

KANSAS SOCIETY  
of the  
SONS OF THE AMERICAN REVOLUTION

HANDBOOK

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PURPOSE OF THE HANDBOOK

As most Chapter Officers of the Kansas Society of the Sons of the American Revolution (KSSAR) 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 National Society of the Sons of the American Revolution (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 in an electronic format.

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 file will be available to him on the Kansas Society website or from a member of the Handbook Committee.

RJ  
May 2012

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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 Conference**

The Annual Conference 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 - 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 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 first class mail at least 30 days before the meeting, and the same has been approved by a majority vote of the members present at said meeting.

**Article VIII - 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 Fees and Dues**

Application for membership in the Kansas Society must be made on forms approved by the National Society, with one original accompanied by documents of proof of qualification, and payment of the application fee and dues as prescribed by the National Society, the Kansas Society, and the local chapter.

After review and approval by the local chapter registrar, the membership application, supporting documents, state and national fees and dues shall be transmitted to the Kansas Society Registrar.

Following State Registrar approval, the application and supporting documents along with the required national fees and dues shall be forwarded to the Genealogist General of the National Society. Upon approval by the National Society of SAR, 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 Conference 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 may include an additional processing fee as determined by the Board of Governors.

**Section 3 Annual Dues Deadline**

Members of the Kansas Society shall be those members who have paid their current annual dues. All membership dues are paid on a calendar year basis and due annually before January 1. All members failing to pay their regular annual dues by January 1st shall be considered inactive and not eligible for the benefits of an active member (voting privileges, receiving The SAR Magazine and Liberty Bell, invited to attend scheduled meetings of the chapters, Kansas Society and National Society or eligible for any leadership role within the Society.)

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The National Society establishes the deadline for determining when members are required to pay annual dues. Annual membership dues payable to the National Society shall be remitted by the Kansas Society Treasurer when due. KSSSAR must pay National dues for all members of KSSSAR whose names have not been certified to the National Society to have been declared inactive members of the Kansas Society.

**Section 4a - Election of Officers**

All officers shall be elected by ballot when requested at the appropriate Annual Conference. A majority of those qualified member present and voting shall be required for election. Officers shall serve two years and shall hold office until a successor has been duly elected and qualified. 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 Conference, subject to election at the Annual Congress of the National Society.

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 Conference.

**Section 4b - President**

The President shall preside at the Annual Conference 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 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 4c - 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 4d - 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 4e - 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.

A new member shall pay National Society dues for the calendar year in which his application is approved. The State Society shall determine when the dues of its members are to be collected; provided, however, that the State and National Society dues for any application approved after October 31 shall be credited to the following year.

The Membership Secretary shall receive and forward certificates of membership to members in good standing. He shall keep a correct account of each chapter's payments and shall transmit to the Treasurer all fees and other money he may receive.

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

**Section 4f - 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 also be a member of the KSSAR Board of Trustees for the Kansas Heritage, Life Membership, Lewis H. Kessler Trust Fund and any future trust funds of the Kansas Society.

**Section 4g - Registrar**

The Registrar shall have the care and custody of all genealogical papers, manuscripts and documents belonging to the Society, and shall keep a complete record of the same. At the Annual Conference each year he shall cause to be reported the names of any deceased-members. He may also call attention to and give information on membership.

**Section 4h - 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 along with the current President, shall select its' members.

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.



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All recommendations must be received by January 15th preceding the Annual Conference.

**Section 5a - 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 American 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, of the 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 Bylaws of the National Society. An active member must be a chapter member at the date of his enrollment.

All funds collected in payment for a life membership contract shall be designated as Restricted Funds of the Society subject to the governance and management of the Trust Fund Board of Trustees, and until all life membership obligations of the life membership contracts have been met or the Society has terminated its offering of life membership contracts, shall be invested solely for the purpose of meeting the obligation of the Society to pay the annual Kansas Society dues for these life members during their natural lifetimes.

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 5b - 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.

**Section 6a - The Funds of the Kansas Society — Operating and Restricted**

1. Operating Funds shall consist of all funds used for the purpose of operating the Society on a daily basis. This includes checking, savings, money market account or any other financial instrument considered to be used for short term.

a. The operating funds governance shall be at the discretion of the Treasurer with the approval of the President. The President and Treasurer shall be the minimum

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signatures required on each account.

b. All funds shall be deposited with a federally insured financial institution.

c. The disbursements of these funds shall be made in accordance with the budget approved at the Society's annual conference or by special appropriation made by the Board of Governors.

2. Restricted Funds are the Kansas Heritage Trust Fund, the Kansas Society Life Membership Trust Fund, the Louis H. Kessler Fund and any future restricted funds of the Kansas Society.

a. The restricted fund investment governance shall be at the discretion of the Society's Trust Fund Board of Trustees.

b. The Trustees may invest in other than FDIC insured Certificates of Deposit and U.S. Government Securities.

i. Life Membership as previously defined in Section 5 of these Bylaws.

ii. Kansas Heritage fund are restricted for the designated purpose of providing income for youth related programs as defined by the Board of Governors.

a) Youth activities refers to those NSSAR youth programs (Rumbaugh Orations, Knight Essay, etc.) or other youth related programs defined by an action of the Board of Governors.

b) Any youth programs cost in excess of the Restricted Fund shall come from the Operating Funds.

iii. The return on investments shall be maximized for the benefit of all Restricted Fund members.

a) All fund investment will be pooled to generate an income amount to be shared by the Restricted Funds.

b) On January 10th of each year, the Society's Treasurer shall compute the pro rata amounts of each fund as to the total Restricted Funds. Each Restricted Fund member shall take as their income for the year that pro rata share as computed.

c) The Trustees may elect to move investment of these Restricted Funds at any time from one form of investment to another, as they consider necessary or prudent in order to improve the return on investment or safety of these funds.

c. Restricted Funds Accounting Policy:

i. Life Membership Fund: On or about December 31st of each year, the Treasurer shall invest in designated Life Membership Funds from the Operating funds all new Life Membership monies collected during the past year. On or about January 1 3t of the New Year, the Treasurer shall request a check from the investment firm; an amount equal to the number of Kansas Society Life Members times the cost of annual dues per member, and deposits this amount in the Operating Funds account.

a) This amount requested shall not exceed the Life Membership Fund income generated for the year just ended.

