



Kansas Society Sons of the American Revolution

Official Handbook

KANSAS SOCIETY
of the
SONS OF THE AMERICAN REVOLUTION
HANDBOOK

8/01

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PURPOSE OF THE HANDBOOK

As most Chapter Officers change each year and many of them are new to their duties, this Handbook has been prepared for their use and provides guidelines to each chapter so as to enable them to better serve their members.

This Handbook is intended to serve as a resource supplement to the NSSAR Handbook and is not intended to replace it. It is the intent of this committee that this resource will remain up-to-date with changes as they are implemented and to this end this manual is loose leaf and three-hole drilled for each of replacement of pages as needed. This is the sixth time that this handbook has been revised and updated.

This revised Handbook is being distributed to all of the following officers:

1. All KSSAR State Officers
2. National Trustee and Alternate National Trustee for the Kansas Society
3. The President and Secretary of each KSSAR Chapter.

The KSSAR Handbook is issued to the Office above and not the individual persons currently in office. Whenever a new Compatriot assumes a State or Chapter office, a copy of this Handbook should be passed on to him. If he does not receive the Handbook for his office from the previous office holder, he should inquire about it. If the Handbook is lost, he should then notify the Handbook Committee and a new Handbook will be created for him.

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PART 1 - CONSTITUTION

Article I - Name

The name of this Society shall be "Kansas Society of the Sons of the American Revolution."

Article II - Object and Purpose

The object and purpose of this Society shall be to foster and keep alive among ourselves and our descendants the same patriotic spirit of the men who in military, naval, or civil service, by their acts or counsel, achieved American Independence; to collect and secure for preservation the manuscript rolls, records and other documents relating to the War of the Revolution, and to promote social intercourse and good feeling among its members now and hereafter.

Article III - Eligibility for Membership

Any male individual shall be eligible for membership in this Society who is of the age of 18 years or more, and whose ancestor was either a military or naval officer, soldier or sailor, or an official in the service of any one of the thirteen original Colonies or States, or the government representing or composed of those Colonies or States, who assisted in establishing American Independence during the War of the Revolution.

Article IV - Officers

The officers of this Society shall be a President, Vice-President, two Assistant Vice-Presidents, Recording Secretary, Membership Secretary, Treasurer, Registrar, Chaplain, Historian, Genealogist, Chancellor, Publicity Director and Delegate-at-Large. The term of these officers will be two years. The National Trustee and the Alternate National Trustee from Kansas to the National Society of the Sons of the American Revolution shall also be considered officers of this Society.

Article V - Annual Meeting

The Annual Meeting for the election of officers, as appropriate, and for the transaction of general business shall be held in the state of Kansas in the month of March each year. There shall also be elected or appointed one or more delegates to the Annual Congress of the National Society, as provided by the National Constitution. A quorum shall consist of at least 15 members, but a less number may adjourn to a future time. Each member in good standing shall be entitled to one vote.

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Article VI - Board of Governors

Section 1. The Board of Governors shall conduct the affairs of the Society between annual and/or special meetings.

Section 2. The Board of Governors shall consist of the Officers enumerated in Article IV as well as the President and a designated member from each chapter, all past Presidents of the Kansas Society and any state committee chairman designated by the Society President. Each member enumerated previously will have one vote.

Section 3. The Board of Governors shall meet quarterly as called by the President or at the request of any ten (10) members, provided that at least three (3) chapters are represented. Fourteen (14) days' notice shall be given to all members of the Board of such a meeting. A quorum shall consist of at least one-half of eligible members.

Article VII - Membership Fees and Dues

Any person eligible to membership may become a member of this Society by payment of the regular fees and dues as provided by the Society, and subject to the approval of the National Board.

Article VIII - Amendments

This Constitution may be amended, altered or repealed, provided written resolutions to that effect must first be presented to the Board of Governors who shall then refer the same to a regular meeting of the Society, or to a special meeting called for that purpose after due notice has been given by regular U. S. mail at least 15 days before the meeting, and the same has been approved by a majority vote of the members present at said meeting.

