



**PAYROLL PROFESSIONALS OF  
KENTUCKIANA  
(PPK)**

**CHAPTER INFORMATION**

# **PAYROLL PROFESSIONALS OF KENTUCKIANA (PPK)**

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# **PAYROLL PROFESSIONALS OF KENTUCKIANA (PPK)**

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## **MISSION STATEMENT**

*To offer informative and educational events which further the growth of payroll professionals and, to also, contribute to our local community and provide our local support to the National American Payroll Association.*

# **PAYROLL PROFESSIONALS OF KENTUCKIANA (PPK)**

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## **LIST OF OFFICERS**

President

Vice President

Secretary

Treasurer

Events Coordinator

Educational Coordinator

# **PAYROLL PROFESSIONALS OF KENTUCKIANA (PPK)**

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## **CODE OF ETHICS**

1. To be mindful of the personal aspect of the payroll relationship between employer and employee, and to ensure that harmony is maintained through constant concern for the Payroll Professional's fellow employees.
2. To strive for perfect compliance, accuracy and timeliness of all payroll activities.
3. To stay abreast of the state of the payroll art with regard to developments in payroll technologies.
4. To be current with legislative developments and actions on the part of regulatory bodies as they affect payroll.
5. To maintain the absolute confidentiality of the payroll within the procedures of the employer.
6. To refrain from using the Association activities for one's personal self-interest or financial gain.
7. To support one's fellow Payroll Professionals, both within and outside one's organization.

# PAYROLL PROFESSIONALS OF KENTUCKIANA (PPK)

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## BY - LAWS

1. **NAME** The name of this organization shall be Payroll Professionals of Kentuckiana a.k.a. PPK and is an affiliate local chapter of The American Payroll Association.
2. **PURPOSE** The purpose of this organization is to promote education among payroll professionals and related personnel in matters concerning payroll, to promote payroll as a profession in the community, to provide networking opportunities, and to promote all other standards as described in the Code of Ethics.
3. **MEMBERSHIP** Membership is open to payroll, human resource and other professionals or interested persons concerned with the development, maintenance, and operation of payroll and related functions.
4. **MEETINGS** Chapter meetings will be held the 3rd Friday of each month, (with the exception of January and unless otherwise notified) from 11:30am to 1:00pm at a location that will be determined by the officers. Notice for each meeting will be sent by email to all paid members. An R.S.V.P. is not

required, but is highly recommended, to attend. Meeting details will also be posted to the website monthly.

5. **SPEAKERS** Unpaid non-member speakers will be given a \$20 gift card for their time and gas.
  
6. **DOOR PRIZES** One prize per approximately every 20 members in attendance will be given away at each regular meeting by the random draw of tickets. Prizes will be determined by the officers.
  
7. **DUES** Annual membership dues for all members is \$100 per year and are due by January 31st of each year. Membership year is from January 1st to December 31st. Membership includes all regular monthly meetings as well as lunch. Inclusion of any special meetings or conferences will vary and will be announced to the members as well as be posted on the website. All guests are welcome but must pay a fee of \$15.00 per regular meeting (which includes lunch) and an R.S.V.P. is strongly recommended. Membership fee for any member joining after July 1st will be \$50. Potential members have the option of paying the guest fee of \$15 per regular meeting before committing to becoming a member. However, until the membership fee is received in full, membership e-mail correspondences will not be included. Any guest fees paid prior to joining will NOT be deducted from the annual membership cost. Membership will follow the named member and not the company in which that member is employed. There is no substitution of attendees at monthly meetings.

8. **OFFICERS** All officers of the chapter are nominated or volunteer to be on the ballot for voting. Nomination ballots are sent to members for nominees via e-mail in November. The officers will be elected by ballot vote via e-mail in December and will be announced by the end of the year. All officers must be a member in good standing. The newly elected officers will meet with the present officers prior to the first monthly meeting of the year at a time and place to be determined and will officially take office on February 1st.
9. **REMOVAL** Officers may be removed from office by 2/3 majority vote of the members of the chapter in attendance at any meeting. Failure to carry out responsibilities of the respective office warrants removal, and shall be presented to the chapter members for voting.
10. **COMMITTEES** The Officers may create such committees as it deems desirable and the members of such committee shall be appointed by the President with the consent of the other officers as shown by a vote.
11. **AMENDMENTS** These by-laws may be amended at any of the officers' meetings by majority of those present in person or by proxy. Also at any meeting of the membership by a majority of those present in person or by proxy. Proposed membership amendments must be provided to each eligible chapter member at least ten (10) days prior to the meeting.



