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CHAPTER 8
STATE ADMINISTRATION AND OPERATION

Section 1. Administrative Manager

A. Introduction. The Administrative Manager (AM) provides administrative services for KPR. Those services are to build strong administrative and financial procedures for KPR. Since KPR's State Board changes annually, it is necessary to contract with a management company to maintain consistency in administrative functions. The administrative permanency also allows the Board to focus on its primary task of developing the membership, providing membership services, and protecting and enhancing the members' retirement benefits.

B. Choosing the Administrative Manager. The procedure for choosing an Administrative Manager with whom KPR shall contract is:

- 1) The President, with approval of the Board, appoints a search committee of three KPR members to conduct a search for candidates.
- 2) The search committee advertises for applicants, receives applications, interviews applicants, negotiates contractual terms, and recommends an applicant to the Board.
- 3) The Board approves the Administrative Manager.
- 4) The Administrative Manager and the KPR President sign the contract.

C. Duties and Responsibilities of the Administrative Manager

- a) Mail Processing. KPR's address is the post office box established for the addressing of all correspondence to the organization, including dues payments received from members.

The Administrative Manager shall routinely:

- 1) Obtain the mail from the post office box twice weekly except during the months of January through May, when it shall be obtained every other day so that dues payments can be deposited in a timely manner. Sort the mail; forward relevant items to Board members.
- 2) Immediately process all checks received by scanning them and electronically transmitting to the bank. All original checks are retained in the Administrative Manager's files.
- 3) Review all invoices from vendors/creditors and forward them to the State Treasurer for processing and payment as soon as possible. Such payments include regular payments for the website, alert system, printing, mail service, and any other expenses. All invoices for credit card purchases must be signed by the person purchasing the item. The Administrative Manager is not authorized to sign checks.

b) Membership. The Administrative Manager shall:

- Maintain all membership data in a computer system.

- 50 -- Update the membership files immediately upon receipt of dues payments and
new applications for membership.
- 52 -- Print and transmit electronically lists of new members added to the
membership roll each month and provide the lists to the State Membership
54 Chair and the respective chapter chair.
- Print complete membership reports for the State Membership Chair and for
56 each respective Local Chapter on a monthly basis and upon special request.
- 58 -- Calculate monthly the amount of money due each Local Chapter based on
dues received and forward a list of new members to each respective Local
Chapter and to the State Membership Chair.
- 60 -- Provide information to the State Treasurer for remitting chapter dues to
chapters on a monthly basis.
- 62 -- Print and mail annual dues statements and second-request statements to
members as indicated.
- 64 c) Newsletter. Serve as coordinator for the layout, design, compiling, proofing,
publishing, and mailing of the newsletter, *The Kernel*. KPR is responsible for
66 printing and mailing expense.
- 68 d) Website. As webmaster, design and maintain the website. All changes to the website
design and all postings of articles and other information must be approved in advance
70 by the President or his/her designated representative, the only individuals authorized
to give such approval. The webmaster also has the authority to independently make
minor adjustments without prior approval.
- 72 e) KPR Repository. Maintain the official repository of all KPR records, correspondence,
minutes, financial reports, and assets in accordance with KPR's records retention and
74 disposal schedule. These items are provided to the Administrative Manager by State
Officers, Board members, and Committee Chairs; Local Chapters; and other KPR
76 leaders on a current, timely basis. The leaders retain copies in their files for passing
on to their successors.
- 78 f) Accounting and Fiscal Policies and Procedures. Work with the Treasurer to ensure
that an adequate system is established and maintained for receiving, accounting for,
80 and depositing all receipts; work with the Treasurer to carry out fiscal policies and
procedures approved by the Board; and, upon request, assist in establishing accounting
82 procedures and developing items such as account distribution forms and expense
reports.
- 84 g) Records and Audit. Ensure that financial records maintained by the Administrative
Manager create an acceptable audit trail for an annual audit/review as specified in the
86 chapter on audit procedures and that they are open for audit at any time.
- 88 h) Post Office Box. Maintain the KPR post office box and coordinate the usage of the
mailing permit with the mailing service company.
- 90 i) KPR Brochures. Maintain a supply of the KPR brochure which contains the
membership application and information on membership eligibility. Update and
reprint this supply as needed.
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- 98 j) Policies and Procedures Manual. The Administrative Manager shall:
- 100 -- Update the Policies and Procedures Manual on the website with changes approved
 - 102 -- by the Board.
 - 104 -- Notify the Board when the new edition incorporating the changes is available.
 - 106 -- Distribute paper copies to those without computer access.
 - 108 -- Coordinate with the State Secretary in performing these duties.
- 110 k) Annual Meeting. The Administrative Manager shall:
- 112 -- Work with the Chair(s) of the Annual Meeting, State President, and State
 - 114 -- Treasurer in planning and conducting the Annual Meeting, coordinate
 - 116 -- with them throughout the year, and provide periodic updates to the Board and the
 - 118 -- Annual Meeting Chair(s).
 - 120 -- Participate in discussions about the budget and other issues, such as printing and
 - 122 -- name tags.
 - 124 -- Design the registration form; receive the registration forms and fees and process
 - 126 -- them in accordance with established procedure.
 - 128 -- Perform other duties as necessary regarding the Annual Meeting.
- 130 l) Election of Officers. The Administrative Manager shall:
- 132 1) Prepare, print, and mail the ballots for election of State Officers, information about
 - 134 the slate of candidates to be provided by the Nominating Committee. The ballots
 - 136 shall be mailed by April 23 of even-numbered years (or the last business
 - 138 day before April 23).
 - 140 2) Receive the ballots voted by members.
 - 142 3) Count the voted ballots and complete the Kentucky Public Retirees Election
 - 144 Report form showing the results.
 - 146 4) Give the ballots and the KPR Election Report form to the Election Committee for
 - 148 certification of the vote.
 - 150 5) Participate in reconciling discrepancies in counting, if any.
 - 152 6) Retrieve from the Election Committee the ballots and all related notes after results
 - 154 are finalized and retain them in the KPR official files in accordance with
 - 156 provisions in the nomination and election procedure.
- 158 m) Meetings. Attend all Board, Annual, and special meetings as requested, for the
- 160 purpose of improving communications and to better serve KPR, unless excused by the
- 162 Board.
- 164 n) Transfer of Files. At the conclusion of the contract with KPR, transfer all files,
- 166 databases, records, and assets as instructed by the Board.
- 168 o) Serve as the Coordinator of the KPR Email Bulletin System.

