

KANSAS SOCIETY  
of the  
SONS OF THE AMERICAN REVOLUTION

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**Part III - PROCESSING INSTRUCTIONS**

SECTION 1 - APPLICATION for MEMBERSHIP

A. NSSAR

1. NSSAR Constitution – Article III – Eligibility for Membership.

“Any male shall be eligible for membership in the Society who, being less than eighteen (18) years or eighteen years or over and a citizen of good repute in the community, is the lineal descendant of an ancestor who was at all times unflinching in loyalty to, and rendered active service in the cause of American Independence either as an officer, soldier, seaman, marine, militiaman or minuteman, in the armed forces of the Continental Congress of any one of the several Colonies or States, as a signer of the Declaration of Independence, as a member of a Committee of Safety or Correspondence, as a member of any Continental, Provincial, or Colonial Congress or Legislature, as a foreign national of, but not limited to, France, Germany, Poland, Spain, Sweden, or Switzerland who rendered service in the cause of American Independence or as a recognized patriot who performed actual service by overt acts of resistance to the authority of Great Britain, provided, however, that no person advocating the overthrow of the Government of the United States by use of force or violence shall be eligible for membership in the Society.”

2. NSSAR Bylaw Number 1 – Membership

“Section 1. Application for membership shall be made through a State Society upon duplicate blank form prescribed by the National Board of Trustees and shall in each case set forth the name, residence and services of his ancestor or ancestors in the American Revolution from whom he claims eligibility.”

“Section 2. An applicant for membership shall be sponsored by two members in good standing, or in the case of an applicant for Youth Life membership, one member in good standing and he shall make oath that the statements in his application are true to the best of his knowledge and belief. If the application be approved by a State Society, an Officer of that Society shall send such application together with the admission fee to the Genealogist General, who shall examine the claims of the applicant for eligibility. No applicant shall be admitted to membership until the Genealogist General approves the application.”

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“Section 3. Each member of the National Society shall be entitled to a certificate of membership, duly attested by the President General and the Secretary General, countersigned by the President and Secretary of the State Society through which such member shall have been admitted, to which certificate shall be affixed the seal of the National Society.

Each Youth Life Member shall be entitled to wear the authorized Youth Membership Pin.”

“Section 4. The official designation of a member of the National Society of the Sons of the American Revolution shall be “Compatriot”.”

“Section 5. Whenever an applicant for Membership in the Society is a lineal descendant of a present or former member of the Society whose application contains references to authorities or sources for the ancestor of that present or former member having been eligible as a Son of the American Revolution as provided in Article III of the Constitution, it shall only be necessary to establish the applicant’s descent from such present or former member and to include such member’s National Number; provided that proof satisfactory to the Genealogist General are on file at NSSAR Headquarters to establish the line of descent from the ancestor to the present or former member.”

**B. Chapter Representative**

1. Upon the receipt of a completed Application for Membership from a prospective member, the Chapter Representative will make certain that the application has:
  - a. Been completely and properly completed using the proper authorized form. (Currently the National Society are still accepting the preprinted Application for Membership – Exhibit A, but the use of any of the approved Application Filler Programs and the use of National Society SAR watermarked blank archival paper for personal computers is gaining favor. See attached.)
  - b. Been signed by the prospective member.
  - c. Been signed by a sponsor and a co-sponsor in the proper manner.
2. The Chapter Representative will determine if the references included with the application are complete and that acceptable proof has been attached.

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3. Upon completion of the above, the Chapter Representative will send the properly prepared and documented application with proofs attached to the KSSAR Registrar. A personal check from the applicant in the proper amount (application fee and first year's dues) must be submitted with each application

C. Registrar, KSSAR

1. Upon the receipt of a properly completed application from a Chapter Representative, the KSSAR Registrar will again check for all of items listed previously. He will pay particular attention to see that all references for Proof of Lineage are complete and in proper form.
2. If the KSSAR Registrar finds an error or incomplete proof, he will submit the problem in writing to any or all of the following - the Chapter Representative, the Sponsor, or the Applicant without delay.
3. When the application is complete and correct, the KSSAR Registrar will sign and date the application and send them, along with all proofs and the applicant's personal check, to the KSSAR Membership Secretary.
4. The KSSAR Registrar will keep a record of all applications sent to the Membership Secretary so that he can ascertain that all records are returned to him.
5. When the KSSAR Membership Secretary is ready to send the application to NSSAR, he will sign and date the application and will make a photo copy of the application until notified by NSSAR of its acceptance.
6. After the application has been accepted by NSSAR, the KSSAR Membership Secretary will send a copy of the Acceptance Letter (Exhibit II) along with a copy of the application to the KSSAR Registrar. The letter will have the date of approval and the National and State numbers. These items should be posted to the application and to the other KSSAR Registrar records.
7. Guidance for the KSSAR Registrar in performing his duties is contained in pamphlets issued by NSSAR. These are "General Information and Application Requirements" (Exhibit III) and "Preparation of Application Papers" (Exhibit IV). Further guidelines on application are contain in the Official Handbook of NSSAR, which you my purchased from Merchandising at National or off the web (<http://www.sar.org/manuals/byl-all.txt>).

