

2.10. POLICY HANDBOOK

2.10.1. TERM: One year (appointed by the President)

2.10.2. PURPOSE: The committee will maintain an up-to-date policy handbook (including appendices) for the use of the Officers, Executive Board, and the Board of Directors, working cooperatively with these persons in the continuous revision of the handbook.

2.10.3. COMPOSITION: Members of the committee shall be the Handbook Chair, Immediate Past President, Parliamentarian, and as many additional committee members as needed, to be appointed by the chairperson.

2.10.4. DUTIES:

2.10.4.1. To revise the policy handbook when directed by the board

2.10.4.2. To enter and submit electronically any revisions to the policy handbook to be placed on the KSMA website, including an annual update of awards recipients

2.10.4.3. To prepare an annual written report, in triplicate, to be presented to the Board of Directors at the last KSMA Board meeting

2.10.5. EXPENSES:

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

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

2.10.5.3. 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.

2.10.5.3.1. 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.

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

2.10.5.4. 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