

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.