Article IX - IRS Compliance

The Kansas Society, Sons of the American Revolution, is a chartered subordinate body of the National Society, Sons of the American Revolution, which is an exempt organization under the provisions of Section 501 (c) (3) of the Internal Revenue Code of 1954. All the purposes stated in Article II of the Constitution are for educational purposes as provided in Section 501 (c) (3) of the Internal Revenue Code of 1954, and any activity not permitted by the provision of that portion of the code is prohibited.

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PART II - BY-LAWS OF THE KANSAS SOCIETY

Section 1 - Admission to Membership

Application for membership in the Kansas Society must be made on forms approved by the National Society, in two originals accompanied by documents of other proof of qualification, and payment of the application fee and dues as prescribed by the National Society, Kansas Society, and Chapter.

After review and approval by the Chapter Officers, the application and fees shall be forwarded to the Kansas Society Registrar. Upon a favorable report by the Kansas Society Registrar, and approval by the Genealogist General of the National Society, the applicant shall become a member as provided in the Constitution.

Section 2 - Annual Dues

Annual dues of the Kansas Society shall be determined by a majority vote at the Annual Meeting or a special meeting of the Kansas Society.

Annual dues payments shall be remitted to the Kansas Society through the Chapter. In the event a member may choose to submit Kansas Society dues directly to the Society, the dues of the Kansas Society shall include an additional processing fee as determined by the Board of Governors.

Section 3 - Dues Deadline

Members of the Kansas Society shall be those members who have paid their current annual dues. Dues are paid on a calendar year basis and are due on January 1st and delinquent on January 1st. KSSSAR must pay National dues for all members of KSSSAR whose names have not, prior to April 1st of each year, been certified to the National Society to have been removed from the membership roster of the Kansas Society. All members failing to pay their regular annual dues by February 1st shall be considered to be delinquent and shall be dropped from membership on April 1st if still delinquent at that time. The annual dues of the National Society shall be remitted by the Kansas Society when due and payable.

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Section 4a - Life Membership

Effective on the date of approval by the State Secretary at its regularly scheduled annual meeting, and notwithstanding other provisions of the By-laws to the contrary, the Kansas Society of the Sons of the American Revolution shall be authorized to offer contracts for life membership in the National Society of the Sons of the American Revolution and the Kansas Society of the Sons of the Revolution, provided that the National life membership be purchased either before or concurrently with the State life membership.

The terms and conditions of any such contract shall be authorized by action of the Board of Governors, Kansas Society of the Sons of the American Revolution, at any regularly scheduled meeting thereof.

Provisions for administration of the Kansas Society Life Membership Fund, pertaining to the death of an enrolled Life Member, shall conform to the contract conditions stipulated in the by-laws of the National Society. Life members who are enrolled after date of adoption of this amendment to the bylaws must be a member of a Chapter at the date of enrollment.

All funds collected in payment for a life membership contract, including any earning thereon, shall be segregated from other funds of the Society subject to the management and control of the Trustees of the Kansas Heritage Trust Fund, and until all life membership obligations of the life membership contracts have been met, and the Society has terminated its offering of life membership contracts, shall be used solely for purpose of meeting the obligation of the Society to pay the annual Kansas Society dues during the natural lifetimes of the life members.

All By-law provisions effective prior to the date of approval which are in conflict with the provisions hereof are hereby modified to conform to the foregoing provisions.

Section 4b - Life Membership (Youth)

After notice of acceptance in the National Youth Life Membership program, a candidate may, upon payment of the designated Life Membership Fee established by the Board of Governors of the Kansas Society, be accepted in the Kansas Society Life Membership program under the same guidelines as the National Youth Membership program and the Kansas Society Life Membership program.

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Section 4c - Life Membership Trust Fund

A perpetual Life Membership Trust Fund shall be maintained separate and apart from all other funds of the Society and administered by the Board of Trustees of the Kansas Heritage Trust Fund of the Kansas Society.

