

# New Zealand Machine Knitters Society Incorporated

## Constitution

October 2024

### INDEX

**The numbers shown in this index are the numbers of the Rule or By-Law quoted.**

Numbers less than 100 refer to **Rules**.

Numbers between 100 and 200 refer to **Organisation By-Laws**.

Numbers greater than 200 refer to **Festival Policy Procedures**

Where successive Rules or By-Laws pertain to different aspects of the same subject, only the first Rule or By-Law of the group is indexed.

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# **NEW ZEALAND MACHINE KNITTERS SOCIETY INCORPORATED CONSTITUTION**

Incorporating Rule Changes passed May 2024

## **NAME**

1. The name of the Society shall be the New Zealand Machine Knitters Society Incorporated.
2. The Registered office of the Society shall be at such place in New Zealand as shall be appointed by the National Council.

## **OBJECTS**

3. The objects of the Society shall be to promote machine knitting and to foster interest among machine knitters and allied trades throughout New Zealand, and to hold such promotional social and educational activities which the Society shall from time to time decide, and to delegate the running of such activities to groups approved by the Society, and to oversee the organisation of same at its absolute discretion; provided that the Society shall always be an independent body and not be subordinate to or dependent upon any brand or manufacturer.

## **STRUCTURE OF SOCIETY**

4. The Society shall be structured on a National and an Area level. The administration of the Society shall be ultimately controlled by a National Council made up of National Councillors elected from the following geographical areas; Northland, Auckland, Bay of Plenty, Waikato, King Country, Taranaki, Manawatu, Canterbury, Otago, and Southland. Boundaries of these Areas shall be fixed by and may be altered by the National Council.
5. Each Area may form whatever structure its members consider necessary to control the organisation needed to carry out the duties and acts that are required to be done by that Area. The Annual General Meeting of each Area shall be held during the month following the end of the financial year, being the 28<sup>th</sup> of February unless otherwise provided for. Area Officers shall take up the positions to which they have been elected after the Annual General Meeting of the Area.
6. The Society's Constitution, Organisation and Festival Policy By-Laws made pursuant to Section 28 of the Incorporated Societies Amendment Act 2022 must be complied with by members. Any member contravening these rules and by-laws will be asked to resign.

## **MEMBERS**

7. Membership of the Society is open to an unlimited number of natural persons. Application for membership shall be made on the appropriate Society form.
8. An applicant shall become a member upon acceptance of the application and upon payment of such fees set yearly, by the National Council to the National Treasurer

Members become financial on payment of the annual subscription. All Society members holding office of any description must be financial at all times.

Membership shall cease on receipt of written notice of resignation from the member; or on failure of the member to pay the annual subscription or other fees by due date; or on expulsion by the National Council; or on the member's death. Associate member is defined as a member who holds national membership in one area by having paid their full subscription both to area and national and wishes to take membership in second area by paying only the area portion of the subscription to that area.

## **REGISTER OF MEMBERS**

9. The Society shall keep a Register of its members containing their names, postal addresses, email addresses, membership number, date joined society, date resigned from Society. These records are to be kept for 7 years.

## **LIFE MEMBERS**

10. The National Executive may at any Annual National Council Meeting of the Society elect Life Members as recognition of meritorious service at National Level.

The number of Life Members shall not exceed twenty and they shall enjoy the privileges of membership without being responsible for the payment of any subscription whatsoever.

Nominations for Life Members can be made by Executive, any Councillor or financial member, but must be approved and signed by a Councillor, from any Area even if the nominee is not a member of that Area, must include citations, and be presented to the Executive, prior to the Council Annual General Meeting. All citations shall be strictly confidential. Areas may bestow Area Life Membership on merit at Area Level.

## **ANNUAL SUBSCRIPTIONS**

11. The annual subscription of members other than Life Members shall be the sum fixed annually by the National Council. All subscriptions shall be payable within 3 months of the commencement of each financial year.

## **NATIONAL COUNCIL AND EXECUTIVE COMMITTEE**

12. The National Council shall consist of not more than two Area Councillors elected from each area.

The Executive Committee of the National Council shall consist of the following Executive Officers; President, one Vice-President from the North Island, one Vice-President from the South Island, a Secretary and a Treasurer.

The Executive Committee shall at all times contain four members who are serving councillors. The fifth, if not a serving Councillor, shall have served as a Councillor within the five years prior to the date of election to the Executive Committee, or, in the case of the Treasurer or Secretary, be a current member of the NZMKS and shall be a member of the National Council but without voting rights in that capacity.

An Executive Officer so elected shall be eligible for re-election. The Executive Committee shall have no more than two members from the same Area.

## **NATIONAL OFFICERS**

13. The National Officers of the Society shall be the Executive Officers, the Seminar Organiser and the Editor

All National Officers of the Society shall be elected annually by members of the National Council.

All Officers shall be elected at the National Council Annual Meeting and shall take office at the conclusion of the Annual General Meeting.

All Officers shall hold office for one year but shall be eligible for re-election, with the exception of the President, who may serve for a maximum of 3 years.

The National Council shall have the power to fill any vacancy which may occur in its number, and to appoint such sub-committee(s) as may be necessary.

