

**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.

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

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

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

- 10) Once the above items have been completed and the officers and membership ascertain that the chapter is securely established and growing, the chapter president may request 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.

## Section 2. Merging Chapters

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

### B. Procedure for Merging Chapters

- 1) The president of the transferring chapter (the one proposing to surrender its charter) shall prepare a letter to the president of the receiving chapter, with copies to the 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.
- 2) A letter of agreement shall be prepared by the president of the receiving chapter, 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.
- 3) The matter of proceeding with the merger of the Chapters shall be submitted for approval at the next quarterly meeting of the State Board of Directors.
- 4) If the KPR Board gives approval for the merger to proceed, the transferring CAC shall 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.

These documents shall include chapter treasury records such as income and disbursements, deposit slips, bank statements, canceled checks, invoices, receipts, expense vouchers, copies of chapter minutes documenting authorization for payment of expenses, and any other documents or reports pertaining to chapter finances.

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 accountability.

- 5) The State Audit Committee shall then conduct an audit/review of the transferring chapter's financial records.
- 6) Upon completion of a satisfactory audit, the SAC shall notify the appropriate entities in accordance with KPR procedures and refer the matter back to the KPR Board for further consideration of the merger request.
- 7) Following Board approval:
  - 1) The SAC shall forward the financial records to the AM in accordance with the Records Retention and Disposal Schedule.
  - 2) The Treasurer shall disburse monies from State KPR funds (such chapter funds 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.
  - 3) The transferring chapter shall forward its charter to the AM. Other records of the transferring chapter, such as meeting minutes, membership lists, etc., shall be transferred to the receiving chapter president.
- 8) If the audit is unsatisfactory and the merger is not approved, the transferring chapter 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.

### Section 3. Dissolving a Chapter

- 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.
- 2) The president of the dissolving chapter shall prepare a letter to the State KPR 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 minutes containing the supportive vote of the members shall accompany the letter.

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

4) If the KPR Board gives approval for the dissolution to proceed, the CAC shall 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.

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 accountability.

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

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

7) Following Board approval:

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

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

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

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

#### Section 4. Revoking a Charter

The State Board, by two-thirds (2/3) vote, may revoke a chapter's charter when the chapter fails 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 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 instance of revocation.