Section 5a - Election of Officers

The election of officers shall be by ballot at the appropriate annual meeting, and a majority of those present and voting shall be required for election. Officers shall rank in the order named in Article IV of the Constitution. In the event of the death, resignation or permanent disability of an officer, the Board of Governors shall fill the vacancy at its next meeting. The nominees for National Trustee and Alternative National Trustee shall be selected at the annual meeting, subject to election at the National Congress of NSSAR.

The President and Vice-President shall be from different chapters. Term of office of both state and chapter officers will start as of the date of election of new state officers with installation of state and chapter officers at the annual meeting.

Section 5b - President

The President shall preside at the annual meeting and any special meetings of the Society and at the meetings of the Board of Governors. He shall implement the decisions of these meetings and of the Board of Governors. He shall be responsible for the enforcement of the Constitution and By-laws. He shall appoint such committees as he may deem necessary. He shall call meetings of the Society and Board of Governors. He may require bonds to be given by an officer or an employee of the Society for that person to receive and disburse funds; he may fix the amount thereof and pass upon the sufficiency of the same. He shall have power to suspend any officer who may refuse or neglect to give such bond when required to do so, or who neglects his duties as herein prescribed.

Section 5c - Vice-President

The Vice President shall act as President in the absence of the President. He shall serve as chairman of the Membership Committee and shall perform such other duties as may be entrusted to him by the President, the Society or the Board of Governors.

Section 5d - Assistant Vice-Presidents

The Assistant Vice Presidents shall assist and serve as liaison with individual chapters as designated by the President.

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Section 5e - Recording and Membership Secretaries

The Recording Secretary shall keep books of minutes, which shall at all times be open for inspection by the members of the Society; shall have charge of the seal, certificate of incorporation, and records; shall give notice of the time and place of all meetings of the Society; and shall perform all other duties pertaining to such office.

The Membership Secretary shall keep a register of the names and date of acceptance, transfer, resignation, forfeiture and death of all members. He shall forward to the Registrar General of the National Society the original of all applications for membership which have been accepted within one month after the applicant has been accepted.

He shall receive and forward certificates of membership to members entitled thereto. He shall keep a correct account of each member's dues and payments and shall receipt for and pay over to the Treasurer all fees and other money he may receive.

The Recording Secretary and the Membership Secretary may be the same person.

Section 5f - Treasurer

The Treasurer shall have custody of all funds and other assets of the Society. He shall keep a correct account of all receipts and disbursements and shall make an annual report of same, or more often if required by the President. He shall be a member of the Board of Trustees of the Kansas Heritage Trust Fund of KSSAR.

The Secretary and the Treasurer may be the same person.

Section 5g - Registrar

The Registrar shall have the care and custody of all historical, geographical and genealogical papers, manuscripts and documents belonging to the Society, and shall keep a complete record of the same. At the annual meeting each year he shall cause to be reported the names of any deceased, adding a biographical sketch, if possible. He shall also call attention to and give information on matters of historical interest.

Section 5h - Nominating Committee

The Nominating Committee shall consist of three (3) members, each member from a different chapter. It shall be chaired by the most immediate Past President available, who with the current President, shall select its members.

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Section 5h - Nominating Committee (continued)

Members and chapters may make recommendations to the Committee of any candidates for elective offices. These should be in writing and indicate a willingness of the candidate to serve in the office.

Recommendations must be received by the Committee by January 15th preceding the annual meeting.

Section 6a - Kansas Heritage Trust Fund

The Kansas Heritage Trust Fund of the Kansas Society shall be established to support the patriotic, historical, and education objective of the Society and to receive and administer all types of gifts donated for this purpose.

Section 6b - Trust Fund Board

The Kansas Heritage Fund of the Kansas Society shall be administered by a five (5) member Board of Trustees composed of the Treasurer, who shall be the chairman, the Chancellor, and three (3) members appointed by the President and approved by the Board of Governors. These appointments would be for three (3) years.

Appointments to the initial Board of Trustees would be for one-1 year, one -2 year and one-3 year term to assure continuity in the functioning of the board. Each year thereafter one appointment would be made plus any appointment needed to fill a vacancy. An appointee to fill a vacancy would serve only for the unexpired term of the Trustee he replaces. At least one (1) of the Trustees must have a life membership.

