

50 **CHAPTER 8**
52 **STATE ADMINISTRATION AND OPERATION**

54 Section 1. Administrative Manager

56 A. Introduction. The Administrative Manager (AM) provides administrative services for
58 KPR. Those services are to build strong administrative and financial procedures for
60 KPR. Since KPR's State Board changes annually, it is necessary to contract with a
62 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.

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

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

72 C. Duties and Responsibilities of the Administrative Manager

74 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:

- 76 1) Obtain the mail from the post office box twice weekly except during the months of
78 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.
- 80 2) Immediately process all checks received by scanning them and electronically
82 transmitting to the bank. All original checks are retained in the Administrative
Manager's files.
- 84 3) Review all invoices from vendors/creditors and forward them to the State
86 Treasurer for processing and payment as soon as possible. Such payments include
regular payments for the website, alert system, printing, mail service, and any
88 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.

90 b) Membership. The Administrative Manager shall:

- 90 -- Maintain all membership data in a computer system.
- 92 -- Update the membership files immediately upon receipt of dues payments and
new applications for membership.
- 94 -- Print and transmit electronically lists of new members added to the
membership roll each month and provide the lists to the State Membership
Chair and the respective chapter chair.

- 96 -- Print complete membership reports for the State Membership Chair and for
each respective Local Chapter on a monthly basis and upon special request.
- 98 -- 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
100 Chapter and to the State Membership Chair.
- 102 -- Provide information to the State Treasurer for remitting chapter dues to
chapters on a monthly basis.
- 104 -- Print and mail annual dues statements and second-request statements to
members as indicated.
- 106 c) Newsletter. Serve as coordinator for the layout, design, compiling, proofing,
publishing, and mailing of the newsletter, *The Kernel*. KPR is responsible for
printing and mailing expense.
- 108 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
110 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
112 minor adjustments without prior approval.
- 114 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
disposal schedule. These items are provided to the Administrative Manager by State
116 Officers, Board members, and Committee Chairs; Local Chapters; and other KPR
leaders on a current, timely basis. The leaders retain copies in their files for passing
118 on to their successors.
- 120 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,
and depositing all receipts; work with the Treasurer to carry out fiscal policies and
122 procedures approved by the Board; and, upon request, assist in establishing accounting
procedures and developing items such as account distribution forms and expense
124 reports.
- 126 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
chapter on audit procedures and that they are open for audit at any time.
- 128 h) Post Office Box. Maintain the KPR post office box and coordinate the usage of the
mailing permit with the mailing service company.
- 130 i) KPR Brochures. Maintain a supply of the KPR brochure which contains the
membership application and information on membership eligibility. Update and
132 reprint this supply as needed.
- 134 j) Policies and Procedures Manual. The Administrative Manager shall:
-- Update the Policies and Procedures Manual on the website with changes approved
by the Board.
- 136 -- Notify the Board when the new edition incorporating the changes is available.
-- Distribute paper copies to those without computer access.
- 138 -- Coordinate with the State Secretary in performing these duties.
- 140 k) Annual Meeting. The Administrative Manager shall:
-- Work with the Chair(s) of the Annual Meeting, State President, and State
Treasurer in planning and conducting the Annual Meeting, coordinate

- 142 with them throughout the year, and provide periodic updates to the Board and the
Annual Meeting Chair(s).
- 144 -- Participate in discussions about the budget and other issues, such as printing and
name tags.
- 146 -- Design the registration form; receive the registration forms and fees and process
them in accordance with established procedure.
- 148 -- Perform other duties as necessary regarding the Annual Meeting.
- 150 l) Election of Officers. The Administrative Manager shall:
- 152 1) Prepare, print, and mail the ballots for election of State Officers, information about
the slate of candidates to be provided by the Nominating Committee. The ballots
shall be mailed by April 23 of even-numbered years (or the last business
154 day before April 23).
- 156 2) Receive the ballots voted by members.
- 158 3) Count the voted ballots and complete the Kentucky Public Retirees Election
Report form showing the results.
- 160 4) Give the ballots and the KPR Election Report form to the Election Committee for
certification of the vote.
- 162 5) Participate in reconciling discrepancies in counting, if any.
- 164 6) Retrieve from the Election Committee the ballots and all related notes after results
are finalized and retain them in the KPR official files in accordance with
provisions in the nomination and election procedure.
- 166 m) Meetings. Attend all Board, Annual, and special meetings as requested, for the
purpose of improving communications and to better serve KPR, unless excused by the
Board.
- 168 n) Transfer of Files. At the conclusion of the contract with KPR, transfer all files,
databases, records, and assets as instructed by the Board.
- 170 o) Serve as the Coordinator of the KPR Email Bulletin System.