## **MEETINGS**

14. The Annual General Meeting of the Society and the Annual National Council Meeting shall be held during the New Zealand Machine Knitters National Festival. Notice of the Annual Meetings shall be given to financial members either by post, email, or by means of advertisement inserted in the Society Newsletter.  
If there is no Festival in a given year, the Council meeting and AGM to be held within 4 months of the end of the financial year.
15. The Executive Committee of the National Council may convene a special meeting at any time should any matter arise which is not provided for in the Constitution of the Society. The Society shall be responsible for reasonable travel and accommodation and expenses for such meetings.
16. The Executive Committee of the National Council shall, upon a requisition in writing signed by five National Councillors, convene a Special meeting of the National Council. Any such requisition shall specify the objects of the meeting requisitioned and shall be deposited with the Secretary of the Society. The meeting must be convened only for the purpose specified in the requisition. Those signing the requisition shall decide upon the date and venue of such Council Meeting.
17. A quorum for an Executive Committee meeting shall be any three members of the Executive Committee. A quorum for a National Council meeting shall be 60% of the National Council members. A quorum for the Annual General Meeting of the New Zealand Machine Knitters Society Incorporated shall be 10% of financial members.  
If no Festival is being held, the quorum for the National Council meeting shall be 60% of the National Council members. A quorum for the Annual General Meeting of the New Zealand Machine Knitters Society Incorporated shall be 60% of National Council members plus 5 financial members.
18. At the time appointed for a meeting if a quorum is not present the meeting shall be dissolved and re-scheduled, the following day, if possible, at the discretion of the President in the case of meetings held during Festival. Meetings in a non-Festival year to be re-scheduled, the following day, if possible, at the discretion of the President and Executive in accordance with rule 14.

19. All meetings of the Executive Committee of the National Council, all meetings of the National Council, all meetings of the Area Committees and all Annual General Meetings shall have minutes recorded and retained in books and/or stored in digital form. The use of a digital device is allowed to record meetings for the purpose of transcribing minutes. Minute forms shall include all appointments of Officers and all resolutions and proceedings.

## **VOTE OF MEMBERS**

20. Simple majority of votes shall decide matters put to the vote.

Only financial members present shall be entitled to vote, and each shall have one vote by the showing of current membership cards or by a written ballot if requested by a majority vote of the meeting.

In the case of an equality of votes the Chairperson shall have a casting vote.

The Chairperson is to make the casting vote prior to the counting of the votes.

This is sealed and only opened if needed.

Scrutineers shall be appointed to count the votes and report the decision to the Chairperson. Voting papers must be destroyed.

## **THE ACCOUNTS**

21. The Executive Committee of the National Council shall cause true accounts to be kept:
  - a) of all sums of money received and expended by the Society and of all matters in respect of such receipt and expenditure.
  - b) of all assets, credits and liabilities of the Society.
22. The books of accounts shall be kept at the residence of the Treasurer of the Society; and they shall be open to the members of the Society at such reasonable times and places as shall be determined by the Executive Committee.

All monies having been received shall be paid into the Society's Bank account to be styled "The New Zealand Machine Knitters Society Incorporated" which shall be kept at such banks as may be appointed by the National Council.

Payment of monies shall be made by internet banking, authorised by the Treasurer and one of the Councillors authorised and approved by the National Council to have access to internet banking.

23. At the Annual General Meeting of the Society each year the Council shall lay before members of the Society a Statement of Income and Expenditure and Balance Sheet containing a summary of the assets and liabilities of the Society from the time the last preceding Balance Sheet was made, that has been independently reviewed.
24. Every such statement shall be accompanied by a report of the Executive Committee of the National Council as to the state and position of the Society.
25. The Society shall make the returns required by Section 102 of the Incorporated Societies Act 2022 and other statutory provisions for the time being in force and shall comply with the requirements of all statutes and regulations.

26. Each area of the Society shall provide all the annual financial statements requested at any time by the National Council.
27. Estimates of income and expenditure for the current financial year shall be prepared by the National Treasurer and presented for discussion, amendment and adoption by the Council at the Annual Meeting of the National Council.

Only expenditure included in the adopted estimates shall be deemed to be authorised expenditure. Any expenditure over and above that included in the adopted estimates must be authorised by the National Executive before such expenditure is incurred, provided that accounts falling due between the commencement of the financial year and the date of the National Council Annual Meeting may be paid on due date subject to:

- a) expenditure for such accounts being included in the estimates submitted to the National Council Annual meeting, and
  - b) formal Council approval for these payments being sought retrospectively at the National Council Annual Meeting
28. The National Council shall determine annually the percentage of the annual subscription collected on an Area basis to be used for the expenses of the National organisation, and the remaining percentage of the annual subscription collected on an Area basis shall be kept by such Area to assist in the payment of the expenses of that Area.

National members full subscription is paid directly to the National Treasurer and no portion is allocated to any Area.

## **ALTERATIONS OF CONSTITUTION AND BY-LAWS**

29. The Constitution and by-laws of the Society may be altered, added to or rescinded by the National Councillors at the Annual Meeting of the National Council. Any proposed changes must be sent to the National Secretary for a vote at that meeting.  
No addition to or alteration of the non-profit aims, personal benefit clause or the winding-up clause shall be approved without the approval of the Inland Revenue Department.  
The provisions and effects of this clause shall not be removed from the Constitution and shall be included and implied in any update of the Constitution.
30. The Society shall register any alteration in or addition to or recession of this Constitution as required by any statutory provisions for the time being in force.
31. If at any time any matter shall arise which is not provided for in the Constitution and By- Laws or in their interpretation, the same shall be determined by the National Council Executive Committee, whose finding shall be referred to the National Council for final decision.