Projects to be supported by the fund shall be determined by the Kansas Society of the Sons of the American Revolution or in accordance with the terms of the gift.

Section 6c - Trust Fund Investments

The Kansas Heritage Trust Fund shall be invested in such securities, funds, obligations and instruments as are permitted for investments by fiduciaries under the laws of Kansas. The principal of the fund may not be expended for any purpose, except on approval of three-fourths of the members of the Kansas Society.

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Section 6d - Life Membership Board and Trust Fund

The Board of Trustees of the Kansas Heritage Trust Fund of KSSAR shall also administer the Life Membership Trust. It shall be invested as required in Section 6c. Income from this fund will be paid to the Kansas Society in amounts sufficient to pay the annual State dues of Life Members of the Kansas Society.

Within 30 days after the end of each fiscal year, an amount from income earned from the invested capital of the Life Membership Trust equal to the total of the Kansas Society dues of the enrolled Life members as of the end of the fiscal year shall be transferred to the General Fund of the Kansas Society. Excess earned income shall be added to the capital of the Trust.

If, at the end of any fiscal year, there is not sufficient income from the invested capital of the Trust to meet the requirements of Life Member's dues, the Kansas Society shall accept the total Life Membership Trust income for said fiscal year as full payment of that year's Kansas Society dues.

Section 6e - Distribution of Assets on Dissolution

In the event the Kansas Society of the Sons of the American Revolution shall become inactive, for any reason, then all assets held in the name thereof, whether in the General Fund, the Kansas Heritage Trust Fund, or any other fund or trust fund held in the name of the Society, shall be transferred to the National Society of the Sons of the American Revolution.

Provided, however, to the extent any fund so transferred, or deemed transferred, shall be subject to any restrictions on the date preceding the date of transfer, or deemed transferred, to the extent applicable such funds shall be transferred subject to the same restrictions.

Section 6f - Assets of Inactive Chapter

In the event any chapter of the Kansas Society shall become inactive, for any reason, then all assets held in the name thereof shall be deemed transferred to the Kansas Society.

In the event such chapter shall be reinstated, reorganized or otherwise become active prior to the fifth anniversary of the date upon which such chapter become inactive, then all funds held on account of such chapter shall be transferred to such reinstated or reorganized chapter.

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Section 6f - Assets of Inactive Chapter (continued)

In the event such chapter shall not be reinstated, reorganized, or otherwise become active prior to the fifth anniversary of the date upon which such chapter became inactive, then all funds held on account of such chapter shall be deemed transferred to the General Fund of the Kansas Society. Provided, however, to the extent any funds so transferred, or deemed transferred, shall be subject to any restrictions on the date preceding the date of transfer, or deemed transferred, to the extent applicable such funds shall be transferred subject to the same restrictions.

Section 7 - Compensation for Services

The Society may provide such compensation for services that it deems to be advisable.

Section 8 - Order of Business

The following shall be the order of business:

1. Reading of the minutes of the previous meeting
2. Communications, and actions thereon
3. Reports of committees
4. Unfinished business
5. New business
6. Election of officers, at annual meeting
7. Election of delegates to National Congress, at annual meeting

This order of business may be changed by majority vote of the members present. Any matter not specifically covered herein shall be governed by Robert's Rules of Order.

Section 9 - Amendments

These By-laws may be amended by a majority vote of members present and voting at any annual or special meeting of the Society, provided such amendments have been presented in writing to the Board of Governors or a previous annual or special meeting, is approved by such meeting and written notice of such amendments is sent to each chapter not less than thirty (30) days prior to the date of the meeting at which the final vote is taken.

Section 10 - New Chapter, Application for Charter

Minimum number of members required as signators to an application for charter of a new Chapter shall be eleven (11), unless dispensation is granted for a lesser number of members representing a geographical area of the State, which is sparsely populated. In no case shall the number of members be fewer than five (5).

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