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- b) Eighty percent (80%) of any remaining balance of the year ended income from the Life Membership Fund shall be used for the purpose of paying the annual expenses of youth program activities.
- c) The Treasurer shall report to the Membership Secretary by December 31st the names of all Life Members who have paid annual dues to chapters.

ii. Kansas Heritage Fund: The income from related investments, and any funds from the Life Membership Fund, shall be used for the purpose of paying the annual expenses of the youth program activities.

- a) Amounts may be withdrawn as required.
- b) Any remaining restricted operating funds shall be returned to the Restricted Fund and invested pro rata (see above) in Life Membership Fund and the Kansas Heritage Fund investments

iii. Lewis H. Kessler Book Fund: To be used for the purchase of books in libraries.

**Section 6b - Trust Fund Board of Trustees**

The Kansas Heritage Fund, the Life Membership Trust Fund, the Lewis H. Kessler Fund, and any and all future trust funds 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.

Each of the three Trustees appointment by the President shall be for a period of three (3) years with one member completing his term each year. Following the Annual Conference of the Kansas Society, the President of the Kansas Society shall appoint a replacement for the Trustee leaving the board, plus any additional appointment(s) necessary to fill a vacancy(s). 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.

All Trust Funds shall be administered in accordance with the terms of the payment or gift.

**Section 6c - 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.

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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<sup>7</sup> to the extent applicable such funds shall be transferred subject to the same restrictions.

**Section 6d - 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.

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. Officers' Reports
4. Committee Reports
5. Chapter reports
6. Old and Unfinished Business
7. New Business
8. Election of officers, at the Annual Conference of the Kansas Society
9. Election of delegates to the Annual Congress of the National Society at the Annual Meeting of the Kansas Society
10. Adjournment

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

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**Section 9 - Amendments**

These By-laws may be amended by a majority vote of qualified members present and voting at any annual conference or special meeting of the Society, provided such amendments have been presented in writing to the Board of Governors or a previous annual conference 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 will be eleven (11), unless dispensation is granted by the Board of Governors, or a lesser number of members representing a geographical area of the State, sparsely populated. In no case shall the number of members be fewer than five (5).

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**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 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. Two copies of the application on National Society SAR watermarked archival paper are required.
  - 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.
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

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C. Registrar, KSSSAR

1. Upon the receipt of a properly completed application from a Chapter Representative, the KSSSAR 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 KSSSAR 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 KSSSAR Registrar will sign and date the application and send them, along with all proofs and the applicant's personal check, to the KSSSAR Membership Secretary.
4. The KSSSAR 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 KSSSAR 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 KSSSAR Membership Secretary will send a copy of the Acceptance Letter (Exhibit II) along with a copy of the application to the KSSSAR 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 KSSSAR Registrar records.
7. Guidance for the KSSSAR 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>).

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 send to the KSSSAR Registrar, Treasurer, and Newsletter Editor.



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3. Membership Certificate is signed by the KSSAR Membership Secretary and is forwarded to the KSSAR 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 KSSAR 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 KSSAR 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 from 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.
4. The KSSAR Registrar will keep a record of all applications sent so that he can determine that all 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.

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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>).

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 KS SAR 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. KSSAR

1. KSSAR BY-LAW, Section 3, Annual Dues Deadline.

"The National Society establishes the deadline for determining when members are required to pay annual dues. Annual membership dues payable to the National Society shall be remitted by the Kansas Society Treasurer when due. KSSAR must pay National dues for all members of KSSAR whose names have not been certified to the National Society to have been declared inactive members of the Kansas Society."

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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**PART III - PROCESSING INSTRUCTIONS**

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, but will continue to pay his National, State and Chapter dues only in his home state. He will pay the state and chapter dues only as a dual member in other states and will not be reported to the National Society as a member on their rosters. He will be eligible to hold office and be a delegate from his dual state or home state, but not in both societies. "
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 MEMBERSHIP

A. NS SAR 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.

"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. The Transfer Form is sent to National Headquarter for registration once it is signed by the secretary of the state society to which transfer is desired, and secretary of the state society to which transfer is desired. 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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**PART III - PROCESSING INSTRUCTIONS**

Section 6 –Preparation and Distribution of Minutes

A. NSSAR Handbook

1. Organization - Chapters - Minutes

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"Minutes of a meeting should contain:

- 1-Kind of meeting, regular or special
- 2-Name of chapter or state society meeting
- 3-Date and place of meeting
- 4-Presence of President and Secretary: if absent, their substitutes.
- 5-Whether minutes of previous meeting were approved or approved as corrected, or dispensed with the reading
- 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 not contain discussion or a record of what is said. The name of the person who makes the motion and who seconds it are 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.

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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 KSSAR 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 KSSAR President.

2. Duties of the KSSAR 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.

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-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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PART III - PROCESSING INSTRUCTIONS

Section, 7 - Request for DAR Ancestor or Member Application

A. NSDAR Handbook

1. Registrar General - Record Copy

"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 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). Also, searches and requests can be made online at <http://services.dar.org/publicdar/research/search/> The site allows searches by Patriot Ancestor name, "A" number which is assigned by DAR for research or by a DAR member. The copy when ordered online and paid by credit card is available immediately.

Also, copies of SAR applications approved before 1970 are available on the Ancestry.com website (read only). Copies may be ordered from National SAR.

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**Part III - PROCESSING INSTRUCTIONS**

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 files
  - 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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**PART III - PROCESSING INSTRUCTIONS**

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 files
  - 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. KSSSAR Membership Secretary

1. The Membership 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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**Part III - PROCESSING INSTRUCTIONS**

Section 11 - Life Membership

A. NSSAR/KSSAR Life Membership

1. KSSAR BYLAWS, Section 5a — 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 Kansas Society 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 and the current cost for a Kansas Society SAR Life Membership should be obtained from the Kansas Society Treasurer and Membership Secretary.

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 KSSAR Life Membership Plan will submit his application and payment for the appropriate amount payable to the KSSAR 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. KSSAR Treasurer

1. Upon approval and enrollment of a member in the KSSAR 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 KSSAR 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 KSSAR) 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 .

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E. KSSAR Membership Secretary

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

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**PART IV — ADMINISTRATION**

Section 1 - NSSAR Annual Reports

A. General

1. KSSSAR submits a roster of all paid active members to National Headquarters as of April 1 each year along with the detail of changes in membership during the year. A copy of the report is attached as Exhibit XVI (note that only one page of the roster is included). The KSSSAR Membership Secretary is responsible for the preparation and submission of the report on a timely basis. This report is due at National Headquarters on January 1st each year.

