

1. OFFICERS AND EXECUTIVE BOARD

- 1.1. All officers of the Kentucky School Media Association must be active members and are elected for the term specified in Article IV of the constitution of this association.
 - 1.1.1. All officers shall be elected for one-year terms at the annual KLA/KSMA joint conference. The term of office for each is one year beginning at the close of the annual meeting.
 - 1.1.2. All officers must be active voting members of KSMA.
- 1.2. All nominees for office must meet the criteria established in Article IV of the association constitution.
 - 1.2.1. The officers, except the President-Elect, shall be elected from each region in rotation in so far as is possible. The final determination, however, should not be based on geographic location but on the judgment of the committee as to the person with a background of experience in the professional organization and who has shown the talent and ability for strong leadership and the willingness to serve.
- 1.3. The responsibility of all officers is to be a part of the governing body of the association.
 - 1.3.1. Each officer is a voting member of the Board of Directors and of the Executive Board.
 - 1.3.2. It shall be the responsibility and duty of each officer to attend each business meeting of the Board of Directors, of the Executive Board, and the annual business meetings.
- 1.4. The Executive Board is made up of all elected officers, the Library Media Program Consultant, Immediate Past-President, and the Parliamentarian.
 - 1.4.1. Responsibilities of the Executive Board:
 - 1.4.1.1. Be the administrative body of the association in the intervals between meetings of the Board of Directors.
 - 1.4.1.2. Fill by appointment all vacancies for the unexpired terms of officers.

- 1.4.1.3. Approve special and ad hoc committees appointed by the President, and the same for dissolution of each
- 1.4.1.4. Determine the powers and duties of special and ad hoc committees.
- 1.4.1.5. The Executive Board will adhere to the standard policy as outlined in Sturgis' THE STANDARD CODE OF PARLIMENTARY PROCEDURE. "A special committee, sometimes called an *ad hoc* committee, performs some specific task and automatically ceases to exist when its final report is issued. If the organization votes to delegate additional work to a special committee, it continues until the new assignment is completed and another report is submitted.... These committees report only to the authority that appointed them."

Revised August 2002

1.5. PRESIDENT

1.5.1. REQUISITES:

- 1.5.1.1. The president of the association shall be a personal member of the American Library Association (ALA), the American Association of School Librarians (AASL), Kentucky Library Association (KLA), and Kentucky School Media Association (KSMA).

1.5.2. TERM: One year.

1.5.3. DUTIES OF THE PRESIDENT:

- 1.5.3.1. Serve as KSMA's representative in all official capacities and as its spokesman on all established policies.
- 1.5.3.2. Act as liaison officer between KSMA and other official bodies.
- 1.5.3.3. Delegate authority for action on KSMA activities, with the approval of the Board of Directors
- 1.5.3.4. Appoint all committee chairpersons and a parliamentarian unless other provisions for their selection are made by virtue of an office for the term of one year beginning at the close of the annual joint KLA/KSMA fall meeting.
- 1.5.3.5. Appoint committees dealing with special problems and/or interests with the approval of the Executive Board

- 1.5.3.6. Suggest names from the KSMA membership to serve on ALA, AASL, and KLA committees
- 1.5.3.7. Prepare and distribute a calendar of scheduled activities and a copy of the bylaws and handbook sections applicable to each member's position to all members of the Board of Directors at the first Board of Directors' meeting.
- 1.5.3.8. Prepare a list of Board of Directors' names, addresses, telephone numbers (home and school), and e-mail addresses to be distributed to the members, KLA officers, and committees at the first board meeting.
- 1.5.3.9. Arrange for the Membership Chairperson to receive membership printouts from the KLA Executive Secretary.
- 1.5.3.10. Call, prepare agenda for, and preside at all Executive Board and Board of Directors' meetings.
- 1.5.3.11. Write the Commissioner of Education requesting professional days for the joint KLA/KSMA Fall Conference for school media librarians.
- 1.5.3.12. Preside at the KLA/KSMA Conference-annual membership business meetings.

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- 1.5.3.13. Serve as a voting member of the KLA Board of Directors.
- 1.5.3.14. Attend the annual ALA Convention and represent KSMA at AASL Affiliate Assembly as the State Official Delegate from Kentucky.
- 1.5.3.15. Encourage members in contributing articles to KENTUCKY LIBRARIES and other professional publications
- 1.5.3.16. Assist the Public Relations Chair in publicizing KSMA News.
- 1.5.3.17. Assist Historian and committee in gathering archive material
- 1.5.3.18. Serve as a voting member of the Finance Committee.
- 1.5.3.19. Serve as a non-voting member of all other committees.
- 1.5.3.20. Review all minutes and reports.