12. **WEBSITE** The website address is [www.ppklou.org](http://www.ppklou.org) and will be maintained by a volunteer member. They will be responsible for keeping all information up to date and accurate. They will also be responsible for uploading all newsletters and other documentation to the site on a timely basis.

# **PAYROLL PROFESSIONALS OF KENTUCKIANA (PPK)**

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## **LIST OF OFFICERS' RESPONSIBILITIES**

### **President:**

- Leads, plans and oversees all chapter activities to ensure full benefits to all members while protecting the integrity of the purpose of the chapter and the Institute.
- Presides over all meetings and conferences.
- Periodically forms working committees that will perform assigned tasks and appoints committee chairs or volunteers when necessary.
- Gives guidance to committees and receives regular activity reports and project updates.
- Provides general management and supervision of the affairs of the chapter.
- Responsible for meeting topics to be advertised in all print and social media including the Courier Journal & Business First.
- Advises of other avenues to advertise our monthly meetings, membership cost and mission. Also coordinates a committee to contact businesses in our area with an invitation to join our Chapter with brochures regarding our mission and membership costs.
- Gives updates of meeting advertisements at officers' meetings and monthly general meeting as needed.

- Announces current months birthdays and other special announcements of achievements at meetings.

**Vice President:**

- Fills in when President cannot attend meeting.
- Works directly with the President to ensure that the information provided protects the integrity and the intent of the chapter and the Institute.
- Secures speakers for meetings and will coordinate with the Education Coordinator to obtain RCH's for monthly meeting topics.
- Secures meeting venue as well as the menu for each meeting. Insure that the venue is available for an extended time in January for the yearly officer's meeting that will take place immediately following the membership monthly meeting.
- Should act as main person of contact with venue personnel.
- Greets members/guest upon arrival.
- Provides a meeting agenda for each meeting.
- Compiles sign in sheets for all meetings. One for members and one for any guests and speakers.
- Provides the Educational Coordinator a list of meeting topics for APA approval.
- Sends a completed copy of the sign in sheets via e-mail to the Treasurer at least one day prior to the meetings.

**Secretary:**

- Records minutes, resolutions, votes and any other pertinent issues.

- Ensures that all correspondence, minutes, and records regarding the business of the chapter are duly obtained, maintained and safeguarded and available for any member for review.
- Creates and distributes to all paid members the monthly newsletter.
- Keeps track of all paid members birthdays and recognizes them via the monthly newsletter.
- Provides the volunteer web master any additions or changes needed for the website.
- Updates any new or revised information to the Chapter Information and By-laws.
- Updates potential new member as well as existing member brochures.
- Actively works to promote the chapter and it's activities.
- Responsible for keeping track of all members' information.
- Reports any new members or changes to existing member information to all officers in a timely manner.
- Assists The Chapter President in all administrative functions.

**Treasurer:**

- Collects dues and sends members confirmation of dues paid.
- Maintains records of the financial activity of the chapter.
- Reviews and pays all bills & expenses of the chapter.
- Presents monthly financial reports to the members.
- Assists and prepares proposals and cost estimates for programs and activities of the chapter.
- Greets members/guest upon arrival to collect payment for any new members as well as all guests.

- Provides the Education Coordinator the signed meeting roster after each meeting to be used to issue certificates of hours completed for those members attending meetings.
- Safeguards and maintains the permanent records of the chapter.
- Maintains in dual custody with the President, the Chapter Bank Account.
- Responsible for bringing the name badges to each monthly meeting and any special membership meeting throughout the year.
- Responsible for bringing the tickets to draw for the door prizes to each monthly meeting.
- Also responsible for drawing the name(s) for the door prizes and for presenting our guest speaker with a gift card if
- Responsible for providing drawing winner's name(s) and prize(s) won to the Secretary to be mentioned in the next monthly newsletter.

**Events Coordinator:**

- Chairperson for the yearly NPW celebration.
- Coordinates any special non-monthly regular meetings, that may arise throughout the year including but not limited to the annual mini-conference.
- Is contact person for special events and statewide conferences.

**Educational Coordinator:**

- Using list of meeting topics for the year from the VP, contacts APA for approval of same topics for the year.
- Using our signed meeting roster from Treasurer, issues certificates of hours completed for those in attendance.

- Distributes all certificates to members and guests in a timely manner.
- At their discretion, will chair FPC and CPP study groups.



*\*Last revised 10-3-13/CM PPK Secretary 2013*