B. Chapter Representative

1. The Chapter Representative will process all changes in membership throughout the year by promptly notifying the KSSSAR Membership Secretary in writing, changes include transfers, reinstatements, deaths, changes of address, etc.
2. The Chapter Representative will provide the reconciliation of members for his chapter each year to the KSSSAR Membership Secretary.

C. KSSSAR Membership Secretary

1. New Member Application, Transfers, Reinstatements and Dual Membership Applications are forwarded to NSSAR for approval by the Membership Secretary. Upon receipt of the Approval Letter, NSSAR, the Membership Secretary will update his records and send notification to KSSSAR Registrar, THE LIBERTY BELL newsletter address file, KSSSAR Treasurer, and the appropriate chapter.
2. Changes of Address, Death and Resignations as received by the Membership Secretary are used to update his records. Notifications of these changes are then sent to NSSAR, THE LIBERTY BELL newsletter address file, KSSSAR Treasurer, and KSSSAR Chaplain (deaths).

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3. The Membership Secretary will prepare the Annual Reports to NSSAR utilizing his updated records, the prior Annual Reports, the Chapter reports, the Transmittal of Dues reports and a final reconciliation of dues paid with the KSSSAR Treasurer, and submits to National Headquarters.

D. KSSSAR Treasurer

1. The Treasurer will update his records throughout the year and reconcile those who have paid dues for the next year to determine total active members and dropped members (for nonpayment of dues) at year end. These members will be reconciled with the Membership Secretary. When in agreement, the Treasurer will send a check for National dues to the Membership Secretary to be sent to National Headquarters with the Annual Reports. This check should be made payable to the Treasurer General, NSSAR.

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Section 2 - Annual Conference

A. General

Article V, of the KSSSAR Constitution states:

"The Annual Conference 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 Constitution of the National Society. A quorum shall consist of at least 15 members, but a lesser number may adjourn to a future time. Each member in good standing shall be entitled to one vote."

A Vice President is charged by the Board of Governors to be responsible for selecting an appropriate site for the Annual Meeting and presenting it to the President and Board for approval. This should be done as early as possible each year prior to the Annual Meeting and certainly no later than the May meeting of the preceding year. Upon approval by the Board, the Vice President will confirm reservations with the hotel or facility (in writing with a copy to the President).

The President may serve as chairman of the arrangements for the Annual Meeting or may appoint a chairman but retain the responsibility of monitoring all progress reports.

Following is a listing of details that require special attention:

1. Hotel liaison, facilities, room cost, menus, cash bar
2. Banquet room decor, table arrangements, favors music, special entertainment
3. Dinner program, speaker, and invitation list
4. Addressing and mailing special invitations
5. Meeting program and printing costs
6. Operating Budget and Reservation list
7. Color Guard
8. Publicity
9. Hospitality for the ladies
10. Protocol, medals and awards
11. Friday evening dinner and entertainment
12. Special Memorial Service
13. Orations Contest
14. Eagle Scout Recognition

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Section 3 - LIBERTY BELL newsletter

General

The LIBERTY BELL is the official publication of the Kansas Society of the Sons of the American Revolution and is used to notify all members of news and business of the Society, including official notices as required by the KSSAR CONSTITUTION and BYLAWS.

THE LIBERTY BELL is issued four times a year

Spring Issue (May) - Deadline for copy and pictures is the date of the Annual Meeting in March.

Summer Issue (August) - Deadline for copy and pictures is the date of the June Board of Governors' meeting.

Fall Issue (November) - Deadline for copy and pictures is the date of the August Board of Governors' meeting.

Winter Issue (February) - Deadline for copy and pictures is the date of the November Board of Governors' meeting.

Each of the four issues includes information in a timely manner about the National Congress, the National Trustees' meetings, the South Central District meetings, the Kansas Society's Annual Meeting and its Board of Governors' meetings.

To keep the publication as interesting and readable as possible, chapters are urged to submit their reports on a regular basis along with reproducible quality photos, with each picture completely identified: who, what, when, why, where, how. Each chapter is asked to name a reporter who will stay in touch with THE LIBERTY BELL editor.

The newsletter editor is responsible for seeing that all the functions are handled: collecting the news and announcements, writing the material, editing, proofreading, laying out the pages, printing, folding, labeling the newsletter, sorting and mailing on a timely basis.

The Membership Secretary will supply a current set of mailing labels to THE LIBERTY BELL editor upon request.

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The newsletter editor is responsible for submitting copies of THE LIBERTY BELL to the proper persons at National Headquarters for competition with other newsletters.

The mailing list for each issue of the LIBERTY BELL will include the following:

President General, NSSAR

Secretary General, NSSAR

Vice-President General, South Central District, NSSAR Chairman,

Newsletters and Periodicals Committee, NSSAR

Librarian, NSSAR Library

Selected libraries in Kansas



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Section 4 - NSSAR Rules of Protocol

A. General

This set of rules of protocol is provided for your information and should be especially followed on the occasion of a visit by the President General.

GENERAL RULES OF PROTOCOL  
(Revised 8-91)

Observance of established rules of protocol will increase the prestige and dignity at SAR functions. The basic principles of protocol are to observe rules of ranking of office, courtesy and sound judgment.

The President General is the ranking officer of the National Society and should be regarded as the honor quest at all SAR functions. The State Society President is the highest ranking officer in his State Society and should receive such recognition. In his State he outranks a Vice President General. The Chapter President is the ranking officer and the ranking principle applies at Chapter functions.

In sequence of seniority, the National Society is first, the State Society is second, followed by the Chapter.

The ranking of National Society officers may be used as a guide for State Societies and Chapters:

President General, Former Presidents General, Vice Presidents General, Secretary General, Treasurer General, Registrar General, Historian General, Chancellor General, Surgeon General, Chaplain General, Genealogist General and Librarian General.

The ranking of State Society officers and Chapter officers is the responsibility of those units.

When National Society officers and State Presidents and/or officers of other organizations are present at SAR functions, their place may be determined by the office held and the organizational date of the respective society.

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A guide at precedence for a possible State Society function:

State Society President  
President General  
Governor of State or his Representative  
United States Senator  
United States Representative  
Mayor of City  
Former Presidents General  
National SAR Officers in order of seniority Visiting State  
Society Presidents  
Active Host State Society Officers  
Former National Society Officers  
National Presidents of other organizations State  
Presidents of other societies

SEATING

At National Society functions the President General, as presiding officer, occupies the place at the center. The order of precedence is as outlined above.

The place on the right of the President General is the next highest seat and the place on the left is the next highest seat, and down the line, alternating right to left.

