

2.19. PUBLICATIONS

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

2.19.2. GUIDELINES:

2.19.2.1. There will be four issues of the KSMA NEWSLETTER: Fall (October), Winter (January), Spring (April), and Summer (July), unless changed by the Board of Directors.

2.19.2.2. The deadline for news and information will be 2 weeks before the month of issue.

2.19.2.3. The layout of the newsletter is the decision of the editor(s).

2.19.2.4. All news will be laid out if a printer is to be used.

2.19.2.4.1. Use of items to be included is the decision of the editor(s).

2.19.2.4.2. The editor(s) reserve the right to edit any and all materials.

2.19.2.4.3. First preference for inclusion in the newsletter will be given to KSMA announcements and awards.

2.19.2.5. Camera-ready originals shall be sent to the KLA Executive Secretary with instructions for printing and mailing for which KLA contracts.

2.19.2.6. Newsletters are sent to all KSMA members.

2.19.2.6.1. The first newsletter of the year is also sent to a list of Kentucky public and non-public school library media specialists who are not members, and/or other library affiliates (e.g., school district library contact persons, KLA section presidents, university library media instructors, deans).

2.19.3. DUTIES:

2.19.3.1. To attend all KSMA Board of Directors' meetings

2.19.3.2. To use the KSMA representative on KLA's publications committee as a special contact with KLA's publication committee's activities as directed by KLA's policy

2.19.3.3. To publish other publications of the organization

2.19.3.4. To prepare an annual written report, in triplicate, for the last meeting of the Board of Directors

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2.19.4. FORMS: KSMA NEWSLETTER reporting form is located in APPENDIX E, KSMA

Business Forms.

2.19.5. EXPENSES:

- 2.19.5.1. Expense vouchers must be completed, signed, and submitted to the treasurer before any bills can be paid.
- 2.19.5.2. Receipts or invoices must accompany all vouchers; however, receipts for mileage expenses are not necessary.
- 2.19.5.3. 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.
 - 2.19.5.3.1. 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.
 - 2.19.5.3.2. Invoices/receipts should be submitted as soon as possible.
- 2.19.5.4. 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 workshops or regular annual meetings such as KLA. If the meeting is held 100 or more miles from a member' s home, \$50.00 per night lodging expense is allowed.

