

## **2.21. RESOLUTIONS**

**2.21.1. TERM:** One year (appointed by the President)

**2.21.2. PURPOSE:** The purpose of the resolutions committee is to write resolutions to honor deserving Kentucky school librarians.

**2.21.3. COMPOSITION:** The chairperson shall appoint additional committee members as needed.

**2.21.4. CRITERIA:** The criteria for resolutions should be one of the following:

2.21.4.1. Death

2.21.4.2. Retirement

2.21.4.3. Appreciation

2.21.4.4. Outstanding achievement or service

### **2.21.5. GUIDELINES FOR RESOLUTIONS:**

2.21.5.1. Written request for resolutions must be presented to and approved by the KSMA Board at a general business meeting.

2.21.5.2. Resolution applications should be in the hands of the chairperson by June 1.

2.21.5.3. Resolutions should be publicly presented at the KLA/KSMA joint Fall Conference.

### **2.21.6. DUTIES:**

2.21.6.1. To keep a permanent list of resolutions presented and keep it current.

2.21.6.2. To keep copies of the resolutions in a binder or folder

2.21.6.3. To determine the format for the certificate of resolution to be presented (type-written, hand-printed, framed, laminated, etc.)

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

**2.21.7. FORMS:** Resolution Request form is located in APPENDIX E, KSMA Business Forms.

### **2.21.8. EXPENSES:**

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

- 2.21.8.2. Receipts or invoices must accompany all vouchers; however, receipts for mileage expenses are not necessary.
- 2.21.8.3. 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.
- 2.21.8.3.1. 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.
- 2.21.8.3.2. Invoices/receipts should be submitted as soon as possible.
- 2.21.8.4. 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 the member's home, \$50.00 per night lodging expense is allowed.