- 1.5.3.21. Invite the KLA and SELA Presidents to the Board of Directors' meetings.
- 1.5.3.22. Approve all vouchers for ten dollars (\$10.00) or more.
- 1.5.3.23. Direct all Board of Directors to turn in their written annual reports and their KSMA committee policy handbook sections.
- 1.5.3.24. Collect, in folders, the annual reports, handbook sections, and all records from all committee chairpersons, district presidents, officers, and any other data valuable to the in-coming president. Turn these records over to the new president.
- 1.5.3.25. Turn copies of the annual reports in to the historian
- 1.5.3.26. Direct the out-going KSMA Secretary to send to the KLA Executive Secretary the names, addresses, telephone numbers, and e-mail addresses of the new KSMA officers immediately following the KSMA elections.
- 1.5.3.27. The order of business for the Board of Directors' Meetings will be at the discretion of the president or as follows:
 - 1.5.3.27.1. Call to order
 - 1.5.3.27.2. Reading of the minutes of the previous meeting
 - 1.5.3.27.3. Treasurer's report
 - 1.5.3.27.4. Old Business
 - 1.5.3.27.5. New Business
 - 1.5.3.27.6. Reports of officers, chairpersons of each educational district, standing committees, and special committees
 - 1.5.3.27.7. Discussion of reports
 - 1.5.3.27.8. Announcements
 - 1.5.3.27.9. Adjournment

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1.5.4. EXPENSES:

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

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

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

1.5.4.3.1. 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.

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

1.5.4.4. ALA Convention expenses incurred by the KSMA President attending the annual ALA Convention as State Assembly Delegate will be paid up to the amount allocated in the budget. Adjustments may be made at the discretion of the Board of Directors.

1.5.4.5. 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 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 or more miles from a member's home, \$50.00 per night lodging expense is allowed.

1.5.4.6. Travel expenses are allowed for the President attending special meetings at the rate of KLA mileage and \$50.00 per night if the meeting is 100 or more miles from the President's home.

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1.6. IMMEDIATE PAST PRESIDENT

1.6.1. TERM: One year.

1.6.2. DUTIES OF THE IMMEDIATE PAST PRESIDENT:

- 1.6.2.1. To be a voting member of the Board of Directors and of the Executive Board
- 1.6.2.2. To serve on the Nominating Committee
- 1.6.2.3. To serve on the Finance Committee
- 1.6.2.4. To serve on the Policy Handbook Committee
- 1.6.2.5. To act in an advisory capacity of the association
- 1.6.2.6. To serve with the President-Elect as counselor to the districts
- 1.6.2.7. To inform district presidents of their responsibilities regarding KSMA
- 1.6.2.8. To assist in preparation of district programs, if requested
- 1.6.2.9. To organize and follow-up on KSMA district meetings' visitation program.
- 1.6.2.10. To keep a file of district officers including their home and school addresses, telephone numbers, and e-mail addresses.
- 1.6.2.11. To request district Presidents send copies of their programs with invitations to attend their meetings.
- 1.6.2.12. To host a Past President's Breakfast (or other function) at the fall KLA/KSMA joint conference.
- 1.6.2.13. To contact Past Presidents to inform them of writing and phoning campaigns and legislative concerns so they may act as liaisons for their geographic areas
- 1.6.2.14. To serve on the Constitution Committee
- 1.6.2.15. To obtain all awards and plaques for the awards recipients at the fall KLA/KSMA joint conference

1.6.3. EXPENSES:

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

- 1.6.3.2. Receipts or invoices must accompany all vouchers; however, receipts for mileage expenses are not necessary.
- 1.6.3.3. Any expenses incurred while in office must be submitted for payment at least 10 days prior to the fall KLA/KSMA joint meeting. This will enable the treasurer to pay all bills and prepare the books for audit.
 - 1.6.3.3.1. 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.
 - 1.6.3.3.2. Invoices/receipts should be submitted as soon as possible.
- 1.6.3.4. 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 or more miles from a member's home, \$50.00 per night lodging expense is allowed.