For State Society functions, the State Society President, as presiding officer, occupies the center place. The highest ranking officer present is on the right, the next ranking officer on the left, following the precedence.

At luncheon and banquets, the number of people attending should determine the size of the head table in a reasonable ratio to the assemblage. If ladies are included at the head table, the ladies and gentlemen should be alternated in seating. If possible a lady should not be seated in the last chair at either end of the table.

A reserved front table can serve for a minister, musician, and lower ranking officer.

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GREETINGS AND RECOGNITION

The highest ranking guest should be introduced for any greeting with others in order of precedence.

It is wise to limit the number of greetings. It is unfair to the speaker and to the audience to have lengthy and many greetings. In many cases a quick recognition will suffice.

When introducing the head table or other special reserved tables, announcement should be made to withhold applause until all are introduced.

REQUEST FOR VISITS BY THE PRESIDENT GENERAL

Requests for visits by the President General should be made:

1. As soon as possible after his election. His schedule is normally set by September.
2. A letter of invitation should be sent to the President General with a copy to the Executive General.
3. The President General will attempt to visit each of the Districts of the National Society during his term of office. Vice-Presidents General of contiguous districts should confer to coordinate the invitations to the President General to allow the best coverage and minimize travel duplications.

The President General and his wife, if she accompanies him, are always guests of the inviting State Society or Chapter, which will arrange for hotel and other accommodations which should be the expense of the host organization. Meals are also the responsibility of the host.

The President of the State Society or Chapter inviting the President General for the visit should appoint an aide or host to meet the President General upon his arrival and assist him during his visit. The President General should be informed in writing of the arrangements made for him. Such notification should be explicit in regard to the expected participation by the President General in the program and if he is to speak, how long and other relevant details.

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Normally, the President General is the guest of honor and will be the principal speaker at the function.

The type and purpose of the function is the responsibility of the host State Society or Chapter. At a dinner meeting with black tie for the officers and head table guests, formal dress may be optional for other members and guests, enhancing the dignity and importance of the occasion.

In a receiving line, the presiding officer and his wife should be at the head of the line with the President General and wife next to him so that he may introduce the guests to the President General. The remainder of the receiving line should be in the order of precedence given previously in this section.

The President General and his wife are to be escorted to the head table last, with everyone standing in respect to the office. The presiding officer stands in his position, sits, and nods for everyone to be seated.

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FLAG PROTOCOL  
UNITED STATE CODE  
Revised 1985  
99th Congress, 1st session

During rendition of the National Anthem when the flag is displayed, all present except those in uniform should stand at attention facing the Flag with their right hand over the heart. Men not in uniform should remove their headdress with their right hand and hold it at the left shoulder, and hand being over the heart. Persons in uniform should render the military salute at the first note of the anthem and retain the positions until the last note. When the Flag is not displayed, those present should face the music and act in the same manner they would if the Flag were displayed there.

The Pledge of Allegiance to the Flag, "I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all," should be rendered by standing at attention facing the Flag with the right hand over their heart. When not in uniform, men should remove their headdress with their right hand and hold it at their left shoulder, the hand over the heart. Persons in uniform should remain silent, face the Flag, and render the military salute.

DISPLAY OF THE FLAG

It is the universal custom to display the Flag only from sunrise to sunset on stationary flag staffs in the open. The Flag should be hoisted briskly and lowered ceremoniously.

The Flag, when carried in a procession with another flag or flags, should be either on the marching right, that is, the Flag's right, or, if there is a line of other flags, in front of the center of the line.

The Flag should not be displayed on a float in parade except from a staff.

No other Flag or pennant should be placed above or, if on the same level, to the right of the Flag of the United States of America, except during church services conducted by naval chaplains at sea, when the church pennant may be flown above the Flag during church services for the personnel of the Navy.

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The Flag of the United States of America, when it is displayed with another flag against a wall from crossed staffs, should be on the right, the Flag's own right and its staff should be in front of the staff of the other flag. The Flag of the United States of America should be at the center and at the highest point of the group when a number of flags of states or localities or pennants of societies are grouped and displayed from staffs.

When displayed either horizontally or vertically against a wall, the union should be uppermost and to the Flag's own right, that is, to the observer's left. when displayed in a window, the Flag should be displayed in the same way, with the union or blue field to the left of the observer in the street.

When the Flag is displayed over the middle of the street, it should be suspended vertically with the union to the north in an east and west street, or to the east in a north and south street.

When used on a speaker's platform, the Flag, if displayed flat, should be displayed above and behind the speaker. When displayed from a staff in a church or public auditorium, the Flag of the United States of America should hold the positions of superior prominence, in advance of the audience, and in the position of honor at the clergyman's or speaker's right as he faces the audience. Any other flag so displayed should be placed on the left of the clergyman or speaker or to the right of the audience.

The Flag should form a distinctive feature of the ceremony of unveiling a statue or monument, but it should never be used as a covering for a statue or monument.

The Flag when flown at half-staff should be first hoisted to the peak for an instant and then lowered to the half staff position. The Flag should be again raised to the peak before it is lowered for the day. On Memorial Day, the Flag should be displayed at half-staff until noon only, and then raised to the top of the staff.

When the Flag is used to cover a casket, it should be so placed that the union is at the head and over the left shoulder. The Flag should not be lowered into the grave or allowed to touch the ground.

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RESPECT FOR THE FLAG

No disrespect should be shown to the Flag of the United States or America; the Flag should not be dipped to any person or thing. Regimental colors, state flags, and organizational or institutional flags are to be dipped as a mark of honor.

The Flag should never be displayed with the union down, except as a signal of the dire distress in instances of extreme danger to life or property.

The Flag should never touch anything beneath it, such as the ground, the floor, water or merchandise.

The Flag should never be carried flat or horizontally, but always aloft and free.

Bunting of blue, white and red, always arranged with the blue above, the white in the middle, and the red below, should never be used for covering a speaker's desk, draping in front of the platform, and for decoration in general.

The Flag should never be used for advertising purposes in any manner whatsoever.

No part of the Flag should ever be used as a custom or athletic uniform. However, a Flag patch may be affixed to the uniform of military personnel, firemen and members of patriotic organizations. The Flag represents a living Country and is itself considered as a living thing. Therefore, the lapel Flag, being a replica, should be worn on the left lapel near the heart.

The Flag, when it is in such condition that it is no longer a fitting emblem for display, should be destroyed in a dignified way, preferably by burning.