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

174 A. Funding of KPR Advocacy and Defense Fund. Funds may be raised from the following:

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

180 B. Refusal or Refund of Contributions. The KPR Board reserves the right to refuse or 182 refund a contribution from any source if it is deemed not to be in the best interest of KPR.

184 C. Deposit of Contributions. Contributions to the ADF shall be deposited by the 186 Administrative Manager in a separate savings account designated for this Fund only and shall remain in the savings account until the Board decides otherwise.

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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.

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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.

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

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- 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.

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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.

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

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Section 3. Financial Matters of KPR

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

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

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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.

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D. Budget. The State Treasurer shall prepare the annual budget.

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1) The Treasurer shall assemble and organize the budget by expenditure categories and not by individuals or committee expenditures.

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2) The Treasurer shall submit the budget for the next fiscal year to the Board for approval at its December quarterly meeting.

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3) The Board, by a majority vote, may amend the budget any time it deems necessary.

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

238 F. Reimbursement Procedures

240 Reimbursement for travel expenses shall generally follow those guidelines as set forth in the
242 state administrative regulation “200 KAR 2:006: Employees’ Reimbursement for Travel”
244 except for any specific restrictions outlined below.

246 Travel Expenses. Claims for reimbursement of travel expenses shall be submitted on the KPR
248 Travel Expense Voucher (see "Exhibits").

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

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

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

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

280 Travel expenses include:

282 -- Auto Expenses. Mileage for in-state and out-of-state travel shall be based on the
284 Kentucky Official Highway Map, MapQuest website, Google Maps website, or similar
286 web mapping service. Reimbursement for mileage of a privately-owned vehicle shall
288 be at the rate designated on the Office of the Controller’s website and adjusted
290 quarterly.

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

300 -- Meals. Meal expenses incurred during the course of authorized travel shall be
302 reimbursed based on receipts submitted with the travel voucher at an amount set forth
304 by the Secretary of Finance and Administration Cabinet in accordance with the
306 aforementioned administrative regulation.

280 Section 4. Legislative

282 Each year when the General Assembly convenes, a Legislative Agent may be contracted with
284 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.)

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

292 The Agent shall attend all meetings related to retiree legislative concerns during the session of
the General Assembly, monitor the *Legislative Record*, speak with legislators when necessary,
294 and communicate with the KPR State Legislative Chair regarding issues needing attention.
At the end of each session, the Agent shall prepare a written summary of all bills introduced
296 and action taken regarding legislation affecting retirees, and report to the KPR State
Legislative Chair.

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

302 Section 5. Kentucky Legislative Ethics Commission Reports and Fees

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

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

316 Due Dates of Reports by Legislative Agents and their Employers

318 Legislative Agents and employers are required to file an updated registration statement six (6)
times a year, containing a statement of expenditures ("Legislative Agent's Update Registration
320 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
322 as follows:

324	Reporting Period	Due Date
	January 1-31	February 15

326	February 1-28	March 15
	March 1-31	April 15
328	April 1-30	May 15
	May 1-August 31	September 15
330	September 1-December 31	January 15

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

336 Upon termination of the Employer-Legislative Agent relationship, KLEC form "Employer's
 338 Notice of Termination of Engagement for the Period from Date of Last Report to (date of
 340 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.)

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

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