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APPENDIX B - EXHIBITS

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KPR CODE OF ETHICS

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The Code of Ethics of the Kentucky Public Retirees, Inc., is created to establish the ethical standards that govern the conduct of all who serve KPR. It is intended to promote public confidence in the leaders who serve the membership. The provisions of the KPR State Bylaws and Policies and Procedures shall apply to all KPR members chosen to serve in a leadership capacity.

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KPR leaders are sworn in and sign the Code of Ethics form adapted from provisions in the chapter on "Oath of Office; Code of Ethics" and the chart "KPR Leaders' Swearing-in and Code of Ethics Information."

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All leaders agree to:

- Follow the KPR State Bylaws and Policies and Procedures.
- Endeavor to ensure that any public statement outside the Board meeting reflects the intent as stated by the Board.
- Endeavor to ensure that our goal to protect our benefits is paramount to all members.
- Endeavor to ensure that we are single-minded regarding the protection of our non-partisan status.

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Further, Presidents of local Chapters, as supported by the locally elected officers of their chapters, agree to:

- Keep all members of their respective Chapters informed of Board actions and plans that affect members.
- Support the State Officers. operating within the Articles of Incorporation, Bylaws, rules, and Policies and Procedures of KPR, Inc.
- Take any complaint of State Board policy and/or action(s) first to the State Board of Directors for possible resolution of disagreements in-house.
- Exercise care not to disclose confidential information, the disclosure of which may be adverse to the interest of KPR; furthermore, not disclose or use information relating to the business of KPR for personal gain or advantage.
- Endeavor to ensure that we are single-minded regarding the protection of our benefits, but to carefully guard against becoming involved in partisan politics

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All leaders shall refrain from, by themselves or through others, knowingly:

- Using or attempting to use their influence in any manner that involves a substantial conflict between their personal and/or private interest and their duties in KPR.
- Using their position or office to obtain financial gain for themselves or any member of their family.
- Using or attempting to use their official position to secure or create privileges, exemptions, advantages, or treatment for themselves or others in derogation of the interest of KPR at large.

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All leaders should employ all means available to avoid all conduct that might in any way lead the general public to conclude they are using their official position to further their personal or private interest.

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Code of Ethics—Page 2

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All meetings shall be public, although permission to speak to the Board by those not a voting member of the Board must be granted in advance of the meeting by the President.

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Upon receiving a complaint signed by any person, or upon its own motion, the State Board shall conduct or cause to be conducted a preliminary investigation of any alleged violation of this Code of Ethics. All proceedings and records relating to a preliminary investigation shall be held in the strictest of confidence until final determination in made by the State Board.

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If the findings of the preliminary investigation are not sufficient to support the complaint, the investigation shall be immediately terminated and the complainant and the person against whom the allegation was made shall be notified in writing of the results.

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If the findings of the preliminary investigation reveal that there is probable cause to believe there has been a violation of the Code of Ethics, the State Board may, in writing, reprimand the alleged violator or remove the member from the office or position she/he holds.

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I certify that I have read the terms and conditions above and agree to provide by the same.

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Signed: _____ Date: _____

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KPR Leadership Position: _____

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CONTRACT WITH ADMINISTRATIVE MANAGER

**KENTUCKY PUBLIC RETIREES, INC.
P.O. BOX 4082
FRANKFORT, KENTUCKY 40604**

**CONTRACT
BETWEEN**

_____ AND KENTUCKY PUBLIC RETIREES, INC., P. O. BOX
4082, FRANKFORT, KY 40604.

This Contract is entered into as of _____ (Date) _____, by and between _____
_____ and Kentucky Public Retirees, Inc. (KPR), a corporation. The Agreement is
for the Consultants (aka "Administrative Managers") to provide professional services for KPR as set forth in the
KPR Policies and Procedures Manual, as adopted/amended _____ (Date) _____.

TERMS OF CONTRACT

The term of this Contract will be from the date noted above until _____ (Date) _____,
at which time the agreement is subject to renewal for successive terms of one year each.

TERMINATION

This Contract may be terminated by either party on provision of a thirty (30) day written notice to the other party,
with or without cause.

