

## PREFACE

This policy handbook, revised August 2002, has been prepared for all officers, committee chairpersons, and district presidents of the KENTUCKY SCHOOL MEDIA ASSOCIATION.

The purpose of this policy handbook is to give direction to persons representing this association so they may better understand and carry out the responsibilities and duties of the organization. The policy handbook will describe and explain the duties and responsibilities of each position from the President to the members. The policy handbook may be obtained at the Kentucky School Media Association website <http://www.kysma.org/>.

This policy handbook should be under continuous revision by the handbook committee and kept up-to-date with the revisions of the constitution. For inclusion, the policy handbook committee will consider suggestions from each officer, committee chairperson, and member of the Board given in written form. By this means, the handbook will always be kept up-to-date.

Suggestions for changes in the handbook will be reported at the board meetings and if approved by the board, each person holding a handbook will make the additions or deletions. If, however, there are numerous changes to be made, the policy handbook committee will make all changes in the master policy handbook and submit them for posting on the KSMA website. Individuals are responsible for updating their policy handbook sections.

Wanda Adams Jaquith

Chairperson

Policy Handbook Committee

August 2002