

CHAPTER 9
LOCAL CHAPTER ADMINISTRATION AND OPERATION

2
4 Section 1. Local Chapter (aka "Chapter") Officers. Chapter officers shall be a president, a vice president, a secretary, and a treasurer.

6
8 Section 2. Officers' Duties

10 Officers shall perform the duties prescribed by KPR and chapter bylaws, rules, and Policies and Procedures, and the adopted parliamentary authority.

12 Each of the established chapters assigns varying duties to its officers. For example, the vice president of one chapter may be responsible for planning programs for monthly meetings, whereas another chapter may assign this responsibility to the program chair or to the president. The following provisions are to serve as a guide for Local Chapters.

16 New officers should meet with outgoing officers to transfer files and to learn first-hand what the jobs they are assuming entail and how the outgoing person performed the duties. Current officers should offer suggestions or present ideas to assist new officers in performing the duties of their position.

22 A. President. The president is responsible for overall leadership of the chapter. The president:

- 24 -- Shall preside over the membership and board meetings.
- 26 -- Shall appoint chapter committee chairs, subject to board approval.
- 28 -- May appoint chapter county coordinators, subject to board approval.
- 30 -- Shall approve all pay documents.
- 32 -- Shall attend State Board meetings as a member of the State Board, or designate a member to do so.
- 34 -- Shall ensure that members are kept informed of meetings and upcoming events.
- 36 -- Shall carry out other duties assigned by the board.

38 B. Vice President. In the absence of the president, the vice president shall:

- 40 -- Exercise all functions of the president's office.
- 42 -- Succeed to the office when it becomes vacant.
- 44 -- Carry out other duties assigned by the board.

40 C. Secretary. The secretary is responsible for keeping records and taking care of correspondence and other writing tasks for the chapter. The secretary:

- 42 -- Shall record proceedings of chapter meetings and present minutes at the next meeting.
- 44 -- Shall send meeting notices to county coordinators to notify all members either by telephone, postcard, E-mail, or other type of electronic media; if there are no county coordinators, the secretary shall ensure that all members are notified.
- 46 -- Shall carry out other duties assigned by the board.
- 48 -- May submit chapter news for *The Kernel* to the coordinator.

46
48
50
52
54
56
58
60
62
64
66
68
70
72
74
76
78
80
82
84
86
88
90

- D. Treasurer. The treasurer is the financial officer of the chapter. The treasurer shall:
- Have custody of all funds of the chapter.
 - Deposit all chapter funds into the chapter account in a timely manner.
 - Disburse funds of the chapter only at the direction of the chapter president or the board.
 - Keep full and accurate accounts of receipts and disbursements.
 - Prepare and present a report of chapter finances to membership at each chapter meeting.
 - Forward appropriate financial records at end of each fiscal year to the chapter audit chair.
 - If a newly organized chapter, establish a bank account. Each chapter uses the same tax identification number as the State organization does. That number is available from the Administrative Manager and the State Treasurer. The bank will assign the chapter its own individual bank account number.
 - Carry out other duties assigned by the board.

Section 3. Nomination and Election of Local Chapter Officers

Nomination and election of local chapter officers shall be as specified in the respective chapter's bylaws. The KPR Bylaws state that chapters shall annually elect a president, a vice president, a secretary, and a treasurer. The bylaws of each chapter shall state nominating and election procedures and terms of office. Generally, officers serve a term of one year, from July 1 to June 30. They may be eligible for re-election.

The nominating committee chair is responsible for presiding over the committee's activities for nominating candidates for officers. Duties of the committee include:

- Discuss potential officer candidates.
- Speak with and encourage members to consider serving as chapter officers.
- Identify, secure consent, and prepare a slate of nominees in good standing to serve as president, vice president, secretary, and treasurer for presentation to the chapter.
- Present the slate of nominees for election to office at the annual meeting for receiving annual reports, election of officers, and any other business that may arise.

Chapter presidents shall notify the Administrative Manager by June 30 of the names, addresses, and telephone numbers of chapter officers and committee chairs for the new year. The Administrative Manager must have this information to distribute to the State Officers and State Chairs.

Section 4. Local Chapter Standing Committees and their Duties

Chapter standing committees are: Audit, Legislative, and Membership and may include Program committee.