COMPENSATION

Compensation to the Consultants is set at _____ per month, subject to review at the end of each
calendar year.

TAXES

The Consultants are responsible for the payment of all income, social security, employment related, or other taxes
incurred as a result of the performance of the services provided by the Consultants under this Contract.

EXPENSES

Administrative expenses, i.e., postage, ink cartridges for business printer, publishing, printing, stationery, etc., are
to be paid by KPR. Such expenses shall include those associated with the Consultants' use of their personal
equipment dedicated primarily to use for KPR's purposes.

238 REPORTING

240 The Consultants shall report to the President of KPR and/or to such other officer or person as the President or
242 Board may direct. It is the Consultants' responsibility, unless so excused, to attend the Quarterly Board Meetings
and the Annual Meeting of KPR in June of each year.

244 CONFLICTS OF INTEREST

246 The Consultants warrant to KPR that, to the best of their knowledge, they are not currently under any existing
248 contract, duty, or agreement which may conflict with this Contract.

250 MODIFICATION

252 No amendment, change, or modification of the Contract shall be valid unless in writing and signed by both
254 parties.

256 IN WITNESS WHEREOF: The parties executed this Contract as of the date first above written.

258 CORPORATION: KENTUCKY PUBLIC RETIREES, INC.

262 By: _____
President

264 Date: _____

266 CONSULTANT/CONSULTANTS: By: _____
268 By: _____
By: _____

272 Date: _____

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CONTRACT WITH LEGISLATIVE AGENT

**KENTUCKY PUBLIC RETIREES, INC.
P.O. BOX 4082
FRANKFORT, KENTUCKY 40604**

This contract serves to enter into an agreement with _____ to represent the Kentucky Public Retirees, Inc., as a Legislative Agent in the _____ General Assembly, and to register with the Legislative Ethics Commission as such.

_____ and the Kentucky Public Retirees, Inc., have agreed on a fee of \$ _____ for the entire session. KPR, Inc., will cover any necessary related costs upon approval of the State Legislative Chair (such as the legislative record, bills, registrations, fees, etc.). The agreed upon fee of \$ _____ will be paid in full as soon as possible after the _____ session ends.

At the end of the session, _____, in conjunction with the KPR State Legislative Chair, will prepare a written summary of all bills introduced and action taken, regarding legislation affecting retirees.

State President, KPR, Inc.

Legislative Agent

Date: _____

Date: _____

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AUDIT REPORT
KENTUCKY PUBLIC RETIREES, INC.

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346 **STATE OR CHAPTER AUDITED** _____
348 **CALENDAR YEAR** _____ **JANUARY 1,** _____ **THROUGH DECEMBER 31,** _____

350 **Records Received From:** _____ **on (date)** _____

352 This audit includes a review of the financial records submitted by the above as required by the KPR rules. Purpose of the audit is to review the financial records to confirm completeness and accuracy of the records, to determine if income is properly accounted for, and to determine if disbursements have been made in accordance with the KPR Bylaws and/or any special authorizations made. A yes or no answer may be given for each question. Additional comments and recommendations pertinent to any question may be provided in the space provided below or on a separate page. **When completed, please send to the KPR State Audit Chair.**

- 358 1. Have adequate records been submitted to perform an audit? (All deposits, bank statements, canceled checks, invoices, receipts, expense vouchers, and other records) **YES or NO**
- 360 2. Do the records show all income/receipts; adequately describe each source of income in treasurer's ledger or monthly reports; and, show timely deposits of receipts? **YES or NO**
- 362 3. Have unusual expenditures or special authorizations (donations, speaker fees, outings, awards, etc.) been documented by copy of minutes approving the payment OR by memorandum approved by the president explaining the action and payment? **YES or NO**
- 364 4. Are all expenses/disbursements documented by invoice, receipt, expense voucher, copy of minutes, or memorandum? **YES or NO**
- 366 5. Did the treasurer reimburse him/herself for any expenditure? **YES or NO**
- 368 If so, did the chapter president also endorse the check, the receipt, or a brief memo showing approval (in any chapter that does not routinely require two signatures on all checks)? **YES or NO**
- 370 6. Are expense vouchers properly documented in accordance with the KPR Manual section on "Reimbursement Procedures"? **YES or NO**
- 372 7. Are there any problems with accuracy as to the numbers and balances? **YES or NO**
- 374 8. Following the audit, were the records returned to the respective treasurer? **YES or NO**