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D. Membership Secretary, KSSSAR

1. Upon receipt of an Application for Membership from the KSSSAR Registrar, the KSSSAR Membership Secretary will obtain a check from the KSSSAR Treasurer for fees made to the order of the NSSAR Treasurer General. The personal check received with the application will be sent to the KSSSAR Treasurer for deposit. The KSSSAR Membership Secretary will send the original application, all proof of lineage and the check for the Treasurer General to NSSAR Headquarters along with two copies of the NSSAR Transmittal Form (Exhibit V). A copy of the application will be returned to the KSSSAR Registrar. The application copy must be signed and dated by the KSSSAR Membership Secretary prior to mailing.
2. When the Acceptance Letter and Membership Certificate are received, a copy of the letter is sent to the KSSSAR Registrar, Treasurer, and Newsletter Editor.
3. Membership Certificate is signed by the KSSSAR Membership Secretary and is forwarded to the KSSSAR President for signature and delivery to the Chapter President where the newly approved member is enrolled.
4. The Membership Secretary will prepare a Letter of Welcome to the new member (Exhibit VI) for the KSSSAR President to sign as well. He will also prepare a Letter of Transmittal (Exhibit VII) to the Chapter President to accompany the Membership Certificate and Letter of Welcome. The Letter of Transmittal will contain both the National and State numbers, the date of approval, and the new member's current address. All of this material is sent to the KSSSAR President who will sign and forward to the Chapter President.

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**PART III - PROCESSING INSTRUCTIONS**

**SECTION 2 - SUPPLEMENTAL APPLICATIONS**

**A. Chapter Representative**

1. Upon receipt of a completed Supplemental Application (Exhibit VIII) from a member, the Chapter Representative will make certain that the application has been:
  - a. Completely and properly completed using the authorized form. (The preprinted form is still acceptable, but the computer printed forms may also be used using the NSSAR approved software and SAR watermarked blank forms available from NSSAR Merchandising.)
  - b. Properly signed by the submitting member. Complete mailing address of the applicant must also be included.
2. The Chapter Representative will determine if the references attached to the application are complete and that acceptable proof has been included.
3. Upon completion of the above, the Chapter Representative will send the Supplemental Application to the KSSAR Registrar. Enclosed will be a personal check for the applicant in the proper amount to cover the application fee.

**B. Registrar, KSSAR**

1. Upon receipt of a completed application from a Chapter Representative, the KSSAR Registrar will again review all the items listed above. He will pay particular attention to the references for Proof of Lineage are complete and in proper form.
2. If the KSSAR Registrar finds an error or incomplete proof, he will submit the problems in writing to any and all of the following – the Chapter Representative or the Applicant.
3. When the Supplemental Application is complete and correct, the KSSAR Registrar will sign and date the application and forward them along with the proofs and the applicant's personal check to the KSSAR Membership Secretary.

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4. The KSSAR Registrar will keep a record of all applications sent so that he can determine that records are returned to him.
5. After the application has been accepted by NSSAR, the KSSAR Membership Secretary will send a copy of an Acceptance Letter (Exhibit IX), along with a copy of the application to the KSSAR Registrar. The letter will have the date of approval which should be posted to the application on file and to the other KSSAR Registrar records.
6. Guidance for the KSSAR Registrar in performing his duties is contained in pamphlets issued by NSSAR. These are "General Information and Application Papers" (Exhibit III and IV). Further guidelines on applications are contained in the Official NSSAR Handbook or on the web (<http://www.sar.org/manuals/byl-all.txt>)

C. Membership Secretary, KSSAR

1. Upon receipt of a supplemental application from the KSSAR Registrar, the Membership Secretary will obtain a check for fees to the Treasurer General, NSSAR from the KSSAR Treasurer. The forwarded with application will be sent to the KSSAR Treasurer for deposit. The KSSAR Membership Secretary will send the original application, all proof of lineage and the check to NSSAR along with two copies of the NSSAR Transmittal Form (Exhibit V). The application must be dated by the KSSAR Membership Secretary prior to mailing.
2. When the Acceptance Letter (Exhibit IX) is received, a copy of this letter along with a copy of the application is sent to the KSSAR Registrar. A Certificate for the Supplemental Ancestor is sent by NSSAR directly to the SAR Member.