- 92 A. Audit Committee. Duties of this committee include performing audits of the chapter
94 treasurer's records and submitting the audit report to the State Audit Chair each year in
accordance with instructions from that chair. The chapter chair shall serve on the State
Audit Committee.
- 96 B. Legislative Committee. Each local legislative committee may have representation from
98 the State Employees, County Employees, and State Police employees' systems. The
legislative chair shall:
100 -- Serve on the State Legislative Committee.
102 -- Keep chapter membership informed.
-- Coordinate legislative activities for the chapter such as telephone calls, attending
legislative committee meetings, etc.
- 104 C. Membership Committee. The membership chair shall:
106 -- Serve on the State Membership Committee.
-- Work with the State Membership Chair in recruiting new members and retaining
members.
108 -- Work with county coordinators to develop membership in their areas; perform this
task or refer it to a member of the committee where there are no county coordinators.
110 -- Follow up on efforts to get members who are delinquent to pay their dues to renew
membership.
112 -- Ensure that letters are written to recent retirees informing them of KPR's purpose,
inviting them to join KPR, and enclosing KPR's application brochure, which describes
114 KPR purposes, membership benefits, and membership eligibility, and includes an
application.
116 -- Ensure that "welcome" letters are written to new members, informing them of chapter
meeting information and activities.
- 118 D. Program Committee. The program chair is responsible for planning programs for the
120 monthly meetings.

122 Section 5. Local Chapter Special Committees

- 124 A. Awards Committee. The chapter is encouraged to have an awards committee, which shall
126 be responsible for soliciting nominations for and selecting KPR members to receive awards
for outstanding leadership on behalf of KPR or who have demonstrated "special assistance" to
the welfare of others.
- 128 B. Other Special Committees. The president, with board approval, may create and appoint
130 special committees as the need arises.

132 Section 6. Local Chapter County Coordinators

134 If the chapter chooses, a county coordinator may be appointed for each of the counties within the
136 chapter area. County coordinators ideally should be able to find contact information for
138 prospective members, particularly those recent retirees who live in a county other than their
work county; have basic computer skills; perhaps still have some connections in various state
agencies; and be enthusiastic about KPR and willing to follow up as indicated.

140 The coordinators shall:

142 -- Act as liaison between the chapter board and the membership in their respective
counties.

144 -- Set up telephone networks 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.

146 -- Work with the membership chair in recruiting new members in the area and work to
148 retain members, including contacting members who have not renewed their
membership.

150 Some of their duties related to members/prospective members assigned to them might be:

152 a) Identifying and compiling information necessary for mailing letters about
membership.

154 b) Contacting members about various issues, such as recruiting them to write letters
to or call legislators, encouraging them to subscribe to the KPR alert system,
attend meetings, etc.

156 c) Perhaps keeping those members who do not have E-mail informed about
information not in *The Kernel* yet.

158 d) Keeping the State Membership Chair informed about changed information so that
chair can update her/his records and submit it to the AM for his/her records.

160 e) Encouraging those members on the "non-renewal" list to pay their dues.

162 f) Perhaps helping with letters to prospective members and "welcome" letters to new
members.

164 Section 7. Communications to Members

166 Chapter officers and other leaders communicate with members by making announcements in *The*
168 *Kernel*; calling members directly; sending postcards, letters, or E-mail messages; or advertising
in the local newspaper. A telephone network may also be used to enable members to quickly
respond to particular needs, such as informing members of the needs of the State Legislative
170 Committee, to attend meetings, call their legislators, etc. The telephone network should be
organized and in place before the need arises.

172 To organize such a network, the chapter president shall designate a chapter member(s) to handle
174 the responsibility. (See the chapter about communications to members.)

176 KPR also communicates through its website (www.kentuckypublicretirees.org) and Facebook
178 page (Kentucky Public Retirees).

180 Section 8. Local Chapter Meetings

182 A. Meeting Notices. Meeting notices shall include the date, time, and place.

184 B. Location and Time. Establishing a favorable location and time for chapter meetings is
186 important for optimal attendance. Some things to consider in selecting a meeting place
188 are centrality, cost, convenience, parking, and room space. Some chapters select a
190 restaurant where the members can meet for lunch and have their program and business
192 meeting afterward. Some chapters set a standard meeting place and time for each
month. (Example: Set the meeting for the third Tuesday of each month at 11:30 a.m.
for lunch followed by a program and business meeting at XYZ Restaurant.) Other
chapters prefer to rotate their meetings among the various counties within their area.