## **BORROWING POWERS**

32. The Society shall not have the power to borrow money.

## **WINDING UP**

33. If upon the winding up or dissolution of the Society there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to or distributed among members of the society but shall be given or transferred to some other organisation or body having objects similar to the objects of the society, or to some other charitable organisation or purpose, within New Zealand
34. In the event of an Area of the Society going into recess, a copy of the reviewed Area accounts, and all funds held in the bank account of that Area shall become the property of the Society and shall be forwarded to the National Treasurer, there to be held in trust for 5 years, which will be refunded to Area if reactivated, within that time If Area not reactivated after 5 years, the Area is deemed to be in recess and all funds become property of the Society
35. No member may make pecuniary gain from any Society activities, and no member may receive any pecuniary gain or be recipient of any asset as a result of winding up of the Society.



# **NEW ZEALAND MACHINE KNITTERS SOCIETY INCORPORATED**

## **ORGANISATION BY-LAWS**

### **FINANCIAL YEAR**

101. The financial year of the Society shall run from 1 April to 31 March.

### **MEMBERS**

102. All members must join the Society as individual machine knitters.
103. Individual or associate members shall have the choice of which Area they wish to belong to. Those members who are not affiliated with any active area are deemed to be National members.
104. The membership number will be a combination of the following:  
a) Numerals for the year (being the last two digits in the current year.)  
b) Area code number.  
c) Current receipt number  
This complete number must be shown on the receipt and quoted on all correspondence and competition entries as proof of identification and financial membership status.
105. On payment of the annual subscription for the financial year members shall be given the receipt showing the membership number for the year. Members paying initial subscriptions may also, on request, receive a digital or printed copy of the Constitution, Organisation and Festival Policy By-Laws of the Society, or access them on the Society's website.
106. Financial members are entitled to participate in any activities organised at Area level under the auspices of the Society on payment of a predetermined charge. Non-members may by invitation attend also on payment of an additional charge. The Area Committee shall fix the charges for both members and non-members.
108. Any person requiring a copy of the Society membership lists, either individual or associate, must apply to the National Executive in writing stating the reason for the request.  
Any application will be considered in line with the Privacy Act 2020

## **DISCIPLINARY POWERS**

### **DISPUTES/COMPLAINT RESOLUTION PROCEDURES**

109. How Dispute/Complaint is made

- 1) A member or officer may make a complaint by giving to the Executive/Area President/Councillor a notice in writing that:
  - a) States that the member or officer is starting a procedure for resolving a dispute between:
    - i) A member towards another member
    - ii) A member towards an officer (member of the Executive)
    - iii) A member towards the Society itself
    - iv) The Society towards a member
  - b) Sets out the allegation to which the dispute relates and whom the allegation is against; and
  - c) Sets out any other information reasonably required by Society.
- 2) The Society may make a complaint involving an allegation against a member or officer by giving to the member or officer a notice in writing that –
  - a) States that the Society is starting a procedure for resolving a dispute; and
  - b) Sets out the allegation to which the dispute relates.
- 3) The information given under subclause 1) b) or 2) b) must be enough to ensure that a person against whom an allegation is made is fairly advised of the allegation concerning them, with sufficient details given to enable them to prepare a response.

110. A person who makes a complaint has the right to be heard.

- 1) A member or an officer who makes a complaint has a right to be heard before the complaint is resolved or any outcome is determined.
- 2) If the Society makes a complaint –
  - a) The Society has a right to be heard before the complaint is resolved or any outcome is determined; and
  - b) An officer may exercise that right on behalf of the Society.
- 3) Without limiting the manner in which the member, officer, or Society may be given the right to be heard, they must be taken to have been given the right if –
  - a) They have a reasonable opportunity to be heard in writing or at an oral hearing; and
  - b) An oral hearing is held if the Complaint Subcommittee considers that an oral hearing is needed to ensure an adequate hearing; and
  - c) An oral hearing (if any) is held before the decision maker; and
  - d) The member's, officer's, or society's written statement or submissions are considered by the decision maker.

111. A person who is the subject of complaint had a right to be heard.

- 1) This clause applies if a complaint involves an allegation that a member, an officer, or the society (the respondent) –
  - a) Has engaged in misconduct; or
  - b) Has breached, or is likely to breach, a duty under the Society's Constitution of Bylaws or the Incorporated Societies Act 2022; or
  - c) Has damaged the rights or interests of a member, or the rights or interests of members generally.

- 2) The respondent has a right to be heard before the complaint is resolved or any outcome is determined.
- 3) If the respondent is the Society, an officer may exercise the right on behalf of the Society.
- 4) Without limiting the manner in which a respondent may give a right to be heard, a respondent must be taken to have been given the right if –
  - a. The respondent is fairly advised of all allegations concerning the respondent, with sufficient details and time given to enable the respondent to prepare a response; and
  - b. The respondent has a reasonable opportunity to be heard in writing or at an oral hearing (if one is held); and
  - c. An oral hearing is held if the decision maker considers that an oral hearing is needed to ensure an adequate hearing; and
  - d. An oral hearing (if any) is held before the decision maker; and
  - e. The respondent's written statement or submissions (if any) are considered by the decision maker.