376 **Beginning Balance All Accounts** _____ **Total Annual Income** _____
Total Disbursements _____ **Ending Balance All Accounts** _____

378 **Additional Comments and/or Recommendations (Include question number before each remark)**

380 _____

382 _____

384 _____

386 _____

388 **AUDIT REPORT PREPARED BY (signature)** _____

390 **DATE** _____ **Audit Chair of** _____

KENTUCKY PUBLIC RETIREES ELECTION BALLOT

Officers will serve from July 1, 20__ to June 30, 20__

Please mail back promptly. The ballot must be received by May 15, 20__, in order to be counted.

**Mail to: Kentucky Public Retirees
P. O. Box 4082
Frankfort, KY 40604**

Vote by check mark in the check box for the nominated candidate or indicate your write-in candidate in the line provided and place a check mark in the check box.

President

(Name of Nominee): _____ (Write-in Candidate): _____

Vice President

(Name of Nominee): _____ (Write-in Candidate): _____

Secretary

(Name of Nominee): _____
(Write-in Candidate): _____

Treasurer

(Name of Nominee): _____ (Write-in Candidate): _____

Brief biographical paragraphs for candidates are included on the reverse side of this ballot.

490

MISCELLANEOUS EXPENSE VOUCHER

492

KENTUCKY PUBLIC RETIREES, INC.

494

P. O. BOX 4082

496

FRANKFORT, KENTUCKY 40604

498

500

CLAIMANT

CHECK # _____

DATE _____

502

504

506

DESCRIPTION /PURPOSE

TOTAL

508

510

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GRAND TOTAL

\$ _____

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Requested by _____

Date: _____

526

Approved by _____

Date: _____

528

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KPR Form 004

532

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TRAVEL EXPENSE VOUCHER

538

KENTUCKY PUBLIC RETIREES, INC.

PO Box 4082

540

Frankfort, KY 40604

542 NAME _____

544 ADDRESS _____

546 CHAPTER _____

548 DATE _____

550 DESCRIPTION OF EXPENSES (INDICATE ALL EXPENSES INCLUDED ON THIS REQUEST):

552 PURPOSE FOR EXPENSES _____

554 DATE OF TRAVEL _____

556 FROM _____ TO _____ #MILES: _____ @ .35 PER Mile TOTAL_\$ _____

558 MEALS: BREAKFAST _____ LUNCH _____ DINNER _____ TOTAL_\$ _____

560 LODGING _____ TOTAL_\$ _____

562 PURPOSE FOR EXPENSES _____

564 DATE OF TRAVEL _____

566 FROM _____ TO _____ #MILES: _____ @ .35 PER Mile TOTAL_\$ _____

568 MEALS: BREAKFAST _____ LUNCH _____ DINNER _____ TOTAL_\$ _____

570 LODGING _____ TOTAL_\$ _____

572 COMMENTS _____

574 _____

576 _____

578 TOTAL AMOUNT REQUESTED \$ _____

580 REQUESTED BY _____ DATE _____

582 APPROVED BY _____ DATE _____

584 KPR Form 005

**TREASURER'S ANNUAL FINANCIAL SUMMARY
KENTUCKY PUBLIC RETIREES, INC.**

STATE TREASURER OR CHAPTER

NAME _____

CALENDAR YEAR _____ **JANUARY 1,** _____, **through DECEMBER 31,** _____

After 31st of December each year, Chapter and the state treasurer should reconcile their financial records for the calendar year ending in preparation for the annual audit required by the Kentucky Public Retirees.

Reconciling the financial records involves:

- A. Closing out the calendar year showing all balances of funds; also, beginning the new calendar year with the "beginning balance" being the same as the "ending balance" of the year just ended.
- B. A review to ensure that every item of income is described and documented.
- C. A review to ensure that each expense is described and documented with an invoice, receipt, expense voucher, copy of minutes, or a memorandum approved by the president concerning the expense in question.
- D. Rechecking of numbers and balances.
- E. Completion of this **Annual Financial Summary report**, which should be helpful in reconciling the ending year financial records. This report should also be sent with your financial records for the annual audit.