D. Treasurer, KSSAR

Upon receipt of the applicant's personal check, the KSSAR Treasurer will deposit it into the KSSAR account as soon as possible and send a check made out to the Treasurer General, NSSAR, in the proper amount to the KSSAR Membership Secretary.

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**Part III - PROCESSING INSTRUCTIONS**

SECTION 3 – APPLICATION for REINSTATEMENT of MEMBERSHIP

A. NSSAR

1. BY-LAW 19, Section 9.

“Any member, whose membership has been terminated for any cause, except terminations under the provision of BY-LAW 17, Section 3, may be reinstated by any State Society, in which event such State Society shall immediately report such reinstatement to the National Society, and shall at the same time pay to the National Society the annual dues for such member for the then current year, and he shall thereupon be entered on the records of the Registrar General. Reinstatements received in accordance with the provisions hereof after October 31 shall be credited to the following year.”

B. KSSSAR

1. KSSSAR CONSTITUTION, Article VII - Membership Fees and Dues.

“Any person eligible for 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.”

2. KSSSAR BY-LAW, Section 3, Dues Deadline.

“Members of this 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 1<sup>st</sup> and delinquent on January 1<sup>st</sup>. KSSSAR must pay National dues for all members of KSSSAR who names have not, prior to April 1<sup>st</sup> 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 1<sup>st</sup> shall be considered delinquent at that time and shall be dropped from membership on April 1<sup>st</sup> if still delinquent at that time. The annual dues of the National Society shall be remitted by this Society as and when the same become due and payable.

C. Chapter Representative

When a former member, whose membership has terminated wishes to reinstate his membership, he must pay the current dues for National, State and Chapter through which he has requested reinstatement.

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SECTION 4 – APPLICATION for DUAL MEMBERSHIP

A. NSSAR Handbook

1. “A Compatriot may establish membership in more than one State Society by applying to the additional State Society for dual membership. He must be a full dues paying active member in his home state in order to hold a dual membership in other State Societies. As a dual member in other states he will pay his National, State and Chapter dues only and will not be reported to the National Society as a member on their roster. He will be eligible to hold office and be a delegate from his dual state or home state, but not both. His request for dual membership must be sent to National Headquarters and be assigned a state membership number. He can not be counted as a loss or gain on the membership roster.”
2. When the Dual Membership application (Exhibit X) has been completed through NSSAR, the State Societies affected will be notified.

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**PART III - PROCESSING INSTRUCTIONS**

SECTION 5 – APPLICATION for TRANSFER of MEMBERSHIP

A. NSSAR Handbook

1. NSSAR BY-LAW 2 - State Societies and Chapters, Section 10.

“A member in good standing may demit from that State Society of which he is member in order that he may transfer to another State Society of his choice; provided that his membership shall continue in the former until he has been accepted as a member of the latter.”

2. NSSAR Handbook - Transfer of State Society Membership, page 56.

“A member in good standing may transfer to any other state society, subject to the acceptance of that body. Transfer forms are available from state societies or National Headquarters. After being signed by the secretary of the state society to which transfer is desired, and secretary of the state society to which transfer is desired, the signed form is sent to National Headquarter for registration. Assignment of a new state society number will be made by the Registrar General.”

3. Transfer of Membership from (Exhibit XI) is to be used when a transfer between State Societies is requested.

4. When transfer between State Societies has been completed, NSSAR will notify the affected Societies of the transfer.

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Section 6 - Preparation and Distribution of Minutes

A. NSSAR Handbook

1. Organization - Chapters - Minutes, page 78

"Minutes of a meeting should contain:

- 1-Kind of meeting, regular or special
- 2-Name of chapter or state meeting
- 3-Date and place of meeting
- 4-Presence of President and Secretary:of absent, their substitutes.
- 5-Whether minutes of previous meeting were approved or approved as corrected, reading dispensed with
- 6-Hours of meeting and adjournment
- 7-Number present (to comply with requirement for quorum
- 8-All main motions (except those withdrawn), points of order and appeal, and all other motions not lost or withdrawn

Minutes should be a record of what is done, and should not contain discussion or a record of what is said. The name of of the main motion and usually that of a seconder is recorded. The action taken on a motion is recorded."