HOISTING, LOWERING AND PASSING THE FLAG

During the ceremony of hoisting or lowering the Flag, or when the Flag is passing in a parade or in review, all persons present except those in uniform should face the Flag and stand at attention with the right hand over the heart. Those present in uniform should render the military salute. When not in uniform, men should remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Aliens should stand at attention. The salute to the Flag in a moving column should be rendered at the moment the Flag passes.

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Section 5 – Color Guard

The KSSSAR Color Guard consists of all KSSSAR members who own uniforms or who wear the uniforms owned by their Chapters or who may be in borrowed uniforms that conform to the specifications of the KSSSAR Color Guard.

Specifications are: navy and buff Revolutionary War style; long white stockings; white gloves; black shoes with buckles; black tri-corner hat with special Kansas cockade.

Properties include: one Brown Bess musket; two drums with carrying belts; five fifes; one U.S. flag; one SAP. flag; one Kansas State flag; one large stationary KSSSAR banner with streamers; a large Betsy Ross flag; two small red and white parade banners; three flag-carrying belts; miniature U.S., SAR and Betsy Ross flags and flag bases for, table-tops.

Each chapter is encouraged to have its own color guard to present the Colors at each meeting and to participate in all local affairs and events that are appropriate to place the SAR to its best advantage in the public's eye. A leader should call for study of flag protocol and practice drill maneuvers for varied physical circumstances (table arrangements, room size and shape, etc.).

In addition to local events, as many as possible KSSSAR Color Guard personnel should plan to participate in these two major annual events: The KSSSAR Annual Meeting in March and the NSSAR Congress in June or July.

KSSSAR Color Guard members will be eligible to hold positions in the Color Guard, as noted below.

1. Field Officers to be identified with a Red Dot in the center of their cockade. Captains to be identified with a white dot and subordinates or lieutenants with a green dot. The dot will be no larger than the center of a paper enforcer ring.
2. Non-commissioned officers will be identified with a 2" cloth over their right shoulder boards. Sergeants with a red cloth, and corporals with a green cloth.
3. All chapters will have a Captain, lieutenant, sergeant, and corporal depending on membership. Seniority will be based on time in the Color Guard, with their Kansas number as a tie breaker.

The Kansas Color Guard is one of the largest in all of SAR.

Color Guard procedure for presenting the Colors:



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1. March in with the U.S. flag upright -no dipping except through the entry way. If marching two abreast, the Flag is on its own right.
2. Upon arriving in position, face the audience with the Flag at the speaker's right.
3. Hold the Flag upright for Invocation, Pledge to the Flag and Pledge to the SAR.
4. Leader commands, "Post the Colors".
5. Upon doing so, march out of the room and return to be seated.
6. Reverse the procedure to retire the Colors.

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SECTION 6 - Membership Fees and Dues

A. General

The admission fee for membership in the Sons of the American Revolution, shall be \$XX.XX except otherwise provided. The fee, shall be waived if the male applicant has not attained the age of 22, is a member in good standing of the Children of the Revolution, or the Washington Guard, has been elected a member of a state society of SAR and presents a transfer card to the Registrar General.

It is further provided that a son, grandson, brother, nephew, or grandnephew of a member of the SAR, DAR or SR may, before attaining the age of 25, be admitted to the Society upon payment of \$X.XX for his membership certificate; provided that the relative upon whose membership his application is based, or if deceased, was at the time of death, a member in good standing and has been elected to membership in the Society if the application follows the some established lineage of said member.

NEW MEMBER APPLICATION FEE AND DUES -

National Society application fee.....	\$XX.XX
First Year's dues .....	XX.XX
Kansas Society annual dues.....	X.XX
Chapter dues.....	
Total	

SUPPLEMENTAL APPLICATION FEE

National Society application fee .....	\$XX.XX
Kansas Society application fee .....	XX.XX
Total	

ANNUAL DUES

National Society dues,.....	\$XX.XX
State Society dues	X.XX
Chapter dues .....	
Total	

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Annual membership dues are due December 31 annually.

Members who have not paid their dues are automatically dropped from membership rolls April 1st.

When an application for membership has been completed, prepare one check for the total amount and make it payable to the Chapter Treasurer/KSSSAR. He will handle the proper distribution of the funds.

DUAL STATE MEMBERSHIP -

National Society dues (paid in home state)	\$ -0
State Society dues (Kansas) .....	X.XX
Chapter dues .....	
Total	

LIFE MEMBERSHIP -

National Society dues .....	\$XXX
KSSSAR .....	\$XXX

**\$XX.XX –National and State fees and dues amounts should be obtained from the Kansas Society Treasurer and Membership Secretary.**

All dues are to be paid together at the time of application.

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Section 7 - Chapter Organization and Operations

A. General

1. The NSSAR BYLAWS and Handbook as well as the KSSAR CONSTITUTION and BYLAWS have the rules, regulations, operating suggestions, guidelines, etc. for organizing and operating a Chapter of the Kansas Society of the Sons of the American Revolution.

B. NSSAR

1. BYLAW 2, Section 6

"Each State Society shall endeavor to promote growth in membership and interest in the objects of the Society and, to that end, shall aid in establishing local Chapters with such powers as it may deem proper, with this Constitution and Bylaws.

2. Handbook, VII - Organization of Chapters

CHAPTER OFFICERS

"The duties of chapter officers closely parallel those of the national and state counterparts, except that their work is limited to the chapter, and that they are elected or appointed in accordance with chapter bylaws."

FORMING A CHAPTER

"The local chapter is the most important link between the individual compatriot and the state and national societies. It is through the local chapter that the work of the national society is performed at the community level. Membership should be continually emphasized and whenever possible new chapters should be organized. The information presented here is designed as a guide for those compatriots who undertake the formation of a local chapter.

Obtain a list of those compatriots residing in a designated area and call them together for a pre-organizational meeting. Invite local members of the DAR who indicate an interest in being of assistance, especially in recruiting new SAR members."

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"When a sufficient number of members, as specified by the state society bylaws, desire to form a chapter, they may apply for a charter to the Membership Secretary of the state society. Most state societies require a minimum of 15 members, but if there are several prospective eligible candidates for membership, a dispensation may be granted for a lesser number.

Following application to the state society, a charter may be issued by that body. If desired, the charter may be kept open for a reasonable period of time to permit prospective members to file their applications and sign as "charter members".