1.7. PRESIDENT-ELECT

1.7.1. REQUISITES:

- 1.7.1.1. The President-Elect of the association shall be a personal member of the American Library Association (ALA), the American Association of School Librarians (AASL), Kentucky Library Association (KLA), and Kentucky School Media Association (KSMA).
- 1.7.1.2. The president-elect shall have served on the KSMA Board at least one year.

1.7.2. TERM: One year.

1.7.3. DUTIES OF THE PRESIDENT-ELECT:

- 1.7.3.1. Shall be a member of the Board of Directors and of the Executive Board, and attend all meetings.
- 1.7.3.2. Shall act in the capacity of the President in his/her absence.
- 1.7.3.3. The date and location for the fall conference will be chosen in cooperation with the Kentucky Library Association and all conferences will be held as joint conferences.
 - 1.7.3.3.1. Shall attend KLA/KSMA Fall conference planning meetings with the KSMA Fall Conference Coordinator.
- 1.7.3.4. Serve with the Immediate Past President as counselor to the districts by:
 - 1.7.3.4.1 Informing district presidents of their responsibilities regarding KSMA
 - 1.7.3.4.2. Assisting in preparation of district programs, if requested
 - 1.7.3.4.3. Organizing and following up on KSMA District Meetings' visitation program.
 - 1.7.3.4.4. Keeping a file of district officers including their home and school addresses, telephone numbers, and e-mail addresses.
 - 1.7.3.4.5. Requesting district presidents send copies of their programs with invitations to attend their meetings.

1.7.3.5. Prepare an annual written report, in triplicate, for the last Board of Directors' meeting before the fall KLA/KSMA joint conference.

1.7.3.6. Serve on the Constitution Committee.

1.7.3.7. Shall serve on the Nominating Committee as a non-voting member.

1.7.3.8. Attend KLA Board of Directors' meetings and vote in the absence of the President.

1.7.4. EXPENSES

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

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

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

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

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

1.7.4.4. ALA Convention expenses incurred by the KSMA President-Elect attending the annual ALA Convention as the State Assembly Delegate will be paid up to the amount allocated in the budget. Adjustments may be made at the discretion of the Board of Directors.

1.7.4.5. Travel expenses for members of the Board of Directors and appointees attending KSMA Board of Directors' meetings are allowed at the 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 meetings are held 100 or more miles from a member's home, \$50.00 per night lodging expense is allowed.

1.8. SECRETARY

1.8.1. TERM: One year.

1.8.2. DUTIES OF THE SECRETARY:

- 1.8.2.1. Take the minutes of all membership meetings and Board of Directors' meetings. Copies are to be sent to all Board members. Copies of the minutes are to be provided within three (3) weeks after each official meeting.
- 1.8.2.2. Take minutes of the Executive Board to be read and acted on only in Executive Board meetings
- 1.8.2.3. A draft of the minutes is to be submitted to the president before entering them in the final form.
- 1.8.2.4. Send notices of meetings and routine letters as requested by the president
- 1.8.2.5. Write thank-you letters to the chairpersons of the various committees after they have completed working on designated projects
- 1.8.2.6. Send copies of the correspondence to the president
- 1.8.2.7. Prepare an annual written report, in triplicate, for the last Board of Directors meeting before the fall KLA/KSMA joint conference.
- 1.8.2.8. The out-going secretary will take minutes of the KLA/KSMA joint fall conference board meeting. These are to be prepared in a form for filing by the in-coming secretary.
- 1.8.2.9. The out-going secretary sends to the KLA Executive Secretary the names, addresses, telephone numbers, and e-mail addresses of the new officers immediately following the election.
- 1.8.2.10. Serve as a member of the Finance Committee.
- 1.8.2.11. Turns over all correspondence of lasting interest to the historian at the end of the current year.

1.8.3. EXPENSES:

- 1.8.3.1. Expense vouchers must be completed, signed, and submitted to the treasurer before any bills can be paid.
- 1.8.3.2. Receipts or invoices must accompany all vouchers; however, receipts for mileage expenses are not necessary.
- 1.8.3.3. Any expenses incurred while in office must be submitted for payment at least 10 days prior to the fall KLA/KSMA joint meeting. This will enable the treasurer to pay all bills and prepare the books for audit.
 - 1.8.3.3.1. 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.
 - 1.8.3.3.2. Invoices/receipts should be submitted as soon as possible.
- 1.8.3.4. 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 or more miles from a member's home, \$50.00 per night lodging expense is allowed.