112. Investigating and determining dispute

- 1) The Society must, as soon as is reasonably practicable after receiving or becoming aware of a complaint made, ensure that the dispute is investigated and determined.
- 2) Disputes must be dealt with in a fair, efficient, timely and effective manner.

113 The Society may decide not to proceed further with complaint

- 1) Despite Clause 111D above, a society may decide not to proceed further with a complaint if
  - a) The complaint is trivial; or
  - b) The complaint does not appear to disclose or involve any allegation of the following kind:
    - i) That a member or an officer has engaged in material misconduct, i.e. provided false or misleading information, fraud, embezzlement, or any form of dishonesty.
    - ii) That a member, an officer, or the society has materially breached, or is likely to materially breach, (i.e. a significant failure of performance) a duty under the Society's Constitution or Bylaws or the Incorporated Society Act 2022.
    - iii) That a member's rights or interests, or members' rights or interests generally, have been materially damaged, i.e. a member has suffered a significant loss or harm to their rights or interests.
  - c) The complaint appears to be without foundation or there is no apparent evidence to support it; or
  - d) The person who makes the complaint has an insignificant interest in the matter; or
  - e) The conduct, incident, event, or issue giving rise to the complaint has already been investigated and dealt with under the Constitution; or
  - f) There has been an undue delay in making the complaint.

114. Decision makers

- 1) A person may not act as a decision maker in relation to a complaint if two or more members of the Complaints Subcommittee, consider that there are reasonable grounds to believe that the person may not be –
  - a) Impartial; or
  - b) Able to consider the matter without a predetermined view.
- 2) The decision maker will be in the form of a Complaints Subcommittee which will be made up of three members of the Executive and/or Council. However, if the complaint is against the Executive, the Area President where the complaint originates shall advise the Council who will elect their Complaints Committee, consisting of three people.

115. Society may refer the complaint.
- 1) The Complaints Committee may refer a complaint to –
    - a) An external person to investigate and report; or
    - b) An arbitral tribunal, or an external person to investigate and make a decision.
  - 2) The Complaints Committee may, with the consent of all parties to a complaint, refer the complaint to any type of consensual dispute resolution (i.e. mediation or facilitation).
  - 3) The Complaints Subcommittee has the right to choose the third party from outside of the Society, and that person must be impartial to the Society.
116. Resolution
- 1) The Complaints Subcommittee's decision shall be final and binding.
  - 2) Full records of the complaint, proceedings and resolutions shall be kept.

## **AREA STRUCTURE**

117. Each Area shall be referred to as the ..... Area, New Zealand Machine Knitters' Society Incorporated.
118. The members of each Area shall decide which of the following structures to adopt as best suited for the management, control, and power to make decisions for their Area: -
- a) Administration solely by their Area Councillors, who must co-operate with their Seminar Delegates to carry out their duties.
  - b) Administration by an elected Committee to work with the Area Councillors and Seminar Delegates
  - c) Division of the Area into regions, each region providing a representative to form a committee vested with full power to work within that Area with both Area Councillors and Seminar Delegates.
119. Whatever the structure agreed to by an Area, the members of the Area may adopt nomination procedures, committee structures and committee rules to be applicable only to that Area, provided always that the elected Area Councillors shall remain responsible to the National Council, and that decisions made are in no way contrary to the Objects, Constitution and By-Laws of the Society.
120. The members of the Executive Committee may be called upon to clarify any matters regarding Area structure, and the National Council shall have the power to settle, in the interests of the majority of members of an Area, any dispute regarding structure.

## **AREA RECESSION**

121. If an Area wishes to go into recess, 60% of the financial members in that Area must vote in favour of recess before such a decision may be implemented. All financial members of the Area must be notified of the intention to go into recess.
122. Financial members within a recessed Area may maintain contact with the Society by becoming a national member and paying annual subscription direct to the National Treasurer.

## **AREA WINDING UP**

123. In the event of an Area winding up all Area property shall become the property of the New Zealand Machine Knitters Society Incorporated and shall be dealt with in accordance with Rule 37.

## **REMITTS TO NATIONAL COUNCIL**

124. Remits from Areas to National Council must be directed through the Area's National Councillors with a full explanation and be in the hands of the National Secretary by 28<sup>th</sup> February.

## **NATIONAL CORRESPONDENCE**

125. All correspondence to the National President, National Secretary or National Treasurer, whether from Councillors or individual members, is to be sent to the Officer concerned who will, if necessary, consult one or more of the other members before replying.

Replies must be prompt and sent to all Councillors of the area concerned. Area Councillors must send a copy of their letter to the other Councillor for their Area.

Individual members who are not Area Councillors must, before a letter is sent, show it to an Area Councillor, who must initial it and note it as having been seen. Area Councillors have no authority to prevent a letter being sent, nor may they decline to initial it.

## **AREA FINANCES**

126. Each Area shall be responsible for the financial administration to cover Area administration costs, and also reasonable travel, accommodation and general expenses with the Area as deemed necessary by the Area Committee.
127. Each Area shall be responsible, to the extent shown in By-Law 141, for the cost of sending its National Councillors and Seminar Delegates to the National Festival and for the cost of ensuring that they can attend their respective meetings. When the Area assumes the whole cost for an Area Officer the Area Committee shall decide the method of travel, the standard of accommodation and the level of meal allowances for that Officer.

