

KENTUCKY PUBLIC RETIREES, INC.



POLICIES AND PROCEDURES MANUAL

June 2021

TABLE OF CONTENTS

Table of Contents.....	ii
Preface	Introduction, How to Use this Manual; Format of this Manual.....Preface.1
Chapter 1	Articles of Incorporation of Kentucky Public Retirees, Inc.1.1
Chapter 2	Bylaws of Kentucky Public Retirees, Inc.2.1
Chapter 3	Policy Statement.....3.1
Chapter 4	History--Initial Incorporators; Presidents and Year(s) of Service;4.1 Harry Lee Waterfield Awards
Chapter 5	State Board of Directors; State Executive Committee.....5.1
Chapter 6	State Officers; Nomination and Election Procedure
Chapter 7	State Committees
Chapter 8	State Administration and Operation.....8.1
Chapter 9	Local Chapter Administration and Operation.....9.1
Chapter 10	Establishing a Local Chapter; Merging Chapters;10.1 Dissolving a Chapter; Revoking a Chapter Charter
Chapter 11	Communications to Members
Chapter 12	Membership Recruitment and Retention; Dues;12.1 Confidentiality of Members' and Prospective Members' Information; Presentation about KPR
Chapter 13	Annual Meeting.....13.1
Chapter 14	Audit Procedures
Chapter 15	KPR Oath of Office and Code of Ethics.....15.1 KPR Leaders' Swearing-in and Code of Ethics Information Chart15.4
Chapter 16	Records Retention and Disposal Schedule

Appendix A – Events and DeadlinesA.1
Appendix B – Exhibits.B.1
Appendix C – GlossaryC.1
Appendix D – Parliamentary Law and Procedure; Meeting Decorum and Protocol D.1
IndexIndex.1