

Kansas Society
Sons of the American Revolution



Handbook

Volume II:

Processing and Administrative Instructions

Website: ksssar.org

Facebook: <https://www.facebook.com/mckssar>

Table of Contents

Part I: Processing Instructions	1
SECTION 1 - APPLICATION FOR MEMBERSHIP.....	1
SECTION 2 - SUPPLEMENTAL APPLICATIONS	2
SECTION 3 – APPLICATION FOR REINSTATEMENT OF MEMBERSHIP	4
SECTION 4 - APPLICATION FOR DUAL MEMBERSHIP.....	4
SECTION 5 -- APPLICATION FOR TRANSFER MEMBERSHIP	4
SECTION 6 – PREPERATION AND DISTRIBUTION OF MINUTES	4
SECTION 7 - CHANGE OF CONTACT INFORMATION	6
SECTION 8 - NOTIFICATION OF DEATH.....	7
SECTION 9: ANNUAL DUES REPORT	7
SECTION 10 - LIFE MEMBERSHIP	8
Part II: Administrative Instruction	10
SECTION 1: NATIONAL SOCIETY ANNUAL REPORTS.....	10
SECTION 2: ANNUAL CONFERENCE AND PREPARATION ACTIVITIES.....	11
SECTION 3: LIBERTY BELL NEWSLETTER.....	12
SECTION 4: COLOR GUARD	13
SECTION 5: MEMBERSHIP FEES AND DUES	15
SECTION 6: CHAPTER ORGANIZATION AND OPERATIONS.....	16
SECTION 7: MEDALS, AWARDS, CERTIFICATES AND STREAMERS	26
SECTION 8: COLONIAL SOLDIER OF THE YEAR AWARD.....	30
SECTION 9: GEORGE WASHINGTON BIRTHDAY CELEBRATION	31
SECTION 10: KANSAS HERITAGE FUND	32
SECTION 11: LEWIS H. KESSLER BOOK TRUST FUND	32
SECTION 12: YOUTH CONTESTS PARTICIPANTS	33
SECTION 13: PREPARATIONS FOR HOSTING A KANSAS SOCIETY BOARD OF GOVERNORS MEETING	34

Part I: Processing Instructions

SECTION 1 - APPLICATION FOR MEMBERSHIP

A. All applications for membership will be accordance to the National Society's Constitution, Article III, Eligibility for Membership.

B. Chapter Registrar

1. Upon the receipt of a completed Application for Membership from a prospective member, the Chapter Registrar or designate representative will make certain that the application:
 - a. Has been completely and properly completed using the proper authorized form. Two copies of the application on National Society watermarked archival paper are required.
 - b. Is signed by the prospective member.
 - c. Is signed by a sponsor and a co-sponsor in the proper manner.
2. The Chapter Registrar 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 Registrar will send the properly prepared and documented application with proofs attached to the Kansas Society Registrar. A personal check from the applicant in the proper amount (application fees and first year's dues) must be submitted with each application.

C. Registrar, Kansas Society

1. Upon the receipt of a properly completed application from a Chapter Registrar, the Kansas Society Registrar will again check for all 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 Kansas Society Registrar finds an error or incomplete proof, he will submit the problem in writing via electronic mail to any of the following - the Chapter Registrar, the Sponsor, or the Applicant without delay.
3. When the application is complete and correct, the Kansas Society Registrar will sign and date the application and send them, along with all proofs and the applicant's personal check, to the Kansas Society Membership Secretary.
4. The Kansas Society 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 Kansas Society Membership Secretary is ready to send the application to National Society, he will sign and date the application and will take a photocopy of the application until notified by National Society of its acceptance.
6. After the application has been accepted by National Society, the Kansas Society Membership Secretary will send a copy of the Acceptance Letter along with a copy of the application to the Kansas Society 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 Kansas Society Registrar records.
7. Guidance for the Kansas Society Registrar in performing his duties is contained in pamphlets issued by the National Society. The Kansas Society Registrar is responsible to maintain a current knowledge of all changes made to the application process by the National Society.