## **AREA MEETINGS AND ELECTIONS**

128. The Chairperson of an Area Committee shall have a casting vote.
129. The Area Annual General Meeting shall be held within two calendar months following the end of the financial year. Any interested person may attend but only financial members have voting rights.
130. Area office-bearers shall be elected at the Annual General Meeting or alternatively, may be elected during the October or November meetings, in which case any changes shall become effective from the Annual General Meeting. On receipt of a resignation from an Area President, Area Treasurer or Area Secretary the Area Committee may call a special meeting to elect a replacement.
131. To carry out the Area duties as set out in the Constitution and By-Laws, members shall elect not more than two Area Councillors and not more than two Seminar Delegates and may elect a reserve Councillor and a reserve Delegate. On resignation or prolonged absence or death of an Area Councillor or Seminar Delegate the reserve Councillor or Delegate shall fill the vacancy.

## **NATIONAL MEETINGS**

132. The Annual National Council Meeting is to be held at a time to be set at the discretion of the National President. Agenda for the National Council Meeting must include Apologies, minutes, business from minutes, correspondence, remits, Festival applications, National Treasurer's financial statements and presentation of budget, setting of subscriptions, review of fees for advertisements in National Newsletter, election of Officers, general business.
133. The Society National Annual General Meeting is to be held during the Festival and after the Annual National Council Meeting at a time to be set at the discretion of the National President and the Host Area. If no Festival is being held the AGM to be set at the discretion of the President, and in accordance with rule 13. Agenda for the Society Annual General Meeting must include apologies, minutes, business from minutes, correspondence, reports from National President, National Treasurer and Editor, advising of subscriptions per member for the following year, details of next Festival, introduction of new Officers, general business.
134. The National Seminar, attended by the elected Seminar Delegates, is to be held prior to the Council Meeting. Seminars are organised to bring forward points on advanced knitting, new techniques, problems, and topics as directed by the Seminar Organiser. In a non-Festival year there would be no Seminar held.
135. Any member of the Executive Committee may call upon the elected reserve Councillor in order to deal with any urgent Council business in the prolonged absence of one of the Area Councillors

## **NOMINATIONS OF SOCIETY OFFICERS**

136. All positions held with the Society are for one year only, but the holders shall be eligible for re-election.  
Nominations must be the approved nomination form that conforms to the Incorporated Society Act 2022.  
Except for Area positions, only Councillors may tender nominations, but any financial individual member may second nominations. All nominations must be accompanied by the written acceptance of the nominee.
137. Nominations for National positions are to be in the hands of the National Secretary as follows:  
For National President, National Secretary and National Treasurer by 31<sup>st</sup> March. Nominations for both North and South Island Vice-Presidents and for other Officers shall be called for from the floor at the Annual National Council Meeting.

## **VOTING**

138. A member of the Executive Committee may conduct any matter requiring a vote or ballot on behalf of the Council. If a vote or ballot involves all the Society financial members, the Executive Officer concerned may call on one Councillor as well as any three financial members to act as scrutineers to verify the results.  
Except as a financial member in a vote or ballot involving all financial members, a member of the Executive Committee who is not a serving Area Councillor shall have no voting rights.  
If a casting vote is required, the Chairperson or National President shall exercise it, even if not a serving Area Councillor

139. Details required for any postal ballot must include: -
- 1) A clear explanation of the matters to be dealt with.
  - 2) The issue to be voted upon is set out so that the voter's choice will be clearly indicated.
  - 3) A statement setting out how the vote is to be made.
  - 4) The number allocated to the Voter.
  - 5) Space for the voter's signature, membership number (or official status in the case of a Council Vote) and date of voting.
  - 6) The date by which the returned ballot paper must be in the hands of the Returning Officer
  - 7) State the address (postal or email) to where completed ballot papers are to be returned.
  - 8) Only members who have not supplied an email address will receive their ballot papers by mail, all others will be send via email.

## **OFFICERS' NATIONAL EXPENSES**

140. Where not covered elsewhere in the By-Laws, the expenses of the National President or of the President's representative incurred in the execution of duties as National President of the Society, and expenses of Executive Committee correspondence and allied costs, together with petty cash for various Officers, shall be paid out of Society funds in accordance with provision in the adopted estimates.
141. Reasonable expenses for travel, accommodation and meal allowances shall be met as listed below to ensure that Area Officers and National President, National Secretary and National Treasurer are in attendance at their respective Meeting

a. Seminar Delegate	Cost met solely by Home Area
b. National Councillor [not included in category C]	Cost met solely by Home Area
c. National President, National Secretary or National Treasurer, who is also a National Councillor	Half total cost met by Home Area and half by National Body
d. National President, National Secretary or National Treasurer, who is not a National Councillor	All Costs met by National Body

## DUTIES AND RESPONSIBILITIES

142. **AREA SECRETARY.** The Area Secretary shall:  
Deal with Area Committee correspondence, and in conjunction with the Area Councillors, Seminar Delegates and Area President where such applies compile the agenda for Area meetings and record the minutes of these meetings.  
  
After the Area Annual General Meeting fill in the Area Officers' election form and send it to the National President, National Secretary and National Treasurer to be in their hands by 1 May.
143. **AREA TREASURER.** The Area Treasurer shall  
Keep the necessary books to comply with the Incorporated Societies Act 2022  
Keep and file receipts for all monies paid out.  
  
On 30 April send to the National Treasurer a copy of membership list (see rule 9) of those members, who have paid their subscription together with the monies derived from the percentage of annual subscriptions as set each year by the National Council.  
  
