

CHAPTER 10
ESTABLISHING A LOCAL CHAPTER; MERGING CHAPTERS;
DISSOLVING A CHAPTER; REVOKING A CHAPTER CHARTER

Section 1. Establishing a Local Chapter

As approved by the State Board, KPR Members and/or potential KPR members may work to establish a Local Chapter with boundaries established by the State Board. The procedure for this effort follows.

- 1) Conduct initial meeting to determine if there is sufficient interest in the area to establish a Local Chapter.
- 2) Select a dynamic, energetic retiree who is willing to spend a considerable amount of time toward getting the chapter started.
- 3) Once it is determined that there is sufficient interest, the group elects a president, a vice president, a secretary, and a treasurer. These people must be willing to aid the president in the work necessary in getting the chapter started. The president informs the State Board by sending the names, addresses, E-mail addresses, and telephone numbers of the officers to the Board Secretary and the Administrative Manager.
- 4) Once the above items have been completed and a date and site for the Chapter meetings established, the new chapter president reports to the State President and asks for status as a provisional chapter and for an advance in membership dues to pay for any start-up expenses. If the request is approved, the new chapter president then becomes a non-voting member of the Board of Directors.
- 5) The Chapter adopts bylaws as soon as possible, in accordance with provisions in this Policies and Procedures Manual.
- 6) The State Treasurer immediately sends to the provisional chapter an amount of money representing chapter dues (as determined by the State Board periodically) from at-large members residing in the chapter's area who choose to join the chapter. If the amount is less than three hundred dollars (\$300.00), the Treasurer adds from the treasury the amount necessary to bring the total amount to three hundred dollars (\$300.00).
- 7) If possible, the Chapter selects a county coordinator in each county of the chapter area. Preferably, these people should be known to a large number of retirees and be willing to work to set up a telephone network and/or an electronic E-mail network within their county to notify members and prospective members of chapter meetings, legislative bills that need to be acted upon, and any other items that local members need to be informed of quickly. The county coordinators should also work with the chapter membership chair in recruiting new members in their area and contacting members who have not renewed their membership.
- 8) Composition of the chapter board shall be as stated in the chapter's bylaws and, in addition to the elected officers, may include the county coordinators and/or chairs of the standing committees. The board should meet at least quarterly to discuss and act on matters of the chapter.

46 9) The chapter president shall select chairs for the following standing committees: Audit,
48 Legislative, and Membership and may include Program. Chairs shall select the members
50 of their respective committee.

The chairs of these committees shall automatically become members of the respective
State Committees.

52 Special committees (such as an Awards, for example) may be established as the need arises.

54 10) Once the above items have been completed and the officers and membership ascertain
56 that the chapter is securely established and growing, the chapter president may request
58 the State Board of Directors to issue a charter to the chapter.

11) If the State Board feels the provisional chapter has met all requirements and is capable of
functioning as a fully chartered chapter, it issues a charter. The chapter president then
becomes a voting member of the State Board.

60 Section 2. Merging Chapters

62 A. Introduction. One Chapter may merge with another when it is determined that it is in the
64 best interest of both Chapters to do so. This will be demonstrated by a majority vote of
66 approval on the issue by the members of both Chapters and by the KPR State Board of
Directors.

68 B. Procedure for Merging Chapters

70 1) The president of the transferring chapter (the one proposing to surrender its charter)
72 shall prepare a letter to the president of the receiving chapter, with copies to the
74 State KPR President, State Secretary, State Treasurer, Administrative Manager, and
State Audit Chair expressing the chapter's desire to merge with the other chapter. A
copy of the minutes containing the supportive vote of the members shall accompany
the letter.

76 2) A letter of agreement shall be prepared by the president of the receiving chapter,
78 with copies to the State KPR President, State Secretary, State Treasurer,
Administrative Manager, and State Audit Chair agreeing to the merger and including
the new chapter name if applicable.

80 3) The matter of proceeding with the merger of the Chapters shall be submitted for
82 approval at the next quarterly meeting of the State Board of Directors.