D. Membership Secretary, Kansas Society

1. Upon receipt of an Application for Membership from the Kansas Society Registrar, the Kansas Society Membership Secretary will obtain a check from the Kansas Society Treasurer for fees made to the order of the National Society Treasurer General. The personal check received with the application will be sent to the Kansas Society Treasurer for deposit. The Kansas Society Membership Secretary will send the original application, all proof of lineage and the check for the Treasurer General to National Society Headquarters along with two copies of the National Society Transmittal Form. A copy of the application will be returned to the Kansas Society Registrar. The application copy must be signed and dated by the Kansas Society Membership Secretary prior to mailing.
2. When the Acceptance Letter and Membership Certificate are received, a copy of the letter is sent to the Kansas Society Registrar, Treasurer, and Newsletter Editor.
3. Membership Certificates shall be signed by the Kansas Society Membership Secretary and is forwarded to the Kansas Society 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 for the Kansas Society President to sign as well. He will also prepare a Letter of Transmittal 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 material shall be sent to the Kansas Society President who will sign and forward to the Chapter President.

SECTION 2 - SUPPLEMENTAL APPLICATIONS

A. Chapter Registrar

1. Upon receipt of a completed Supplemental Application from a member, the Chapter Registrar or his 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 National Society.)
 - b. Properly signed by the submitting member. Complete mailing address and electronic mail address of the applicant must also be included.
2. The Chapter Registrar 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 Registrar will send the Supplemental Application to the Kansas Society Registrar. Enclosed with a personal check from the applicant in the proper amount to cover the application fees.

B. Kansas Society Registrar

1. Upon receipt of a completed application from a Chapter Registrar, the Kansas Society 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 Kansas Society Registrar finds an error or incomplete proof, he will submit the problems in writing to the Chapter Registrar and the Applicant.
3. When the Supplemental Application is complete and correct, the Kansas Society Registrar will sign and date the application and forward them along with the proofs and the applicant's personal check to the Kansas Society Membership Secretary
4. The Kansas Society Registrar will keep a record of all applications sent so that he can determine that are records are returned to him.
5. After the application has been accepted by NSSAR, the Kansas Society Membership Secretary will send a copy of an Acceptance Letter, along with a copy of the application to the Kansas Society Registrar. The letter will have the date of approval which should be posted to the application on file and to the other Kansas Society Registrar records.

C. Kansas Society Membership Secretary

1. Upon receipt of a supplemental application from the Kansas Society Registrar, the Membership Secretary will obtain a check for fees to the Treasurer General, NSSAR from the Kansas Society Treasurer. The check shall be forwarded with application to the Kansas Society Treasurer for deposit. The Kansas Society Membership Secretary will send the original application, all proof of lineage and the check to National Society along with two

copies of the Transmittal Form. The application must be dated by the Kansas Society Membership Secretary prior to mailing.

2. When the Acceptance Letter is received, a copy of this letter along with a copy of the application is sent to the Kansas Society Registrar. A Certificate for the Supplemental Ancestor is sent by the National Society directly to the Member.

D. Kansas Society Treasurer

Upon receipt of the applicant's personal check, the Kansas Society Treasurer, or membership secretary, shall deposit it into the Kansas Society account as soon as possible and send a check made out to the National Society Treasurer General, in the proper amount to the Kansas Society Membership Secretary.

SECTION 3 – APPLICATION FOR REINSTATEMENT OF MEMBERSHIP

A. Application for reinstatement will be in compliance with the National Society bylaws.

B. Chapter Representative

When a former member, whose membership has terminated wishes to reinstate his membership, he must pay the current dues for the National Society, Kansas Society and Chapter for which he has requested reinstatement. Membership as a Member-at-Large current dues for the National Society and the Kansas Society.

SECTION 4 - APPLICATION FOR DUAL MEMBERSHIP

A. Applications for National Society dual membership will be in accordance with the National Society guidelines outlined in National Society Handbook, Volume III: Membership, Compliance & Other Policies.

SECTION 5 -- APPLICATION FOR TRANSFER MEMBERSHIP

A. Applications to transfer membership will be in accordance with National Society and Kansas Society Bylaws.

SECTION 6 – PREPERATION AND DISTRIBUTION OF MINUTES

A. Chapter Meeting Minute:

Chapter Meeting Minutes can include the following information:

1. Type of meeting (Regular or Special).
2. Name of Chapter.
3. Date and place of meeting.
4. Presence of Chapter President and Secretary: if absent, their substitutes.
5. Where minutes of previous meeting were approved or approved as corrected or dispensed with the reading.
6. Hours/minutes of meeting and adjournment.
7. Number present (To comply with requirement for quorum).
8. All main motions, points of order and appeal, and all other motions not lost or withdrawn.

Meeting minutes to include individuals in attendance are important as many members have found when conducting genealogical research.