Send further monies and changes to membership details on 31 July, 31 October and 31 January from subsequent later payments. An alphabetically typed list with names, addresses, email addresses and membership numbers to National Treasurer. Names must tally with subscriptions being sent on each date.  
Obtain joint approval of Area Councillors before payment of any Area accounts.  
Arrange for all Area account books to be reviewed by suitable person.
144. **SEMINAR DELEGATE.** A Seminar Delegate shall:  
Be actively interested in machine knitting and be willing to represent the whole Area.  
  
Be able to absorb information, provide written instruction and teach.  
  
Attend the National Seminar held in conjunction with the National Festival and remain available in the Area hosting the Festival  
  
Organise and attend Knit-ins/Workshops in the Home Area, and depending on the Area structure pass on the information gained at the National Seminar either.  
(a) direct to members or  
(b) to Regional Representatives, who shall then be responsible for informing their members.
145. **AREA COUNCILLOR.** An Area Councillor shall:  
Be interested in furthering the aims and objects of the Society and be prepared to represent the Area as a whole. An outgoing Councillor must pass on all previous correspondence to the incoming Councillor. Should a Councillor resign without completing the term of election, notice of that Councillor's resignation and name of the replacement Councillor is to be sent to the National Secretary.  
  
Attend the National Annual General Meeting and any National Council or related meetings held in conjunction with the Festival



Deal with National matters requiring attention by post/email during the year. Be responsible for passing on relevant information from Councillors' letters to members.

Organise and attend Area meetings.

Forward details of coming events, hints, patterns, Area report etc. to be in the hands of the Editor by 15 February, 30 April, 31 July and 31 October.

Render all possible assistance to other Councillors and all Officers on request.

Undertake the duties of Area Secretary and Area Treasurer in conjunction with other Area Councillor if these duties have not already been delegated.

146. **SEMINAR ORGANISER:** The Seminar Organiser shall:  
Be a member of the Host Area Festival Committee, have been a Seminar Delegate and shall organise and preside over the National Seminar.

Promptly after taking office, obtain the National Seminar guidelines and from these plan and prepare the program for the next National Seminar. Distribute this program promptly to all Areas

Determine an entrance fee payable by attending Seminar Delegates (one fee per Area) to ensure that the National Seminar will be financially self-supporting.

Seminar notes should be sent to the Seminar Organiser by a predetermined date that allows suitable time for printing before the National Seminar. The Seminar Book is to be printed as a separate publication from any other publication.

Ensure that any additional information presented during the Seminar is recorded, collated and distributed.

Discuss and record suggestions for topics for the National Seminar to be held during the following year.

Prepare a Seminar Report and a statement of Expenditure and Income at the completion of the Seminar, forwarding these to the National President, National Secretary, National Treasurer, Festival Committee Chairperson and incoming Festival Seminar Organiser.

147. **EDITOR.** The Editor shall:  
Edit and distribute the Society Newsletter during March, May, August and November each year to financial and Life members to keep them informed of up- to-date happenings and coming events. Material for inclusion in issues to meet deadlines must be in the hands of the Editor by 15 February, 30 April, 31 July and 31 October respectively.

Prepare and compile the Society Newsletter mailing list from:

- a. Lists dated 30 April, 31 July 31 October and 31 January of financial year and Life members received from National Treasurer
- b. The address list of Councillors and Officers received from the National Secretary.

Publish details of alterations to the Constitution and By-Laws and the text of each remit carried in the next following Newsletter.

Include advertisements from Society members and commercial organisations at the Editor's discretion at fees set from time to time by the National Council.

Use the Editor's discretion regarding the number pages in an issue.

Ensure all items submitted for publication are sighted and signed by Area Councillors and ensure copyright disclaimer is printed on all National Newsletters. Include the names and addresses of the National President, National Secretary, National Treasurer and Editor in all issues of the National Newsletter.

Provide a written Annual Report to be presented at the National Annual General Meeting, with copies to the National President and the National Secretary. If the Editor is not attending that meeting; the report must be in the hands of the National Secretary twenty-one days prior to that meeting.

Include the following information in the issues of the Newsletter.

- MARCH. Festival information from Host Area, names and addresses of Area Treasurers, Membership form, coming events e.g. Area Annual General meetings etc.
- MAY. Full audited Financial Report, name of current National Treasurer, notice of Society Annual General Meeting, Council meetings and coming events.
- AUGUST. Edited reports from National President and Editor, items of importance arising at National meetings, results of election of Officers, names and email addresses of Councillors, coming events, report from Host Area of past Festival, results of National competition and Festival Schedule and Rules for the following year's Festival.
- NOVEMBER. Preliminary notice of the following year's Festival, including venue, times and dates, and coming events.

