

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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Revised August 2002
- 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.