BEGINNING BALANCES (at the beginning of the calendar year just ended)

- 1. Checking Account.....\$ _____
- 2. Certificates of Deposit (CDs).....\$ _____
- 3. Other Accounts (Describe - _____).....\$ _____
- 4. **Beginning Balance All Accounts** (total lines 1, 2 and 3).....\$ _____

INCOME FOR THE YEAR - (totals according to source of income)

Membership dues _____, Interest _____, Other _____, TOTAL \$ _____

If other, describe source(s) - _____

Was all income deposited in Checking Account? _____ **YES or NO**

If not, where? _____

CHECKING ACCOUNT ACTIVITY

- 5. Beginning Checking Balance (from line 1 above).....\$ _____
- 6. TOTAL INCOME/DEPOSITS for the fiscal year.....\$ _____
- 7. TOTAL DISBURSEMENTS for the fiscal year.....\$ _____
- 8. **Ending Balance** (add amounts on lines 5 and 6, then subtract line 7).....\$ _____

CERTIFICATES OF DEPOSIT (CDs) AND OTHER ACCOUNTS

Describe any changes in these Beginning Balances during the year just ended.

ENDING BALANCE (Checking account).....\$ _____

ENDING BALANCE (Certificates of Deposit).....\$ _____

ENDING BALANCE (Other Accounts).....\$ _____

TOTAL ENDING BALANCE (All Accounts).....\$ _____

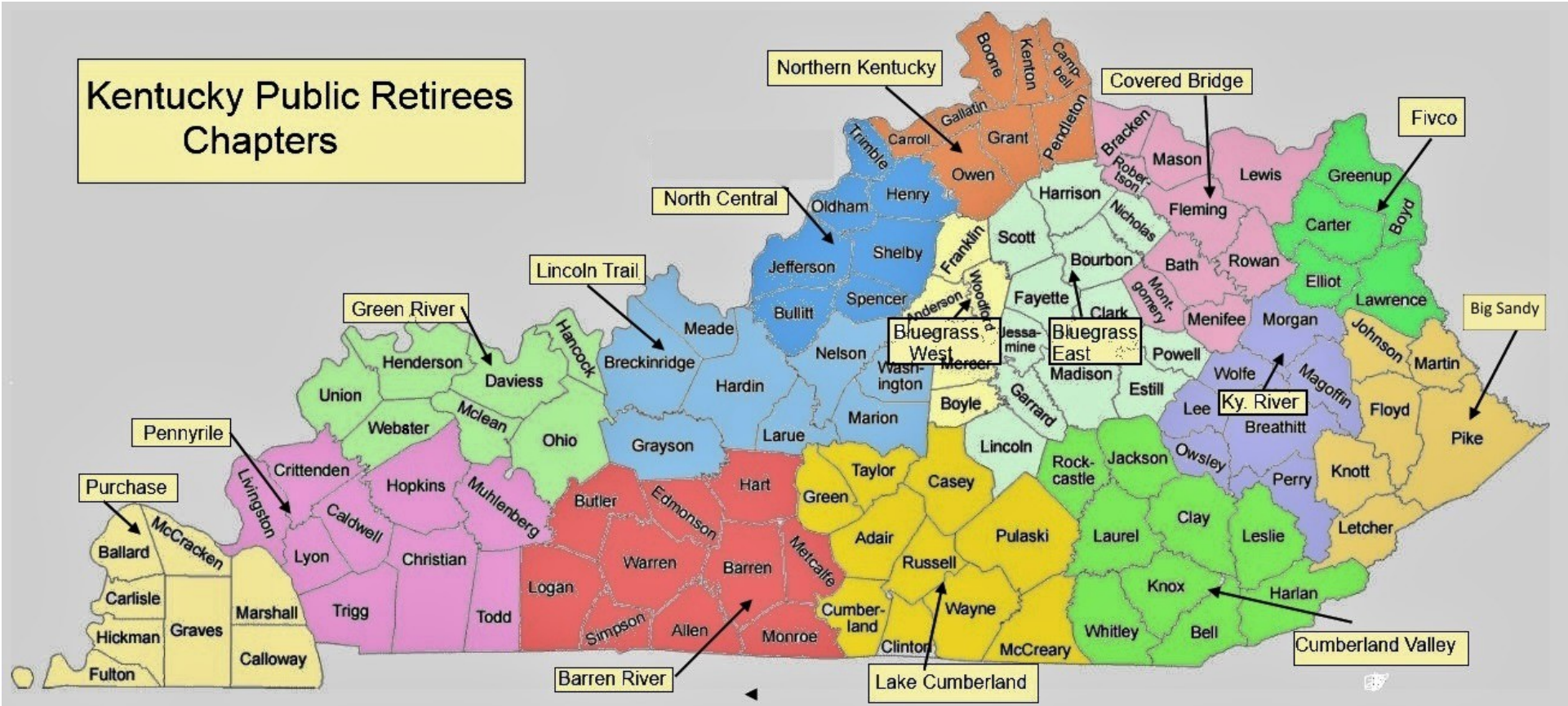
REPORT PREPARED BY (Signature) _____ **Treasurer** _____ **Date** _____