148. **NATIONAL SECRETARY.** The National Secretary shall:  
Deal with all National correspondence of the Society, record all minutes and in conjunction with the National President compile the agenda for all National meetings. Present to all Councillors the following forms and information.
- Diary of Dates
  - Area officers Election Forms
  - Nomination forms for National President, National Secretary and National Treasurer.
  - Copies of minutes recorded at National meetings.
  - Circulate to all Councillors any matters arising throughout the year.
  - Circulate to all Councillors all remits, numbered consecutively, to be in their hands by 10<sup>th</sup> March.
  - Advise all Councillors of any urgent matters that may arise and request a vote if so, directed by the National Executive.
  - Notify the Editor of any changes in Officers, of any changes to the Constitution and/or By-Laws, of the text of all remits carried, and of all other relevant details that should be included in Newsletters.
  - Write Councillors newsletter to be sent in February April/May/ August and November, Be available in the Festival Area for the duration of the Festival.
149. **NATIONAL TREASURER.** The National Treasurer shall:
- Keep all the books and furnish all the required returns and information to comply with the Constitution.
  - Supply the full reviewed Financial Report to the Editor for inclusion in the May Newsletter prior to its presentation at the National Council Annual Meeting and the Society Annual General Meeting.
  - Supply full details and comprehensive reasons when seeking approval by mail or email for the payment of accounts or for other financial dealings.
  - Prepare, before the beginning of each financial year, a fully itemised tentative Income and Expenditure budget for the coming financial year.
  - At the National Council Annual Meeting: Present the requirements listed in the Constitution. Obtain approval for the budget, when finalised by the National Council, that covers payments of accounts for the financial year.

- Seek retrospective approval in accordance with Rule 27, for having paid accounts that are included in the budget and which are required to be paid before that meeting.
- Oversee and control the expenditure during the year to ensure that it is within the limits of the approved budget.
- Gain authorisation from the National Executive by vote for any expenditure over and above that which is included in the adopted estimates.
- Be available in the Festival Area for the duration of the Festival.

150. **NATIONAL VICE-PRESIDENT.** A National Vice-President shall:

- When representing the Island where the current Festival is being held, be responsible for taking the Chair when called upon to do so by the National President.
- Either Vice-President may be called upon by the National President, or in the absence of the National President, by the National Secretary and the National Treasurer, or the National Council, to carry out any relevant Presidential duties.
- Before accepting nomination, be prepared to accept a future nomination for the position of National President.

151. **NATIONAL PRESIDENT.** The National President shall:

- Preside over all matters for and on behalf of all Society members to ensure the correct functioning of the Society.
- Be available to undertake duties on behalf of the National Council.
- Attend National Meetings.
- Write a President's Report for publication in all Councillors' Newsletters and Society Newsletters.
- Be available in the Festival Area for the duration of the Festival.
- May serve for a maximum of three years.

# FESTIVAL POLICY PROCEDURES

## FESTIVAL ADMINISTRATION

201. The New Zealand Festival of Machine Knitters is to be held annually in May, June or July with leeway for local conditions and varying between the North and South Islands.

An Area approved by the National Council shall host the Festival or where no area offers to host the festival in any year, the executive can choose to host the festival.

In conjunction with the Festival, the Annual National Council Meeting, the Society Annual General Meeting, the National Seminar and the Annual Knitting Competitions shall be held, together with social activities of particular interest to machine knitters.

Refer to bylaws 132-134

202. The Host Area must obey Festival Policy By-Laws, Organisation By-Laws and all the Constitution of the Society, and run the Festival along guidelines set by the National Council. The Council can give assistance if requested.
203. The Host Area must forward a copy of festival committee minutes on all Festival arrangements to the members of the National Executive during the twelve months preceding the Festival.
204. At least one member of the Festival Organising Committee must be, or must have been, a member of the National Council.
205. The Host Area must compile a Festival Newsletter and distribute it to all financial members no later than 3 months before the first day of Festival, the Newsletter to include the following:

A program setting out dates, times and venues for all Festival activities.

- Details of all official meetings, including times and places.
- Details of Workshops offered, and the names of Tutors.
- Details of prize giving's, scheduled activities and social events.
- Competition Rules and Guidelines, and Schedule of Classes for Festival competition.
- Details regarding accommodation available
- General information not otherwise covered.

The Newsletter should also include the following forms, listing fees and charges where appropriate, for completion and forwarding to the Festival Committee by members attending the Festival and/or entering the Festival competition:

- Registration form
- Travel Form
- Accommodation form
- Workshop form
- Competition entry form.
- Form to accompany knitted entries.
- Forms to cover any activities not included elsewhere.

206. The cost for travel, accommodation and meal allowances for Judges shall be negotiated between the host area and the person concerned, by mutual agreement.
207. Prior to the Festival the Host Area must provide the Editor with general Festival information to be included in the November and March Newsletters.
208. The Host Area shall set entry fees and prizes for all Festival competitions.
209. The entries in the Festival competition must, after judging, be displayed as clearly as space will allow, with awarded placings in each section being displayed in view. The first prize ticket must display the points gained by that entry. After judging, the competitor's name must be displayed on all entries.
210. The Host Area shall be responsible for the organising of, cleaning of the halls for the Council and Society Annual Meetings and for the paying of and organising of the workshop rooms and the displaying of competition entries. Society pays for rooms/halls used for Council and AGM.
211. The Society Trophies being the Championship Cup, Aotea Cup and Novice Cup will be held by the recipients for one year. In place of all the other trophies a certificate will be awarded showing details of the now retired trophy.
212. The cost of engraving the Society Trophies and the printing of the Award Certificates as per festival Bylaw 211 will be borne by the Society. The Host Area shall be responsible for getting all the trophies to the Festival for presentation.
213. Festival competition is open only to financial members of the Society. Overseas members may enter the National competition, but any Society trophies won by these members must remain with the National Executive in New Zealand.
214. Judges and Judges' Chief Steward must be non-competitors at the Festival at which they are officiating. Stewards, if competing should not be in the Judging room while a class they have entered is being judged.
215. The current membership number of the entrant must be included on the entry form. The Chief Steward to check membership numbers with the National Treasurer
216. The closing date for written entries for the Festival shall be 30 days before the first day of judging. The closing date for the receipt of the garments for the Festival competition, other than for garments entered in the Make and Model Section, shall be 14 days before the first day of judging. Packages, if correctly addressed, and displaying the closing date postmark, will be accepted if received prior to the commencement of judging.