B. General

1. Minutes should be recorded and published for every meeting of a chapter and a state society. This included meeting of an executive committee (or similar organization), Board of Governor's, etc..
2. Many chapters list the names of members and guests in attendance. While this is not required, it does provide an excellent record of attendance.
3. A brief description of the program should be entered into the minutes. This should include the name(s) of the speaker and the name of the organization represented.

4. Any SAR award(s) presented at a meeting should be recorded in the minutes to include name of award made, the name of the recipient, and their organization. If there is a separate write up on the recipient, a copy should be attached to the minutes. If not, a short history of why the recipient has been given the certificate, award and/or medal should be included in the minutes. Awards made outside chapter meetings (ROTC, etc.) since the last meeting should be included in the minutes with complete information as previously suggested.

#### C. Chapter

Distribution of chapter and/or chapter committee minutes on a local level is at the discretion of the chapter.

#### D. State Society

1. Minutes of KSSSAR Board of Governor's meetings of the state society, annual conferences of the state society, and any special meetings of the state society shall be distributed to all members of the Board of Governors, committee chairman, and any others designated by the KSSSAR President.
2. Duties of the KSSSAR Recording Secretary shall include:
  - Mailing notices of the time and place of all quarterly, annual and special meetings of the Board of Governors and the Society at least 10 days prior to such meetings to all members of the Board of Governors, Committee Chairmen and others designated by the President. If the general membership is affected, this notice may be in THE LIBERTY BELL newsletter. He shall be responsible for giving notice of all proposed amendments to the Constitution and Bylaws at least 30 days prior to the meeting at which a final vote will be taken.
  - Attending all such meetings, or appointing a substitute to act on his behalf and perform his duties.

-Making of an audio record of all important proceedings at such meetings, to be used as a basis for his report; and to retain such recording until the next meeting for examination.

-Distribute copies of these reports including all motions and actions thereon, all honors, all awards, etc., to all members of the Board, the Newsletter Editor, and others designated by the President.

-Maintains a file or book of all such reports which shall be open for inspection at all times by members of the Society. This record as well as a file of all correspondence shall be turned over to his successor



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Section 7 - Request for DAR Ancestor or Member Application

A. NSDAR Handbook

1. Registrar General - Record Copy

10-25-02  
\$ 5.<sup>00</sup>  
"Copies of DAR application papers of deceased, resigned or dropped members may be ordered from the office of Registrar General, Record Copy, for a fee of ~~\$4.00~~, check payable to Treasurer General, NSDAR, (Non-refundable). By a 1967 Executive Committee Ruling, papers of active members may be requested by the following:

- 1-Members of NSDAR (give DAR national number)
- 2-Prospective member of NSDAR (give name of chapter)
- 3-Genealogist of CAR
- 4-Official Registrar and/or Official Genealogist of SAR
- 5-Official Registrar of S.R.

If the request does not clearly name one of the above categories, a copy of paper of a deceased, resigned or dropped member will be furnished.

"Requests for Record Copy MUST be brief. State concisely what is needed. If you don't type, print the name of Revolutionary ancestor, and for a specific paper, the full name and DAR national number of member or former member. Each request may ask for the most recent paper on the Revolutionary service of a specific person. If known, the request may name the ancestor's child through whom the applicant descends. There is no guarantee as to the completeness of the paper available and copies of data listed on the paper will not be furnished."

B. General

The request to the NSDAR can be made on the form "Request Form for Copy of Ancestor or Member Application". (Exhibit XI)

Each request to the NSDAR can be made directly with the individual requesting the information or through the KSSAR Membership Secretary or Registrar.



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Section 8 - Change of Address

A. Chapter Representative

1. Immediately upon learning of a change of address for a member of your Chapter, complete a "Change of Address" form and send it directly the KSSAR Membership Secretary. (Exhibit XII)
2. Correct Chapter records to reflect new address

B. KSSAR Membership Secretary

1. Upon receipt of a Change of Address notice from a Chapter, the Membership Secretary will notify the
  - a. THE LIBERTY BELL Newsletter Editor or address file
  - b. KSSAR Treasurer
  - c. KSSAR Recording Secretary
  - d. NSSAR, National Headquarters
2. If the Membership Secretary receives a change of address notice from other than a Chapter Representative, he will notify the Chapter in addition to those named above.
3. Upon receipt of a newsletter returned for address, the Membership Secretary will forward a request to the Chapter to confirm the correct address and to complete a "Change of Address" form.
4. The Membership Secretary will correct the State records to reflect the current address.