194 C. Type of Meetings. The meeting agenda may vary depending on the need and time of
196 year. For example, when the legislature is in session, it may be necessary to allow more
198 time for taking care of business. At other times of the year, entertainment may be the
highlight of the meeting. Some chapters plan a potluck picnic during the year. If a
chapter has done something that was a big success with its members, it will often become
an annual event.

200 D. Speakers and Entertainment. One needs only to consider the variety of interests of retirees
202 to select speakers or entertainment for meetings. Retirees are interested in financial
204 planning, insurance, health topics, travel, retirement benefits, gardening, etc. Speakers
206 may be obtained through universities, pharmacies, insurance companies, local government
agencies, chambers of commerce, travel agencies, local clubs, the Retirement System, etc.
Entertainment is often acquired through members or acquaintances of members, local
churches, etc.

208 Invitations to speakers/presenters should specifically state what compensation/expense
210 reimbursement will be provided by the chapter. Most chapters offer the speaker or
entertainer a complimentary lunch as compensation.

212 Section 9. Financial Matters

214 A. Compensation and Expenses. All officers, county coordinators, committee chairs, and
216 members shall serve without compensation. Expenses shall be allowed within limits
prescribed by the chapter board.

218 B. Reimbursement Procedures for Expenses covered by Local Chapters.

220 1) Travel Expenses. For allowable expenses covered by the Local Chapter, a Travel
Expense Voucher (see "Exhibits") with receipts must be submitted to the chapter
222 treasurer for reimbursement. All travel is subject to approval of the chapter president

224 or his/her designated representative. Where possible, travel via automobile should be
226 shared. Travel alone when shared transportation is available shall not be reimbursed
228 except in extenuating circumstances as determined and approved by the president or
his/her designee.

Travel Expenses include:

230 -- Auto Expenses. Authorized travel via personal auto is reimbursable at the 35¢-
232 per-mile rate set by the Board. The number of miles traveled must be recorded on
the Travel Expense Voucher and shall be as allowed on the mileage chart in
Exhibits."

234 -- Lodging. Receipted overnight lodging during the course of authorized travel is
236 reimbursed at cost. The single rate for lodging is paid for travel when only one
person is a KPR member in authorized travel status or when only one of two KPR
members is in authorized travel status.

238 -- Meals. Meal expenses incurred during the course of authorized travel shall
be reimbursed based on receipts submitted with the Travel Expense Voucher.

240 2) Expenses other than Travel. Claims for expenses other than travel expenses shall be
242 submitted on the Miscellaneous Expense Voucher (see "Exhibits"). Such expenses
include the following:

244 -- Postage and Printing/Copying Expenses. Receipted postage and printing/copying
expenses shall be reimbursed at cost.

246 -- Telephone Calls. Telephone calls relating to KPR business shall be reimbursed
upon itemized statements showing date, person called, location, purpose, and
charges.

248 -- Miscellaneous. Other expenses must be approved in advance by the president or a
designated representative.

250

252 C. Reimbursement Procedures for Expenses covered by the State Organization

252

254 For allowable expenses covered by the State organization as detailed in this Policies and
256 Procedures Manual, the applicable expense voucher with receipts shall be submitted to
the State Treasurer in accordance with procedures set forth in the chapter on state
administration and operation.

258 D. Recommended Chapter Treasurer Procedures and Reports

260 Certain elementary accounting procedures are necessary to enhance a degree of uniformity
262 among the chapters and the audit process annually. It is equally important that chapter
treasurers have some guidelines that will help them with the duties listed for chapter
treasurers in this manual.

264

The following procedures offer some safeguards for the treasurer and the chapter.

266 -- Though chapters generally have few financial transactions during a month, full and
accurate records must be maintained in order for chapters to monitor their finances.

