

## **2.6. CONSTITUTION**

**2.6.1. TERM:** One year (appointed by President)

### **2.6.2. COMPOSITION:**

2.6.2.1. The immediate past-president and parliamentarian serve as voting members of the committee.

2.6.2.2. The President serves as a non-voting member of the committee.

2.6.2.3. The chairperson appoints additional committee members as needed.

### **2.6.3. DUTIES:**

2.6.3.1. The committee will revise the constitution as directed by the Board of Directors in conjunction with revisions of the Policy Handbook.

2.6.3.2. Upon completion of the term in office the chairperson will turn in the constitution folder to the President to be passed to the successor of the chair.

2.6.3.3. An annual written report, in triplicate, is to be prepared and presented to the Board of Directors.

### **2.6.4. EXPENSES:**

2.6.4.1. Expense vouchers must be completed, signed, submitted to the treasurer before any bills can be paid.

2.6.4.2. Receipts or invoices must accompany all vouchers; however, receipts for mileage expenses are not necessary.

2.6.4.3. Any expenses incurred while in office must be submitted for payment at least 10 days prior to the fall KLA meeting. This will enable the treasurer to pay all bills and prepare the books for audit.

2.6.4.3.1. If this deadline cannot be met, a written explanation should accompany a completed and signed voucher and should be submitted to the treasurer prior to the fall KLA/KSMA joint conference.

2.6.4.3.2. Invoices/receipts should be submitted as soon as possible.

2.6.4.4. Travel expenses for members of the Board of Directors and appointees attending KSMA Board of Directors' meetings are allowed at the rate of KLA mileage rate per car for meetings not held in conjunction with conferences or regular annual meetings such

as the fall KLA/KSMA joint conference. If the meeting is held 100 miles or more from a member's home, \$50.00 per night lodging expense is allowed.