1.9. TREASURER

1.9.1. TERM: One year.

1.9.1.1. The treasurer shall be bonded in accordance with KLA requirements.

1.9.2. DUTIES OF THE TREASURER:

1.9.2.1. Attend and vote at all meetings.

1.9.2.2. Receive all monies and give receipts for same

1.9.2.3. Chair the Finance Committee

1.9.2.3.1. Prepare and submit a proposed budget to the KSMA Executive Board before the first scheduled meeting of the new KSMA year.

1.9.2.4. The signatures of two KSMA board members are required in order to move or withdraw any KSMA bank certificate of deposit.

1.9.2.5. Pay all bills within the approved budget and all other bills authorized by the Board of Directors. The President's approval is required for vouchers of ten dollars (\$10.00) or more.

1.9.2.6. Submit a written report at each meeting of the Board of Directors and at the annual business meeting of the association.

1.9.2.7. Inform all officers and chairpersons that expense vouchers are to be duplicated from the form in APPENDIX E, KSMA Business Forms, and properly processed.

1.9.2.7.1. An expense voucher must be completed, signed, and submitted to the treasurer before any bills can be paid.

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

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

1.9.2.7.3.1. 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.

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

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1.9.2.7.4. Travel expenses for members of the Board of Directors and appointees attending KSMA Board of Directors' meetings are allowed at the rate of the KLA mileage rate 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 or more miles from a member's home, \$50.00 per night lodging expense is allowed.

1.9.2.8. Serve as chairperson of the Finance Committee.

1.9.2.9. Submit a financial statement, together with the treasurer's books, for the annual audit by the Audit Committee as the last duty of office. Final report should be made and audit completed at the KSMA business meeting held during the fall KLA/KSMA joint conference.

1.9.2.10. Retain financial records for five years. Discard records older than five years.

1.9.2.11. ALA Convention expenses incurred by the KSMA President and President-Elect, attending the annual ALA Convention as the State Assembly Delegate will be paid up to the amount allocated in the budget. Adjustments may be made at the discretion of the Board of Directors.

1.9.2.12. Travel expenses are allowed for the President and President-Elect attending special meetings at the KLA mileage rate per car and \$50.00 per night if the meeting is 100 or more miles from their home.

1.9.3. EXPENSES:

1.9.3.1. Travel expenses for members of the Board of Directors and appointees attending KSMA Board of Directors' meetings are allowed at the 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 meetings are held 100

or more miles from a member's home, \$50.00 per night lodging expense is allowed.

1.10. Instructional Resources Consultant

1.10.1. DUTIES:

- 1.10.1.1. Serve as liaison between KSMA and the Kentucky Department of Education.
- 1.10.1.2. Provide information and statistics about library media programs and trends in Kentucky school library media centers.
- 1.10.1.3. Serve as advisor and not-voting member of the KSMA Board of Directors.

1.11. PARLIAMENTARIAN

- 1.11.1. **TERM:** One year (appointed by the President).

1.11.2. DUTIES OF THE PARLIAMENTARIAN:

- 1.11.2.1. Attend all business meetings of the Board of Directors and the Executive Board.
- 1.11.2.2. Make sure that all procedures of the association, the Board of Directors, and the Executive Board are constitutional.
- 1.11.2.3. Serve as a member of the Policy Handbook Committee.
- 1.11.2.4. Serve as a member of the Constitution Committee.
- 1.11.2.5. Make sure that all recommendations made for the policy handbook and the constitution or by-laws are in order.

1.11.3. EXPENSES:

- 1.11.3.1. Expense vouchers must be completed, signed, and submitted to the treasurer before any bills can be paid.
- 1.11.3.2. Receipts or invoices must accompany all vouchers; however, receipts for mileage expenses are not necessary.
- 1.11.3.3. Any expenses incurred while in office must be submitted for payment at least 10 days prior to the fall KLA/KSMA joint meeting. This will enable the treasurer to pay all bills and prepare the books for audit.

- 1.11.3.3.1. 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.
- 1.11.3.3.2. Invoices/receipts should be submitted as soon as possible.
- 1.11.3.4. 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 or more miles from a member's home, \$50.00 per night lodging expense is allowed.