170 Section 2. Kentucky Public Retirees Advocacy and Defense Fund (KPR ADF)

172 A. Funding of KPR Advocacy and Defense Fund. Funds may be raised from the

174 following:

- 176 1) donations from private individuals or other entities;
- 178 2) legal defense funding bequests;
- 180 3) fund raising campaigns; and/or
- 182 4) other funds of KPR allocated by a 2 /3 vote of the Board prior to each such
- 184 transaction.

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B. Refusal or Refund of Contributions. The KPR Board reserves the right to refuse or refund a contribution from any source if it is deemed not to be in the best interest of KPR.

C. Deposit of Contributions. Contributions to the ADF shall be deposited by the Administrative Manager in a separate savings account designated for this Fund only and shall remain in the savings account until the Board decides otherwise.

When the Board gives prior approval for a specific disbursement, the Treasurer or President when the Treasurer is not available shall transfer the Board-authorized disbursement amount to the KPR checking account.

D. Covered Costs. The principal of the Fund may be used to pay any and all advocacy costs, including advertising, promotional efforts, and legal expenses (attorney fees, expert witness fees, court costs, mediation fees, and other similar items related to active litigation or any potential litigation related to or impacting KPR); and for any and all other purposes specified in KPR bylaws Article IX. State Administration and Operation, Section 2, paragraph A.

E. Disbursements. Funds shall be disbursed as prescribed in these Bylaws and Policies and Procedures, and only after one of the following:

- 1) resolution or motion approved by the Board and recorded in the approved minutes of a regular or special meeting; or
- 2) appropriations and disbursements included in the approved annual budget and approved by the Board before actual disbursement.

F. Quarterly Report. At each Quarterly Board Meeting, the treasurer of the Fund shall provide to the Board a separate, detailed quarterly report of receipts and disbursements and shall provide such report at any time upon request by the Board.

The Treasurer's other financial report of the checking account shall contain only the total receipts and total disbursement figures if necessary for reconciliation.

Section 3. Financial Matters of KPR

A. Fiscal Year. The fiscal year of KPR is January 1 through December 31.

B. Bonding. The Treasurer, Assistant Treasurer, and the Administrative Manager shall be bonded.

C. Membership Dues. Annual membership dues of \$15 are due and payable January 31; the State Treasurer returns \$4 to the Local Chapter. Names of those who have not paid their dues by May 31 are removed from the membership roll effective on that date.

- 194 D. Budget. The State Treasurer shall prepare the annual budget.
- 196 1) The Treasurer shall assemble and organize the budget by expenditure categories and
not by individuals or committee expenditures.
- 198 2) The Treasurer shall submit the budget for the next fiscal year to the Board for approval
200 at its December quarterly meeting.
- 202 3) The Board, by a majority vote, may amend the budget any time it deems necessary.

