice, a requisition in writing demanding the convening of such a meeting for the purpose of hearing his or her appeal.
- (5) Upon receipt of a requisition under sub-rule (3) of this rule, the Secretary shall forthwith notify the National Council of its receipt and the National Council shall thereupon cause a special general meeting of members to be held within twenty-one days after the date on which the requisition is received by the Secretary.
- (6) At a special general meeting convened for the purpose of this rule:
 - (a) no business other than the question of the expulsion shall be transacted;

(b) the National Council may place before the meeting details of the grounds of the expulsion and the National Council's reasons for the expulsion;

(c) the expelled member shall be given an opportunity to be heard; and

(d) the members present shall vote by secret ballot on the question whether the expulsion should be lifted or confirmed.

(7) If the member does not appeal in accordance with sub-rule B (4) (4) or the general meeting referred to in sub-rule B (6) votes to confirm the expulsion, the Secretary shall remove the name of the member from the Register of Members whereupon the member ceases to be a member.

C Common Seal

(1) The seal of ASME shall be in the form of a rubber stamp, inscribed with the name of ASME encircling the word "Common Seal".

(2) The seal of ASME shall not be affixed to any instrument except by the authority of the National Council and the affixing thereof shall be attested by the signatures of two members of the National Council and that attestation is sufficient evidence for all purposes that the seal was affixed by authority of the National Council.

D Regulations

The National Council by a majority decision may make regulations regulating the operation of ASME or prescribing any matter or thing permitted or required by or under these rules to be prescribed and such regulations shall continue in force until amended or rescinded by the National Council or any subsequent National Council.

E Amendment of the Rules

These rules may be amended by special resolution if:

(1) they are passed at a general meeting of ASME, being a meeting of which at least 21 days notice, accompanied by notice of intention to propose the resolution as a special resolution, has been given to the members of ASME

(2) they are passed by at least 75% of those members of ASME who, being entitled to vote, vote in person or by proxy at the meeting.

(3) An amendment to the objects and purposes of ASME shall not be effective until approved by the Registrar-General's Office.

(4) A copy of every alteration to the objects, purposes or rules shall be lodged with the Registrar-General's Office by the public officer within one month.

ADDENDUM

*Public fund 'persons of responsibility' (as defined in Taxation Ruling TR95/27)

- Justices of the Peace
- Members of the clergy
- Church authorities
- Trustees or board members of a non-profit school or college

- Judges/Magistrates
- Solicitors
- Accountants (must be CPA, ASA, NIA or ICA registered)
- Directors/Senior Executives of large companies (must be listed on the Australian Stock Exchange)
- Medical practitioners and other professional persons (must belong to a professional body, which has a professional code of ethics and rules of conduct, e.g. Medical Registration Board)
- Teachers in senior positions:
 - School principals
 - Senior academics (professors, deans, principal lecturers, as well as appointments made by chancellors)
- Persons holding Public or Elected Office:
 - Mayors
 - Town Clerks
 - Councillors
 - Members of Parliament
- People who hold (or have held) other public positions (i.e. appointments made by Government Ministers)
- People with honours (AO, AM, OBE etc)