217. The Competition Schedule, Competition Rules and National Judges' Scale of Marks system must be adhered to. All the Festival Schedule/Rules/Marks are subject to review by the Council from time to time.
218. The Make and Model Section of the Competition must be included in the Festival Schedule, and is governed by the following By-Laws, which are subject to review by the Council from time to time, and are applicable only to this Section:
- a. Any individual financial member who will be attending the Festival and not directly involved with the judging of this section may enter. There are 2 classes: A) Single item of clothing; B) Multi-piece outfit. Competitors may enter in either or both classes. The garment worn in one class must not be incorporated into the other class.
  - b. The entry must be the complete work of the competitor.
  - c. The entry must be machine knitted.
  - d. Garments entered in a previous Society National Festival competition will not be accepted.
  - e. The Festival Hosts have the right to limit the number of entries but notice of their intention to do so must be in the Festival Newsletter.
  - f. The closing date for written entries shall be at the discretion of the Festival Host Committee and be advised in the Festival Newsletter.
  - g. Garments are to be brought to the Festival by competitors and not displayed prior to their judging. Competitors will be disqualified if the published reporting time is not strictly adhered to.
  - h. The current Festival Judges will judge the Make and Model Section.
  - i. Garments will be judged while being worn by the knitter competitor.
  - j. Entries are not eligible for consideration for any Society Awards other than the Make and Model Award at the current National Festival.
  - k. Judge's decisions are final, and no correspondence will be entered into
219. At the completion of the National Festival business not less than 10% of the net profit arising must be paid to the Society. In the event of a deficit or loss occurring only 10% of the deficit or loss will be paid from the funds of the Society.
220. A Festival Planning File and Register of all competitors must be kept by the Festival Organiser and forwarded to the Area hosting the next Festival as soon as possible.
221. Following the Festival the Host Area shall provide the Editor, for inclusion in the August Newsletter, a report on the Festival including results of the National Competition

## JUDGING

222. The Judging team used by the host area will be a minimum of 2 judges chosen from the list which has been approved by the National Council and supplied by the National Secretary. The Executive Committee must approve the Judges selected by the Host Area before invitations are issued.
223. If or when a trainee judge is used, then an additional judge will be needed to partner the trainee. Expenses related to using a trainee judge will be met by the Society.
224. Adequate facilities must be provided for close visual inspection by the judges in an area secure for Judges and stewards only.
225. The Judge's marks must be written for every entry in the competition with Judge's comments at their discretion. The Judges have the right to disqualify any entry that does not comply with the Rules or Competition Schedule. Any disqualified entry shall be marked "Not as Schedule" and reasons given. Judges' decisions are final, and no correspondence will be entered into.
226. The Host Area will appoint Judges' Stewards who must follow instructions from the Chief Steward and check every entry in each class before judging commences to ensure that the exhibitor's name or any other distinguishing feature does not appear.

## TROPHIES & AWARDS

227. Trophies competed for at Festivals are:
  - Novice Cup.** Awarded to the competitor gaining the most points (in the Novice section) and who has entered all four classes in the Novice Section. ("Novice" is a competitor who has never won a first prize in Festival competitions. Entry forms to be marked "Novice Entry".)
  - Aotea Cup.** Awarded to winner of most points in Open, and other appropriate Classes.
  - Championship Cup** - 3 entries to be judged collectively.
228. Awards competed for at Festivals are
  - Capital Shield.** Awarded to the winner of Host Area's Own Choice class.
  - Elsbeth Coker Memorial Trophy.** Awarded to the best baby/preschool entry over all classes.
  - City of Sails Trophy.** Awarded for best entry in Wool. Up to 5% non-wool or specialty fibres may be used for visual decoration only.
  - Hawkes Bay Cup.** Awarded to the Host Area member gaining most points in the Festival competition.
  - Ida English Trophy.** Award for the most creative entry incorporating weaving.
  - Creative Cup.** Awarded for the most creative entry.
  - Shepherd Trophy.** Awarded for best entry of the competition.
  - Make and Model Trophies** Awarded to the competitor judged best entry in each section.



## THE PANEL OF NATIONAL JUDGES

229. All Judges whose names appear on the Panel of National Judges must be current financial members of the New Zealand Machine Knitters Society Incorporated.
230. Judges must honour the rule of confidentiality at all times.
231. All Judges must attend as many workshops as possible to keep up with current machine knitting trends, so that constructive criticism and help can be passed on to individual members.
232. Judges must have wide experience in knitting and finishing techniques.
233. Judges are expected to be fully conversant with the Rules and Guidelines for the Festival competition, and of the Rules and By-Laws of the Society pertaining to the National Festival.
234. Judges engaged by the current Festival Committee must be available to answer queries at that Festival.
235. The winner of the Championship Cup will be automatically considered for the Panel of National Judges.
236. If at any time a Judge wishes to resign from the Panel of National Judges, this must be done promptly in writing to the National Secretary.
237. Chief Judge is to make a full written report. This report to be filed in the Judges' book