204 E. Revolving Funds. The Board, by majority vote, may establish revolving funds for
specific, approved purposes.

206 F. Reimbursement Procedures

- 208 1) Travel Expenses. Claims for reimbursement of travel expenses shall be submitted on
210 the KPR Travel Expense Voucher (see "Exhibits").

212 All KPR Board members or their designated representatives are authorized for travel
expenses paid by the State Board. When possible, travel via automobile should be
214 shared. Travel alone when shared transportation is available shall not be reimbursed
except in extenuating circumstances. Representatives attending Board meetings for a
chapter in the absence of their president must have their travel voucher approved by
216 the chapter president. Other personnel requested to attend Board meetings must also
have their travel voucher approved by the chapter president.

218 Local Chapter officers and special committees appointed by the State President (and
220 not listed in the Bylaws) are authorized for travel paid for by the Board when they are
specifically invited to meetings of the State Board.

222 Travel expenses for the Board Meeting held in conjunction with the Annual Meeting
224 shall not be reimbursed.

226 Local officers, committee chairs, and members who are not members of the State
Board and are not specifically invited are welcome to attend Board meetings, but
228 shall be responsible for their own travel expenses.

230 Travel expenses include:

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

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- 242 -- Lodging. Receipted overnight lodging during the course of authorized travel is
244 reimbursed at cost. The single rate for lodging is paid for travel when only one
KPR member is in authorized travel status or when only one of two
246 KPR members is in authorized travel status.
-- Meals. Meal expenses incurred during the course of authorized travel shall be
reimbursed based on receipts submitted with the travel voucher.

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Section 4. Legislative

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Each year when the General Assembly convenes, a Legislative Agent may be contracted with
252 to represent Kentucky Public Retirees, Inc. Additionally, a contract may be executed for each
extraordinary session that may occur. (See "Exhibits" appendix for sample contract.)

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This Agent must be registered with the Kentucky Legislative Research Commission and the
256 Kentucky Legislative Ethics Commission. An agreed-upon amount for each session will be
determined by the President (or his/her designated representative) and the Agent. The
258 contract must be approved by the Board. The fee shall be paid in full as soon as possible after
the session ends.

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The Agent shall attend all meetings related to retiree legislative concerns during the session of
262 the General Assembly, monitor the *Legislative Record*, speak with legislators when necessary,
and communicate with the KPR State Legislative Chair regarding issues needing attention.

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At the end of each session, the Agent shall prepare a written summary of all bills introduced
and action taken regarding legislation affecting retirees, and report to the KPR State
266 Legislative Chair.

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Upon approval of the Legislative Chair, KPR shall cover any necessary related costs, such as
the *Legislative Record*, copies of bills, registration fees, etc.

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Section 5. Kentucky Legislative Ethics Commission Reports and Fees

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Legislative Agents and their employers are required to register with the Kentucky Legislative
274 Ethics Commission within seven (7) days following the engagement of the Legislative Agent,
and KPR will pay the Kentucky Legislative Ethics Commission a fee of \$250. This \$250 fee
276 covers two years if the agent is hired in an even-numbered year. (Example: If an agent is
hired on January 1, 2020, the fee covers through December 31, 2021.)

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If a legislative Agent is hired beginning at or during an odd-numbered year, the \$250 fee is
280 due, and will expire at the end of that year. A new fee will be required at the beginning of the
even-numbered year for the next two years. (Example: If an agent is hired January 1, 2019,
282 the fee covers only that year. The fee also covers any special sessions called during the
periods.

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290 Due Dates of Reports by Legislative Agents and their Employers

292 Legislative Agents and employers are required to file an updated registration statement six (6)
294 times a year, containing a statement of expenditures ("Legislative Agent's Update Registration
296 Statement," available from the Commission's website). These updated registration statements
may be filed online, by fax, or by regular mail. The reporting periods for these statements are as
follows:

298	Reporting Period	Due Date
	January 1-31	February 15
300	February 1-28.....	March 15
	March 1-31	April 15
302	April 1-30.....	May 15
	May 1-August 31	September 15
304	September 1-December 31.....	January 15

306 The updated Registration statements must be postmarked no later than the 15th day of the month
308 for which they are due. A penalty is assessed for late filing.

310 Upon termination of the Employer-Legislative Agent relationship, KLEC form "Employer's
312 Notice of Termination of Engagement for the Period from Date of Last Report to (date of
314 termination)" shall be filed by the Employer, and KLEC form "Legislative Agent's Notice of
Termination of Engagement for the Period from Date of Last Report to (date of termination)"
shall be filed by the Legislative Agent. (The forms are available from the Commission's
website.)

316 To access the Commission's website, go to <http://klec.ky.gov>, click on "File Forms
318 Online," and sign in with the Log-On ID and Password.

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