

2.4. COMMITTEES

2.4.1. GENERAL POLICY:

- 2.4.1.1. Chairpersons are appointed by the President of the association unless other provisions for their selection shall be voted by a majority of the members assembled.
- 2.4.1.2. Chairpersons serve a term of one year, beginning at the close of the annual meeting of the fall KLA/KSMA joint conference.
- 2.4.1.3. Chairpersons shall be a voting member of the Board of Directors.
- 2.4.1.4. Chairpersons should appoint committee members and submit their names to the President.
- 2.4.1.5. The committee's goals for the year should be determined and written guidelines should be made for attaining these goals.
- 2.4.1.6. The approximate expenses for the committee should be determined and the total amount submitted to the treasurer for inclusion in the budget to be presented to the Board of Directors.
- 2.4.1.7. Expense vouchers must be given to the treasurer for each and all expenditures.
- 2.4.1.8. Chairpersons may spend up to the approved budget allotment without Board action, but any amount over this allotment requires further Board action.
- 2.4.1.9. The chairpersons should obtain KSMA letterhead stationery from the secretary for all correspondence.
- 2.4.1.10. The President should be notified of all committee meetings.
- 2.4.1.11. The President is to serve as an ex- officio member of all committees.
- 2.4.1.12. Chairpersons will report to the Board of Directors at each meeting.
- 2.4.1.13. Chairpersons will submit a written annual report, in triplicate, to the association at the last KSMA Board Meeting.
- 2.4.1.14. Chairpersons and committee members must be KLA/KSMA members.
- 2.4.1.15. At the end of their terms, chairpersons shall turn in to the President the KSMA committee folder, to be passed to the successor.

2.4.1.16. The chairperson of each committee shall report to the Board of Directors at each KSMA board meeting. The form of report (written or oral) will be at the discretion of the president.