642 **Leaders' Swearing-in and Code of Ethics Information**

644 Refer to Chapter 15, Page 15.4

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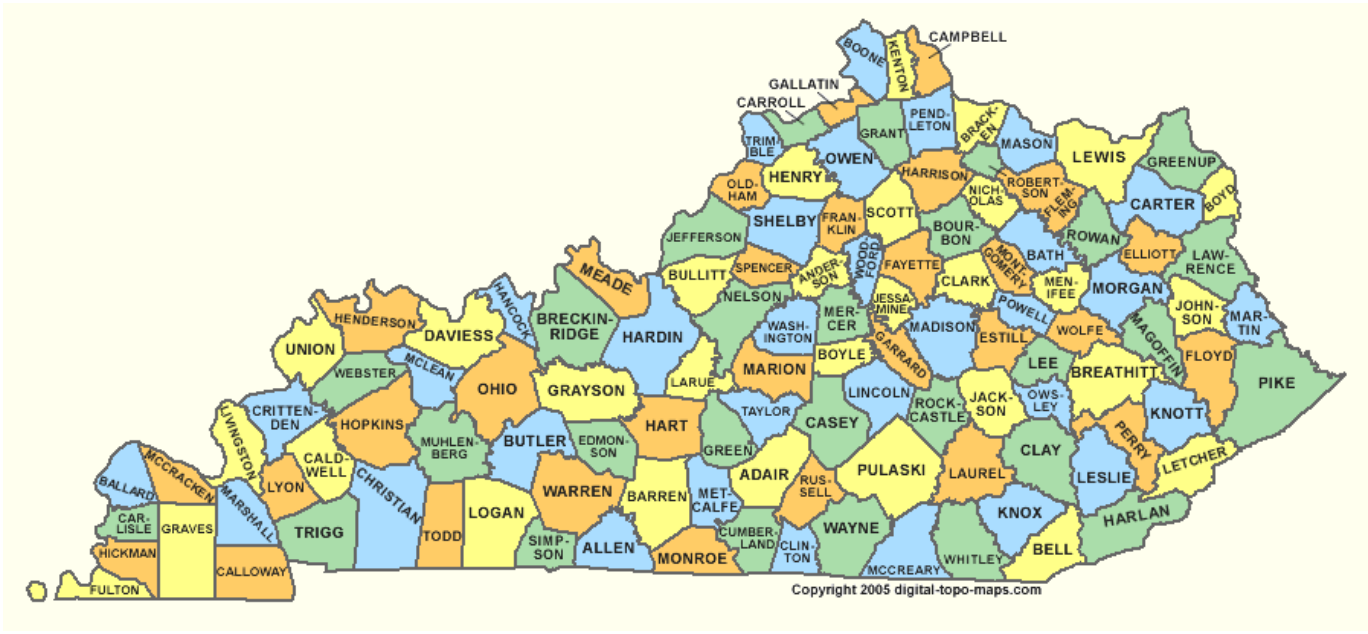
Kentucky Public Retirees Chapters



