

2.16. MEMBERSHIP

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

2.16.2. COMPOSITION:

2.16.2.1. The district presidents will each appoint a member to this committee and inform the chair of the name, address, phone number and e-mail address of that person.

2.16.2.2. The KSMA representative on KLA's membership committee will be a special contact with KLA's membership activities.

2.16.3. DUTIES:

2.16.3.1. To recruit membership for the association

2.16.3.2. To keep a copy of the quarterly computer printout of the membership sent to the President from the KLA Executive Secretary.

2.16.3.2.1. Members of KSMA must join KLA and designate KSMA as the section of choice.

2.16.3.2.2. Dues are set by KLA. Membership in KLA is from month joined for one year, renewal in month joined.

2.16.3.2.3. The fiscal year of KSMA begins at the close of the KLA Conference.

2.16.3.2.4. Renewal notices are sent out to KSMA members who have not renewed by the KLA Executive Secretary. KLA Executive Secretary will also issue membership cards for the next year.

2.16.3.3. To prepare an annual written report, in triplicate, for the last KSMA Board meeting

2.16.3.4. To insure that the name and address of the chairperson of the Membership Committee is included in each issue of the KSMA NEWSLETTER

2.16.3.5. To set up a membership table at the fall KLA/KSMA joint conference.

2.16.4. EXPENSES:

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

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

2.16.4.3. 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 any bills and prepare the books for audit.

- 2.16.4.3.1. 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.
- 2.16.4.3.2. Invoices/receipts should be submitted as soon as possible.
- 2.16.4.4. 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.