268

- 270 -- Make deposits of chapter income within ten (10) working days.
272 -- Disburse chapter funds only at the direction the of the chapter president or board.
274 -- A ledger should be used for the purpose of a current record of all income,
276 disbursements, and balances. At the end of the year, the ledger will also help the
278 treasurer and the auditor track and reconcile income and disbursements. The
280 ledger should have three columns or more to reflect income, disbursements, and
282 balances. Such a ledger should also provide space for the date and description of each
284 transaction.
286 -- Each item of income or disbursement should be listed on a separate line in
288 chronological order listing: **Date/Description of Transaction/ Income/
290 Disbursement/Balance.**
292 -- Every expense should be documented by an invoice, receipt, expense voucher,
294 memorandum, or copy of chapter minutes approving payment.
296 -- Unusual expenses and special authorizations by the chapter (charitable donations,
298 speaker fees, special outings, monetary award, disbursements to members, etc.) not
300 having an invoice, receipt, or voucher should be documented with copy of chapter
302 minutes OR brief memorandum approved by chapter president documenting the
304 chapter action approving the payment.
306 -- Retain all documents supporting chapter income and disbursements - deposit slips,
308 bank statements, cancelled checks, invoices, receipts, expense vouchers,
310 memorandums and copies of chapter minutes documenting expenses, and any other
312 documents or reports pertaining to chapter finances.
-- Interest income on savings account or CD being paid directly to the checking account
would be added to the checking account records as an income item.
-- The value of certificates of deposit and saving accounts should not be included in the
monthly checking balances since it will make the monthly reconciliation process more
difficult. The only time for these balances to be added together is for the purpose of
showing Total Chapter Balances for any report requesting this total.
-- Computer printouts with the necessary information will be acceptable for treasurers
who keep their ledger by computer.
-- Treasurer reimbursing him/herself for expenses should also have chapter president
sign the check OR the receipt OR a brief memorandum approving the payment. This
won't be necessary for chapters that require two signatures on checks.
-- Soon after December 31, the end of the fiscal year, the treasurer should reconcile all
chapter funds for end of the calendar year balances, completing the Chapter
Treasurer's Annual Financial Summary report for the fiscal year just ended. This will
help ready the chapter records for the audit process and get the new calendar year
started with necessary beginning balances. Forms for the financial summary can be
copied from the Exhibits section in the back of this manual.
-- Prepare and send the Treasurer's Annual Financial Summary and all financial records
for the fiscal year just ended for audit by the Local Chapter audit chair.

314 Section 10. Adoption of Bylaws by Local Chapters

316 KPR Bylaws state that, “In order to carry out their activities, chapters shall adopt bylaws that
318 conform to the KPR Bylaws and Policies and Procedures.” Following are sample bylaws that a
chapter shall adopt. An underscore indicates that information is to be entered in accordance with
the chapter's decisions.

320

322

324 BYLAWS
of the
326 (name of Local Chapter) CHAPTER
of
KENTUCKY PUBLIC RETIREES, Inc.

328

330 ARTICLE I
Name

332 The name of this chapter shall be the (name of Local Chapter) Chapter of the
334 Kentucky Public Retirees, Inc. It shall serve a geographical area as designated by the State
Board.

336

ARTICLE II
Members; Dues

338

Section 1. Eligibility for Membership.

340 A. Any person who is currently receiving, or has previously received, retirement benefits
342 from any state-administered system or who would be eligible for immediate retirement
from any state-administered retirement system is eligible for membership in KPR.

344 B. A spouse of a KPR member who is not eligible for membership as provided in
Article III. Section 1. A. is eligible for membership in KPR. Such members shall have
346 rights and privileges at the KPR Local level only except they shall not be eligible to serve
as Chapter President or Chapter Vice President, or to represent the Chapter at State Board
meetings.

348 C. Membership shall be in a local chapter that serves a geographical area designated by the
Board or as a member-at-large. Members may choose their affiliation.

350 Membership in the State organization is a prerequisite for membership in this chapter.

352 Section 2. Dues. Annual dues in the amount determined by the State Board shall be paid on a
calendar-year basis. All dues shall be forwarded to the Administrative Manager. The State
354 organization will return chapter dues to the chapter in accordance with policies and
procedures adopted by State KPR.

356
358
360
362
364
366
368
370
372
374
376
378
380
382
384
386
388
390
392
394
396
398
400

ARTICLE III
Officers; Nomination and Election Procedure

Section 1. Officers and Their Duties. Officers of the chapter shall be a president, a vice president, a secretary, and a treasurer. Their duties shall be as provided in KPR State and Chapter bylaws and rules, Policies and Procedures, and the adopted parliamentary authority.