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KENTUCKY COUNTIES

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Sample Meeting Agenda

Meeting
Agenda
Day, Date

Call to Order

Opening Ceremonies

Invocation/Spiritual Thought

Pledge Allegiance to the Flag of the United States of America

Roll Call

Adoption of Agenda (if distributed)

Reading and Approval of Minutes

Reports of Officers, Boards, and Standing Committees

(List those to report, in order listed in bylaws)

Reports of Special Committees (announced only if such committees
are prepared or instructed to report)

Special Orders (announced only if there are special orders)

Unfinished Business and General Orders

New Business

Announcements

Adjournment

762

764 **Sample Letter – Recent Retirees**
(Date)

766

<<First Name>> <<Last Name>>

768

<<Address>>

<<City,>> <<State>> << Zip Code>>

770

Dear <<First Name>>:

772

It is our understanding that you have just recently retired from state government, and we are
774 inviting you to join the _____ Chapter of Kentucky Public Retirees.

776 Kentucky Public Retirees is a non-profit organization of retired Kentucky government employees
who wish to have input into their retirement future. Purposes of KPR include:

778

- Protecting and improving our retirement benefits.
- 780 • Representing and promoting the interests of retirees before the General Assembly,
State Retirement Board, and other agencies.
- 782 • Providing advice and consultation to public officials in matters such as health
insurance.
- 784 • Providing an outlet for fellowship and community service for retirees.

786 Our organization has been, and continues to be, central to the effort to protect the retirement
benefits of retirees and current employees and to modernize the pension system to ensure a
788 financially sound and sustainable retirement program.

790 I encourage you to join KPR and to be as active as your situation will allow. Some members
can be involved to a great extent; others cannot attend meetings, but can make phone calls or
792 write letters to legislators. Every member counts. The larger our membership number, the
more influential our voices!!

794

Our Chapter meets for lunch at _____ . You
796 are invited to our next meeting, which will be held on _____ Date _____. For
more specific information, please contact _____ .

798

So won't you join Kentucky Public Retirees by completing the enclosed application and mailing
800 it in accordance with the information on it? Annual dues are \$15, but membership is free for the
balance of the year in which you sign up. By joining today, you will receive the remaining
802 portion of (year) as a free membership. You will be billed for (year) dues after January 1, (year).

804 Sincerely,

806 _____, President
Chapter

808 Enclosure – Membership Application

810

812 Sample Welcome Letter – New Members

Date

814

<<First Name>> <<Last Name>>

816

<<Address>>

<<City, << State>> << Zip Code>>

818

Dear <<First Name>>:

820

It is my pleasure to welcome you to membership in the _____ Chapter of
822 Kentucky Public Retirees. Our organization has been, and continues to be, central
to the effort to protect the retirement benefits of retirees and current employees
824 and to ensure a financially sound and sustainable retirement program.

826

Members are kept informed about actions and events concerning KPR benefits by
our newsletter, *The Kernel*, which is issued periodically; our web site which can be
828 found at www.kentuckypublicretirees.org; and our Facebook page (accessed by
clicking on the Facebook icon on our web page). All members who have subscribed
830 to our email bulletin service occasionally will receive emails alerting them about
significant issues impacting their retirement benefits. There is a link on our web
832 site to subscribe to this service. Your e-mail address will be kept confidential and
never shared.

834

Our chapter meets regularly on _____ at _____
836 _____. We always have interesting and informative
programs which are of interest to retirees. Our next meeting will be held
838 on _____, and you are invited to attend this meeting.

840

We are delighted to have you in our Chapter and encourage you to be as active in
KPR as your situation will allow. We are also enclosing a KPR membership
842 application and are hopeful that you will encourage a retired friend, former co-
worker, or relative to join our organization. The larger our membership numbers –
844 the more influential our voices!

846

Sincerely,

848

_____, President

850

_____ Chapter

852

Enclosure

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856

Appendix

B.20

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