Upon notification of the issuance of a charter by the state society, an organizational meeting should be held at which time the new chapter officers are duly installed by the President of the state society, and the charter is formally presented. If possible, the ceremonies should be accompanied by a dinner, to which members and guest are invited. The institution of a new chapter is an important event, and it is essential that ceremonies be conducted with dignity and impressiveness. A suggest ritual is available upon request from National Headquarters."

#### CHAPTER MEETINGS

"Experience has proven that the most successful chapters are those which meet on a regular schedule. Monthly meetings at a convenient location with adequate parking space are recommended. Due to the effect of vacation periods upon attendance, many chapters do not meet during July and August. Attendance at meetings is dependent upon the type of programs offered. It is often not necessary to transact all of the business of the chapter at the regular meetings. An executive committee consisting of the chapter officers and two or three compatriots from the general membership can ably manage normal affairs.

Reports by the President, Secretary, Treasurer and Registrar should be furnished at reasonable intervals. Action affecting chapter policy and projects should be submitted to the membership for a majority decision. To stimulate chapter growth, a membership committee should be appointed, and it should be its duty to contact and assist eligible prospective members into membership."

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Programs should be arranged by a program committee to insure interesting and constructive meetings, thus resulting in a greater attendance. Publicity for the chapter is of vital importance, and it should be sought for every SAR meeting and event. Special attention should be accorded the manner in which chapter meetings are conducted. Regardless of the purpose for which it is called, every meeting should be characterized by adherence to a uniform and proper procedure.

A United States Flag should always be displayed to the right of the presiding officer or principal rostrum. The SAR flag and the state flag should be placed to the left, in the same relative position. The following procedure for chapter meeting has been used by many chapters:

1. Call to order by the presiding officer. A gavel should always be used.
2. Invocation by the Chaplain or compatriot designated by the presiding officer.
3. Pledge of Allegiance to the Flag.
4. Pledge to the SAR.
5. Reading and approval of the minutes.
6. Officers' reports.
7. Committee reports.
8. Introduction of new members and guests.
9. Unfinished business
10. New business and correspondence.
11. Introduction of speaker or program.
12. Presiding officer's remarks and thanks to speaker or program principal.
13. Motion to adjourn.
14. SAR Recessional.
15. Benediction by the Chaplain or a designee.
16. Adjournment.”

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## MINUTES

Minutes of a meeting should contain:

1. Kind of the meeting - regular or special.
2. Name of Chapter or state society.
3. Date and place of meeting.
4. Presence of President and Secretary; if absent, their substitutes.
5. Whether minutes of previous meeting were approved, approved as corrected, or dispensed with the reading.
6. Hours of meeting and adjournment.
7. Number present (to comply with requirement of a quorum).
8. All main motions (except those withdrawn), points of order and appeal, and all other motions not 16th or withdrawn.

## CHAPTER ACTIVITIES

An active chapter should have interesting and productive activities. Some recommended projects are:

1. Arrange with local school authorities for the annual awarding of bronze Good Citizenship Medals to a limited number of qualifying students. Rules governing the program should be approved by both the school authorities and the chapter.
2. Arrange with local high school and/or college ROTC officials for the awarding of ROTC Medals. This SAR program has the full support and approval of the Department of Defense. Medals and Certificates are available from the KSSSAR State Chairman. Further details are available from National Headquarters.

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3. Arrange with local high schools for their participation in the Joseph S. Rumbaugh Patriotic Orations Contest. The National Association of Secondary School Principals has placed this contest on the Approved List of National Contests and activities. Copies of contest rules are available without cost from the National Headquarters.
4. Consider the possibility of sponsoring a local C.A.R. (Children of the American Revolution) Society. An organized C.A.R. Society always needs SAR support.
5. Make contact with local Eagle Scout Council ' representatives for their participation in the Eagle Scout Scholarships and Awards Program. Application forms, Certificates of Recognition, Eagle Scout Scholarship Patches, and the Eagle Scout SAR Medal are available for these awards are available from the KSSSAR State Chairman.
6. Honor a law enforcement officer with the SAR Law Enforcement Commendation Medal when justified by their bravery, length of service or contribution to the community.
7. Support the program for placing and dedicating SAR bronze markers at the graves of compatriots and Revolutionary War veterans.
8. Furnish capable and interesting speakers (or presenters in uniform) to schools, organizations, ceremonies, graduations, forums, and to radio and televisions stations, especially on patriotic holidays, anniversaries, parades, etc.
9. Provide framed facsimiles of the Basic Documents (Bill of Rights, Declarations of Independence) for local schools, libraries, courtrooms, government buildings, banks, police and fire stations, etc. Before framing, the words, "Presented by .... Chapter, of the Sons of the American Revolution" should be engrossed in small text at the bottom, positioned so that it will not conflict with the body of these documents. These facsimile documents are available from National Headquarters and will fit into standard 12" x 18" frames.



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10. Sponsor and participate in celebration of historic events and national holidays, especially Washington's Birthday, American History Month, Patriots Day, Veterans Day, Flag Day, Independence Day, and Constitution Week. A luncheon or dinner is particularly recommended, together with an interesting speaker and/or appropriate entertainment. Chapters frequently cooperate with local DAR chapters in joint meetings on some of these special occasions. Participate in the National Society's Historical Celebrations Award Program.
11. Take part in Volunteer Services Programs at local veterans' Hospitals, Clinics and/or Retirement homes. Participate in the National Society USS Stark Memorial Award and the General William C. Westmoreland Award Programs.
12. Award the SAR Medal of Appreciation to a member of the DAR who has provided outstanding assistance to a particular SAR chapter, especially in obtaining new members. The presentation, with adequate ceremonies, may be effected at an SAR or DAR event.
13. Take particular interest in the local schools, especially the text books issued or recommended, instructional personnel, and the program employed.
14. Encourage the award of SAR War Service Medals. Since many compatriots have served in the armed forces during World War I and II, the Korean War and the Southeast Asian War, such members may purchase the SAR War Service Medal from National Headquarters. It is recommended that the chapter formally present the medal at a meeting or fitting ceremony.
15. Arrange with local high school authorities for the participation by students who are in their Junior or Senior classes in the George Sand Stella M. Knight Essay Contest.
16. Promote "Honor the Flag" activities in support of the Admiral William B. Furlong Memorial Award Program.

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Section 8 - Avery Washburn Membership Retention Award

Originated in 1985 and named for the first President of KSSAR (1892-1894), this award is made to a representative large chapter (Over 50 members) and a representative small chapter (under 50 members) of the Kansas Society that retain the highest percentage of their membership by March 1st, compared to their membership on December 31st of the previous year.