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**Section 9 - Notification of Death**

A. Chapter Representative

1. Upon learning of the death of a Compatriot, the Chapter Representative will complete the "Notice of Death" form and send it directly to the KSSAR Membership Secretary. (Exhibit XIII)
2. Chapter records are corrected to reflect current status.

B. KSSAR Membership Secretary

1. Upon receipt of a "Notice of Death" form from the Chapter Representative, the Membership Secretary will notify the following:
  - a. THE LIBERTY BELL Newsletter Editor or address file
  - b. KSSAR Treasurer
  - c. KSSAR Recording Secretary
  - d. KSSAR Chaplain
  - e. NSSAR, National Headquarters
2. If the Membership Secretary receives a notice of death other than from a Chapter Representative in addition to those mentioned above.
3. The Membership Secretary will correct the State records to reflect the current status.



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***PART III - PROCESSING INSTRUCTIONS***

Section 10 - Annual Dues Paid Report

A. Chapter Representative

1. When annual dues are sent to the KSSSAR Treasurer or Membership Secretary, PLEASE submit a well organized computer output or typed report, showing national and state membership numbers and the name of each member for which dues are being submitted.

Only dues for the current year to be paid before April 1st, will be listed on the report. Dues transmitted after April 1st, must be accompanied by a "Request for Reinstatement" form (Exhibit XV).

2. The Dues report is to be provided with three copies by the chapter office and distributed as follows:
  - a. Original copy - KSSSAR Membership Secretary
  - b. Second copy - KSSSAR Treasurer (with payments)
  - c. Third copy - Chapter files.
3. The due date of April 1st is very critical and all dues and "Annual Dues Transmittal" reports must be received by the KSSSAR Membership Secretary and Treasurer by this date in order that accurate annual reports can be submitted to NSSAR by April 1st.

Members whose dues are received after April 1st will be dropped and must be reinstated to become active again. It would be most helpful if the Chapter Representative would submit dues in batches as they are received rather than wait until all dues are received on the last day as outlined above.

B. KSSSAR Treasurer

1. The Treasurer will reconcile the count of total members with dues paid for the current year and cooperate with the Membership Secretary in preparation of the Annual Membership Report.

2. The chapter dues report(s) shall be retained by the Treasurer in his permanent file.

C. KSSAR Secretary

1. The Secretary will utilize this report to prepare NSSAR Annual Reports. Total active members and those members dropped for non-payment will be determined from this report and the current roster.

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Section 11 - Life Membership

A. NSSAR/KSSAR Life Membership

1. KSSAR BYLAWS, 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 bylaws 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 Sons of the American Revolution, provided that the National Life Membership be purchased either before or concurrently with the state (Kansas) Life Membership. The terms and conditions of any such contract shall be authorized by action of the Board of Governors of the Sons of the American Revolution at any regularly scheduled meeting thereof"

2. Applications for Life Membership, either KSSAR or NSSAR, must be routed through the KSSAR Membership Secretary.
3. The current cost for a NSSAR Life Membership is \$500.00 and the current cost for a Kansas Society SAR Life Membership is \$150. ✓
4. A separate KSSAR Life Membership Trust Fund has been established and is administered by the KSSAR Board of Trustees of the American Heritage Fund. Annual state dues of KSSAR Life Members are paid from the annual proceeds of this fund.

C. Member

1. A member in good standing who desires to join the NSSAR and KSSSAR Life Membership Plan will submit his application and payment for the appropriate amount payable to the KSSSAR Treasurer. The Treasurer will credit this payment to the member, deposit this check, reissue a check to the Treasurer General, NSSAR, and forward payment to the Executive Director, NSSAR.

D. KSSSAR Treasurer

1. Upon approval and enrollment of a member in the KSSSAR Life membership plan of the Kansas Society, the Treasurer will notify the Membership Secretary and the Member's Chapter.
2. The Treasurer will maintain a file of NSSAR and KSSSAR Life Members so that he can reconcile dues paid to NSSAR with the total active members in the State.
3. The Treasurer will render a report of all Life Members (NSSAR and KSSSAR) in the Kansas Society at the Annual Meeting of the Society held each March. This report will include the numbers, name, and chapter of each Life Member and a copy will be filed with the Membership Secretary.

E. KSSSAR Membership Secretary

1. The Secretary will maintain a file of KSSSAR Life Members so he can reconcile the National dues paid to NSSAR with the total active members in the State.