84 4) If the KPR Board gives approval for the merger to proceed, the transferring CAC shall
86 submit to the SAC a Treasurer's Annual Financial Summary completed for the specific
period of the then-current fiscal year, along with all financial documents of the chapter.

88 These documents shall include chapter treasury records such as income and
disbursements, deposit slips, bank statements, canceled checks, invoices, receipts,

90 expense vouchers, copies of chapter minutes documenting authorization for
92 payment of expenses, and any other documents or reports pertaining to chapter
finances.

94 All financial assets and monies shall be turned over to the State KPR Treasurer for
96 auditing purposes and shall be deposited in the State KPR checking account for proper
accountability.

98 5) The State Audit Committee shall then conduct an audit/review of the transferring
chapter's financial records.

100 6) Upon completion of a satisfactory audit, the SAC shall notify the appropriate entities
102 in accordance with KPR procedures and refer the matter back to the KPR Board for
further consideration of the merger request.

104 7) Following Board approval:

106 1) The SAC shall forward the financial records to the AM in accordance with the
108 Records Retention and Disposal Schedule.

110 2) The Treasurer shall disburse monies from State KPR funds (such chapter funds
112 having been turned over to State KPR and deposited in the State KPR checking
account) to the receiving chapter in a timely manner not to exceed sixty (60) days.

114 3) The transferring chapter shall forward its charter to the AM. Other records of the
116 transferring chapter, such as meeting minutes, membership lists, etc., shall be
transferred to the receiving chapter president.

118 8) If the audit is unsatisfactory and the merger is not approved, the transferring chapter
120 shall be allowed to dissolve and the chapter's charter shall be revoked, in which case
the financial assets shall become the property of State KPR.

122 Section 3. Dissolving a Chapter

124 1) A chapter may dissolve and surrender its charter to the State Board if the chapter
determines that it is no longer feasible for it to continue to exist.

126 2) The president of the dissolving chapter shall prepare a letter to the State KPR
128 President, with copies to the State Secretary, State Treasurer, Administrative Manager,
and SAC, giving notification that the chapter intends to dissolve. A copy of the
130 minutes containing the supportive vote of the members shall accompany the letter.

132 3) The matter of proceeding with the dissolution of the chapter shall be submitted for
134 approval at the next quarterly meeting of the State Board of Directors.

136 4) If the KPR Board gives approval for the dissolution to proceed, the CAC shall submit
138 to the SAC a Treasurer's Annual Financial Summary completed for the specific period
of the then-current fiscal year, along with all financial documents of the chapter.

140 All financial assets and monies shall be turned over to the State KPR Treasurer for
auditing purposes and shall be deposited in the State KPR checking account for proper
142 accountability.

144 5) The State Audit Committee shall then conduct an audit/review of the chapter's
financial records.

146 6) Upon completion of a satisfactory audit, the SAC shall notify the appropriate entities
148 in accordance with KPR procedures and refer the matter back to the KPR Board for
further consideration of the dissolution request.

150 7) Following Board approval:

152 1) The SAC shall forward the financial records to the AM in accordance with the
154 Records Retention and Disposal Schedule.

156 2) The dissolving chapter shall forward other records to the AM in accordance with
the Records Retention and Disposal Schedule.

158 3) The financial assets shall become the property of the State KPR.

160 8) If the audit is unsatisfactory, the Board may elect to disapprove the dissolution and
162 revoke the chapter's charter.

Section 4. Revoking a Charter

164 The State Board, by two-thirds (2/3) vote, may revoke a chapter's charter when the chapter fails
166 to operate in accordance with KPR's purpose, Articles of Incorporation, Bylaws, and/or Policies
and Procedures. Upon affirmative vote to revoke the chapter's charter, the Board shall call for
168 the surrender of the charter and proceed in accordance with KPR Bylaws, Policies and
Procedures, and **RONR**, said procedure to be adopted by the Board as applicable to each
170 instance of revocation.