Results are reported by the KSSAR Membership Secretary according to dues submitted by the chapter by or before the cut-off date of January 31st.

Two plaques are awarded - one for large chapters and one for small chapters.

In addition to the plaque, a monetary award of 50 cents is made to the above chapters for each retained member. In 1992 the KSSAR Board of Governors authorized this as an official expense of the Kansas Society, whereas, prior to that time, it had been an out-of-pocket expense of the KSSAR President,

It is the responsibility of the KSSAR Membership Secretary to determine the winning chapters each year and to see that both plaques are engraved in time to be presented at the KSSAR Annual Meeting.

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Section 9 - Colonial Soldier of the Year Award

This special plaque was designed in 1992 and was first presented in March 1993 to the KSSSAR member who had earned the most points in wearing his colonial uniform. Following are the criteria for this award:

ATTENDANCE IN UNIFORM

- 1 point - SAR Chapter function
- 2 points - SAR State function
- 3 points - SAR National function

- 2 points - DAR function
- 2 points - CAR function
- 2 points - Other

COLOR GUARD PARTICIPATION

- 1 point - SAR Chapter function
- 2 points - SAR State function
- 3 points - SAR National function (i.e., all or part of a Congress or Trustees' meeting)

- 2 points - DAR function
- 2 points - CAR function
- 2 points - Other

PERFORM OR BE MAIN SPEAKER IN UNIFORM OUTSIDE OF SAR MEETINGS

- 3 points in all situations

PARADE PARTICIPATION

- 5 points per parade

TELEVISION APPEARANCE OR PICTURE IN PUBLICATION  
(not LIBERTY BELL)

- 5 points each occasion

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SUCCESSFULLY RECRUITING ANOTHER SAR TO PURCHASE AND  
WEAR UNIFORM  
5 points per man

Each year the recipient's name, along with his chapter's name and the year, is engraved on a plate attached to the handsome plaque. Although the same compatriot may win more than once, he may not succeed himself. The winner retains the award from the date of Annual Meeting, when he receives it, until 30 days before the next Annual Meeting.

It is the responsibility of the Commander of the Color Guard to insure the award recipient is named in time each year and that the plaque is properly engraved and ready for presentation at the Annual Meeting in March.

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Section 10 - George Washington Birthday Celebration

Chapters are encouraged to celebrate the birthday of the "Father of Our Country", either singularly or in collaboration with other chapters. Support from the State Society will be given as much as possible upon given adequate written notice of the planned celebration.

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Section 11 – Kansas Heritage Fund

Established in 1984, the corpus of this fund has been made possible through voluntary contributions and by any surpluses from special projects of KSSSAR. The fund is an integral part of the Kansas Society, whose objectives are like those of its parent, The National Society of the Sons of the American Revolution: Patriotic, Historical and Educational.

In furtherance of these lofty goals, the Kansas Heritage Fund of KSSSAR is authorized to receive and administer all types of gifts donated to the Kansas Society. Such gifts are maintained separately from other assets of the Society.

Management of the Fund is vested in a five-member KSSSAR Board of Trustees, composed of the Treasurer as chairman; the Chancellor, and three appointed members of the Society, all from different chapters. Each member serves three years on the Board of Trustees with one member being replaced every year. At least one member of the Board must have a Life Membership. No Trustee receives any remuneration for his services. Further, the Board of Trustees is not empowered to initiate or to execute projects, such functions being retained exclusively by the Kansas Society

The income from the Fund is used to finance the Eagle Scout Scholarship Program, the Joseph S. Rumbaugh Patriotic Orations Contest and any other programs approved by the KSSSAR Board of Governors.

The Fund is invested primarily in bank and savings and loan certificates of deposit although other investments may be made from time to time by the Trust Fund Board with special emphasis on safe investments and with changes in investment vehicle duly reported to the Board of Governors.

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Section 12 - Lewis H. Kessler Book Trust Fund

The Kessler Book Fund was named for its donor, Lewis H. Kessler, President of the Delaware Crossing Chapter in 1974.

By special trust agreement, the corpus of the fund, \$1,000, is invested for purposes of providing books to libraries in Kansas in memory of the donor. Only the income from the Fund may be spent.

The management of this Fund falls to the Board of Trustees of the Kansas Heritage Fund. Proceeds of the Kessler Fund and their use are reported regularly by the KSSAR Treasurer.

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Section 13 – Medals and Awards

**ALL AWARDS, AVAILABLE TO THE MEMBERSHIP ARE EXPLAINED  
QUITE THOROUGHLY IN THE NSSAR HANDBOOK.**

EACH CHAPTER should have a copy of the official NSSAR Handbook.

State officers should have a copy available to them as well.

KSSSAR, through the chapters, will present the SAR Appreciation medal to a Daughter of the American Revolution member that assists in recruiting three new members for KSSSAR. For each three (3) additional members recruited and signed up, an oak leaf cluster will be presented.

For a woman, who is not a member of the Daughters of the American Revolution, but helps with the recruiting of three (3) new members for KSSSAR, a Martha Washington Award may be presented. For each three (3) additional members recruited and signed up, an oak leaf cluster will be presented.

The Daughters of Liberty medal may be presented to a lady recommended by any officer of a Chapter, State or National Society, SAR, in appreciation for her unselfish devotion, tireless efforts and assistance to the SAR, and who has dedicated her time, energy, ability and/or finances to the organization in support or furtherance of the stated objectives of the National Society, SAR. This medal is considered second in importance only to the SAR Gold Good Citizenship medal and ranks all other SAR medal awards to ladies.

These awards may be requested from the KSSSAR Award Chairman.

**PLEASE NOTE:** This does not mean the above requirements are the only use of these awards.

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Section 14 - Internal Revenue Service Requirements

A. NSSAR Handbook

”The IRS requires that all subordinate organizations (in the case of the NSSAR, state societies and chapters and a few other related entities) obtain a 9-digit tax identification number. That number must be linked to the NSSAR’s group exemption number (0690) meaning that the subordinate organization carries the rights and obligations of an organization exempt from federal income tax under section 501 (c)(3) of the Internal Revenue Code. All state societies and chapters should have one of these numbers, and if not, they should contact the Director of Finance at NSSAR headquarters to find out how to obtain such a number.

The National Society of the Sons of the American Revolution files IRS form 990 (Return of Organization Exempt from Income Tax) every year. The information in this report applies only to the operations of the National Society. Financial and other data pertaining to the state societies and chapters is not included in this return. Each subordinate must file its own form 990.