Section 2. Nomination and Election Procedure

A. Nominating Committee. At the March / April chapter meeting of each year, the chapter president shall appoint a nominating committee of a chair and two additional members. No member may serve on the committee two consecutive years. It shall be the duty of this committee to nominate candidates for the offices to be filled at the (May / June) chapter meeting.

B. Nominating Committee Report. At the (April / May) chapter meeting, the nominating committee shall present the names of nominees for election at the (May / June) meeting. After the nominating committee's slate is presented, nominations from the floor shall be permitted.

C. Election. The election shall be held at the chapter annual meeting in May / June. If there is more than one nominee for an office, the election shall be by ballot vote of members present at the meeting. If there is only one nominee for each office, the vote may be by voice vote. A majority vote shall elect.

D. Term of Office. Officers shall serve a term of one year, from July 1 to June 30 or until their successors are elected; they shall be eligible for re-election. Officers are sworn in at the first meeting of the term, which begins July 1 of each year.

E. Vacancy in Office. A vacancy in the office of president shall be filled for the remainder of the term by the vice president. A vacancy in any other elective office shall be filled for the remainder of the term by appointment by the board.

ARTICLE IV
Chapter Meetings

Section 1. Regular Meetings. The chapter shall hold at least six (6) regular meetings each year.

Section 2. Local Chapter Annual Meetings. The (May/June) meeting shall be designated the annual meeting for the purpose of receiving annual reports of officers and committees, election of officers, and any other business that may arise.

402 Section 3. Special Meetings. Special meetings may be called by the board to consider matters of
404 an emergency nature that may arise between meetings and that require action before the next
meeting.

406 Section 4. Conduct of Business Electronically. The membership may conduct business by
408 E-mail or other type of electronic media, with decisions ratified at the next meeting.

410 Section 5. Quorum. The quorum shall be complete.

412 **ARTICLE V**
Board of Directors

414 Section 1. Composition of the Board. The board shall be composed of the elected officers, at
416 least one additional member selected from each county of the chapter's area (County
Coordinators), and/or the chair of each standing committee of the chapter.

418 Section 2. Duties of the Board. The board shall be responsible for directing the (name of
420 Local Chapter) Chapter in activities and matters as specified by the KPR Bylaws and
Policies and Procedures and these bylaws..

422 Section 3. Meetings of the Board. The board shall meet (monthly/quarterly) or upon the call of
424 the president or upon petition of at least three members of the board.

426 Section 4. Conduct of Business Electronically. The board may conduct business by E-mail or
any other type of electronic media, with decisions ratified at the next meeting

428 Section 5. Quorum. A quorum shall be a majority of the board.

430 **ARTICLE VI**
432 **Committees**

434 Section 1. Standing Committees and their Duties. The following committees shall be designated
436 standing committees: Audit, Legislative, and Membership, and may include Program.

438 Duties of the standing committees shall be as provided in the KPR Bylaws, the Policies and
Procedures Manual chapter on local chapter administration and operation, and these bylaws.

440 Section 2. Special Committees. Special committees may be established by the president, board,
442 or membership to serve a special purpose for a specific length of time and may include an
Awards Committee.

444

446 Section 3. Committee Conduct of Business Electronically. Committees may conduct business
448 by E-mail or other type of electronic media.

450 Section 4. Quorum. A quorum shall be a majority of the committee.

452 **ARTICLE VII**
Parliamentary Authority

454 The rules contained in the current edition of **ROBERT'S RULES of ORDER NEWLY**
456 **REVISED** shall govern this chapter in all cases to which they are applicable and in which they
458 are not inconsistent with KPR Bylaws and Policies and Procedures and these bylaws.

460 **ARTICLE VIII**
Amendment of Bylaws

462 These bylaws may be amended at any chapter meeting by a two-thirds vote, provided that the
464 amendment has been submitted in writing at least ten (10) days in advance and provided that the
466 amendment is consistent with the Bylaws and Policies and Procedures of State KPR. Such
468 amendments shall take effect after approval by State KPR.

468 DATE ADOPTED: _____

470 PRESIDENT _____

472 SECRETARY _____

474 APPROVED BY STATE KPR: _____
Date

478 DATE AMENDED: _____

480 PRESIDENT _____

482 SECRETARY _____

484 APPROVED BY STATE KPR: _____
Date

486

488

490