Hello Colonel,

Kentucky Colonels are honored for their service to their community, state, or country and their noteworthy accomplishments. They come from all 50 states and 68 countries and are committed to helping lift Kentuckians through the Good Works Program. Colonels are also social and enjoy coming together to celebrate their commission, the Commonwealth, and the history that binds the Kentucky Colonels to the Commonwealth.

The Honorable Order is proud to re-introduce the long-standing heritage of clubs of the Honorable Order. Clubs or Affiliates have been around since the 1960s and they have provided opportunities for individuals to come together in their local communities and continue the good works of the Honorable Order as a recognized official Kentucky Colonels Chapters.

Through Chapters, the Honorable Order hopes to provide Colonels with the ability to create and foster meaningful relationships with local Colonels who enjoy giving back to their community and the Good Works Program. In addition, chapters will provide an avenue to network, enhance the HOKC mission both for Kentuckians and locally, and strengthen the pride, bond, and meaning of the commission. Each affiliated chapter will be supported by the Headquarters team and will have the ability to share resources.

Enclosed are charter guidelines for those who would like to take the lead of bringing Colonels together. If your fellow Colonels would like to organize an official chapter of the Honorable Order of Kentucky Colonels, please reach out to TeAirra McQuarter, Colonel Relations Coordinator. She can share with you the Chapter Agreement which will recognize your group as a “Official Chapter of the Honorable Order of Kentucky Colonels.”

Best Regards,

Colonel Sherry Crose
Executive Director

Enclosed

Honorable Order of Kentucky Colonels Charter Guidelines for Chapters

Chapter Purpose

Each officially chartered Chapter (a "Chapter") of the Honorable Order of Kentucky Colonels, Inc. (the "Kentucky Colonels") shall serve as an ambassador of the Kentucky Colonels and seek to emulate on the local level the Kentucky Colonels' basic principles of good works, fellowship, and tradition.

HOKC Requirements of a Chapter

General Requirements

- A Chapter shall be a politically nonpartisan organization.
- A Chapter shall be a volunteer organization.
- A Chapter shall be a good steward of its resources and carry out its work with integrity and compassion.

Membership and Location Requirements

- A Chapter must have at least five (5) members.
- Only one (1) Chapter can exist in each geographic area as determined by the Kentucky Colonels.

Meeting Requirements

- A Chapter must hold at least three (3) meetings or events a year, virtually or in-person.

Financial Requirements

- A Chapter may collect its own dues to cover meeting costs and other reasonable operating expenses.
- Each member of the Chapter shall make an annual donation to HOKC's Good Works Program. There is no minimum contribution.
- A Chapter is encouraged to provide or inspire financial support of HOKC's Good Works Program. For example, recruiting Kentucky Colonels members who donate annually to the Good Works Program, attempting to increase contributions by Chapter members to the Kentucky Colonels, and conducting fundraisers that support the Good Works Program.

Public Service Requirements

- As is the focus of the Kentucky Colonels, a Chapter should engage in and promote public service. For example, establishing a Kentucky Colonels Day of Service in the Chapter's community, preferably in conjunction with the Honorable Order each year. The Chapter shall use its best efforts to ensure that all such public service programs and activities are of the highest quality with respect to content, materials, logistical preparation and otherwise.
- If a Chapter chooses to support a local nonprofit, either through volunteer or monetary efforts, the Chapter should follow these guidelines:
    - The local nonprofit should qualify as Section 501(c)(3) organization under the Internal Revenue Code and preferably a non-private foundation.
    - The nonprofit should be vetted by members of the Chapter to insure it merits such support.
    - The nonprofit or the activity funded should fall within these Good Works categories:
        - Community Services
        - Disabled Support and Services
        - Historic Preservation
        - Support for the Poor and Needy
        - Health, Rehabilitation and Mental Illness
        - Veterans Services and Military
        - Youth Services

Non-Discrimination

- The Chapter shall not discriminate against any potential member, nonprofit organization, vendor, or other individual or entity on the basis of sex, race, age, religion, national origin, ancestry, creed, pregnancy, martial or parental status, sexual or gender orientation, disability, or socio-economic status. The Chapter shall comply with all state and federal statutory and constitutional non-discrimination provisions.

Communications Requirements

- A Chapter shall share Chapter and individual member achievements with the Kentucky Colonels so that the Kentucky Colonels can highlight those achievements to Kentucky Colonels around the world.
- A Chapter shall provide a report, at least annually but also upon request, to the Kentucky Colonels that includes the names of the Chapter members, financial information, and a description of Chapter activities.
- A Chapter shall provide a list and summary of upcoming activities to the Kentucky Colonels for publication.

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The Kentucky Colonels Commitment to Chartered Chapters

Participation with Chapter

- A Kentucky Colonels representative will participate in at least one Chapter event, virtual or in person, if possible, annually.
- The Kentucky Colonels will work with the Chapter to strengthen the bond between the Kentucky Colonels and the Chapter members through multiple communication channels.

Public Service Assistance

- Upon the Chapter's request, HOKC shall provide the Chapter guidelines for establishing a local Kentucky Colonels Day of Service, assist in locating and vetting nonprofits that qualify for the Chapter's volunteer or monetary assistance, and discuss such additional opportunities to enhance collaboration and provide mutual benefit.

Communications Assistance

- HOKC shall include an annual update on the Chapter through one of HOKC's printed publications, e-newsletters, or website. Additionally, HOKC may from time to time, in its sole discretion, feature the Chapter's good works in the Colonel Achievement section of such publications.
- The Kentucky Colonels will provide a link to each Chapter's website or Facebook page, as applicable on the www.KyColonels.org website.

Membership Development Assistance

- The Kentucky Colonels will send up to two message distributions annually to Colonels in each Chapter's region through the Colonels' email distribution system.

Organizational Assistance

- The Kentucky Colonels will provide a template for a Chapter's bylaws if requested.
- The Kentucky Colonels will advise regarding branding standards for a Chapter.
- The Kentucky Colonels could provide a way to create official Chapter retail products.

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Additional Rules and Requirements:

- The Kentucky Colonels is not obligated to accept any group as a Chapter and may also revoke a Chapter's charter for any reason or for no reason at all. These rights are intended to help preserve the quality of each Chapter and to ensure compliance with the basic principles of the Kentucky Colonels.

- A Chapter may not speak on behalf of the Kentucky Colonels except with the Kentucky Colonels' express written consent.
- A Chapter must abide by all Kentucky Colonels' trademark policies.
- No Chapter shall have the power to bind the Kentucky Colonels to any contract, commitment, or liability, nor shall the Chapter represent to any person or organization that it does.
- A Chapter shall hold itself out as independent of the Kentucky Colonels except for the fact that it is chartered by the Kentucky Colonels and follows certain guidelines to be chartered.
- Each Chapter must sign a Chapter Agreement with the Kentucky Colonels detailing all rules and requirements for a Chapter.

If interested in becoming *An Official Chapter of the Honorable Order of Kentucky Colonels* please contact TeAirra McQuarter, Colonel Relations Coordinator, to discuss the Chapter Agreement and to connect with local Colonels at 502-266-6864 or at tmcquarter@kycolonels.org.