Generally, a subordinate which has averaged less than \$50,000 in gross receipts (\$25,000 for tax years ending after December 31, 2007 and before December 31, 2010) over the current and previous two years can file form 990-N, an electronic post card. This is an Internet based filing and there is no option for filing a paper report. The report can be filed by visiting the IRS web site at [www.irs.gov](http://www.irs.gov) and clicking on the “Charities & Non-Profits” link. “

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Section 15 - PREPARATIONS FOR HOSTING A KSSAR ANNUAL MEETING

To assist in the successful planning of a KSSAR Annual Meeting, please consider the following –

- A. At least six months prior to the planned meeting, and at a scheduled Board of Governors meeting, hotel representatives be requested to present their facilities for consideration and for a vote of the compatriots in attendance,
  
- B. After this approval, the work of the annual meeting committee begins with these considerations and not necessarily in this order after items 1 and 2.
  - 1. Establish a budget for the meeting.
  - 2. With a hotel representative, meals cost, banquet and meeting room setup, hospitality room setup, blocks of sleeping rooms, etc. are discussed.
  - 3. Banquet arrangements to include table Decorations, seating arrangements and place cards, program speaker, musical program, are determined.
  - 4. Special invitations mailed (January).
  - 5. Notice of meeting published and included in the Liberty Bell for distribution in the winter issue.
  - 6. Color Guard arrangements.
  - 7. Ladies hospitality - room in hotel and ladies activities determined.
  - 8. Publicity
  - 9. Friday evening activities - special event
  - 10. Printing of meeting programs, banquet programs, tickets, name tags, and assembly of attendee's packets in envelopes.
  - 11. Awards - Avery Washburn, Participation, and other certificates and medals.
  - 12. Memorial Services - small flags and "Taps".
  - 13. Eagle Scout recognition
  - 14. Orations contest
  - 15. Staffing of registration table by host chapter

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Section 16 - PREPARATIONS FOR HOSTING A KSSSAR BOARD MEETING.

To assist in planning for a successful Board of Governors meeting, please consider the following --

A. Determining a location for each quarterly meeting is the responsibility of the Kansas Society Board of Governors. Whenever possible it is preferred these meetings be held at various locations around Kansas to enable all members of the Kansas Society the opportunity to attend and participate as well as host a meeting.

B. The hosting chapter representative will determine

1. location and costs of the meeting place,
2. room setup - adequate for presentation of the colors and a setup into a hollow square for the Board meeting,
3. the menu selection and meal costs,
4. podium, glasses, water and coffee for the meeting room,

The host chapter will inform the KSSSAR President of the expected costs for each meeting prior to confirming final reservations for the meeting.

He will then determine the cost for each member attending and inform the KSSSAR Treasurer of the cost to be collected and the expense to be paid to the provider of the meeting place and meals.

C. Each KSSSAR committee member, each state officer, each chapter president will provide written reports for those in attendance.

At a minimum the State President and the "Liberty Bell" editor requires copies of each report given to compatriots attending.

D. It is preferred that the KSSSAR President or Corresponding Secretary send an early postcard notice of each upcoming meeting to all state officers, committee chairmen, and each chapter president and secretary. Then again 45 days before each meeting, a meeting agenda is mailed to the same compatriots.



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Section 17 – YOUTH CONTEST PARTICIPANTS

- A. All personal contact with Youth Contest participants shall include another adult over age 21. (1)
- B. All communication shall include an adult over the age of 21. (2)
- C. No direct contact to the Youth Contest participant via one-to-one communication shall take place. (3)
- D. All compatriots shall refrain from establishing private channels of communication via social media products. (4)
- E. Contact between the Youth Contest participants should be limited to: Kansas Society president, vice president, treasurer, contest chairman, national trustee, sponsoring chapter president, and sponsoring chapter contest chairman. All other compatriots shall refrain from contacting Youth Contest participants. (5)
- F. Any images or videos of the Youth Contest participant shall be for the purpose of dissemination to a SAR publication or electronic media or press release only when accompanied by a signed release by the Youth Contestant's parent. (6)

Definitions & Comments:

- (1) That person could include the parent, another SAR compatriot, a compatriot's spouse, or a school teacher, for example. Contact includes: face to face meetings or travel in a private vehicle.
- (2) Communication includes phone calls or emails. (Social media and direct contact is defined separately). Communication directly with the Youth Contest participant is strongly discouraged. Phone calls shall include another adult, which could be a compatriot's spouse, the Youth's parent, for example. Any email communication shall include a carbon-copy (CC) to another adult(s), preferably the Youth's parent. Alternatives include the Kansas Society president.
- (3) This could include texting, video images or imaging, emails, or social media communication channels.
- (4) Creating private connections or friendships through social media channels compromises the goal of maintaining the privacy of the Youth Participant and potentially jeopardizes the reputation of compatriot and SAR.
- (5) Only those who have a need to contact or communicate with the youth shall do so. All other compatriots shall refrain from interacting with the Youth Contest participant.
- (6) All other compatriots shall refrain from taking images or videos for their private use.

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Section 18 - HANDBOOK DISTRIBUTION

KSSAR Officers

1. President
2. Vice-President
3. Assistant Vice-President
4. Assistant Vice-President
5. Membership Secretary
6. Recording Secretary
7. Treasurer
8. Registrar
9. Chaplain
10. Chancellor
11. Historian
12. Publicity
13. Genealogist
14. Delegate-at-Large
15. National Trustee
16. Alternative Trustee

Chapter President and Secretary

17. Bennington
18. Charles Robinson
19. Delaware Crossing
20. Fort Hays
21. Fort Scott
22. Henry Leavenworth
23. Konza Prairie
24. Monticello
25. Sons of the Plains
26. Thomas Jefferson
27. Washington

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**KSSSAR Committees**

The following Committees have been established by the Kansas Society Board of Governors.

1. Audit
2. Americanism
3. Rumbaugh Historical Orations Contest
4. Knight Historical Essay Contest
5. Americanism Poster Contest
6. Eagle Scout Essay Contest
7. JROTC Awards
8. Service Awards – Law Enforcement, Fire Safety and EMT
9. Medals and Awards
10. Partners in Patriotism
11. Veterans Affairs
12. Nominating
13. George Washington Endowment
14. CAAH
15. CAR Liaison
16. KSSSAR Heritage Trust Fund
17. Life Membership
18. By-Laws
19. KSSSAR Handbook
20. Liberty Bell
21. Membership
22. Publicity
23. Webmaster
24. Color Guard