B. General

1. Minutes should be recorded and published for every meeting of a chapter and a Kansas Society with 3 or members are conducting business. Chapter meeting minutes should also be forwarded to the Kansas Society Historian once they are approved for perpetuity.
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.
4. Any award presented at a meeting should be recorded in the minutes to include name of award presented and 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 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. Kansas Society

1. Minutes of Board of Governor's meetings of the Kansas Society, Annual Conferences of the Kansas Society, and any special meetings shall be distributed to all members of the Board of Governors, committee chairmen, and any others designated by the Kansas Society President.
2. Duties of the Kansas Society Recording Secretary shall include:

Sending via electronic mail notices of the time and place of all quarterly, annual, and special meetings of the Board of Governors and the Society ten 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.

Recording of the audio conversation 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 of Governors, 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 including a file of all correspondence shall be provided to his successor.

SECTION 7 - CHANGE OF CONTACT INFORMATION

A. Chapter Secretaries

1. Immediately upon learning of a change of contact information (Address, Phone Number, Electronic Mail Address) for a chapter member, send an electronic mail message with changes to the Kansas Society Membership Secretary. Additionally, request that the member update their contact information on the National Society membership portal so the SAR Magazine and other information will be sent to the correct address.
2. Correct Chapter records to reflect new contact information.

B. Kansas Society Membership Secretary

1. Upon receipt of a change of contact information message from a chapter, the Membership Secretary shall notify the National Society and the Kansas Society Board of Governors.
2. If the Membership Secretary receives a change of contact information message from other than a Chapter Secretary, he will notify the chapter in addition to those named above.
3. Upon receipt of a electronically distributed newsletter, the Membership Secretary and/or the Liberty Bell Editor will forward a request to the chapter to confirm the correct electronic mail address and request the correct address.
4. The Membership Secretary will correct the State records and any electronic mail distribution lists to reflect the current information.

SECTION 8 - NOTIFICATION OF DEATH

A. Chapter Secretaries

1. Upon learning of the death of a Compatriot, the Chapter Secretary will notify the Chapter President and the Kansas Society Membership Secretaries of the death. The notification should include a copy of the obituary if available.
2. The Chapter Secretary shall ensure that chapter records are corrected to reflect current status.

B. Chapter Presidents

1. The Chapter President shall notify the chapter's members of the members passing including the obituary if available. The Kansas Society President shall also be notified by the Chapter President.

C. Kansas Society Membership Secretary

1. The Membership Secretary will notify the National Society and the Kansas Society Board of Governors.
2. The Membership Secretary will notify the Chapter President if he receives a notice of death from anyone other than from a Chapter Representative in addition to those mentioned above.
3. The Membership Secretary will correct the State records to reflect the status.

D. Liberty Bell Editor

1. All deaths shall be published in the next Liberty Bell to include the obituary when available.

SECTION 9: ANNUAL DUES REPORT

A. Kansas Society Membership Secretary (Working with the Kansas Society Treasurer or Deputy Treasurer).

1. Shall provide a report showing the status of membership of current and past Kansas Society members.
2. Shall provide a status of dues payments (Dues Report) beginning two weeks after the first notice of dues renewal is distributed.

3. Shall provide reports to Kansas Society Officers.
4. Shall provide to the National Society the “Annual Dues Transmittal” reports by January 31st.
5. The Kansas Society Treasurer shall reconcile the count of total members with dues paid for the current year and coordinate with the Membership Secretary in preparation of the Annual Membership Report.
6. The chapter dues reports shall be retained by the Kansas Society Treasurer in a permanent file.

B. Kansas Society Membership Secretary

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

SECTION 10 - LIFE MEMBERSHIP

A. Kansas Society Life Membership

1. Applications for Life Membership shall be routed through the Kansas Society Membership Secretary.
2. The cost for a National Society and Kansas Society Life Membership shall be obtained from the Kansas Society Treasurer and Membership Secretary.
3. A separate Kansas Society Life Membership Trust Fund has been established and is administered by the Kansas Society Board of Trustees of the American Heritage Fund. Annual state dues of Kansas Society Life Members are paid from the annual proceeds of this fund.

B. Member

1. A member in good standing who desires to become a Life Member shall submit an application and payment with the correct amount payable to the Kansas Society. The Kansas Society Treasurer will credit this payment to the member, deposit the check, reissue a check to the National Society.

C. Kansas Society Treasurer

1. Upon approval and enrollment of a member in the Kansas Society Life Membership program of the Kansas Society, the Treasurer will notify the Membership Secretary and the member’s Chapter.

2. Shall maintain a file of the National Society and the Kansas Society Life Members so that he can reconcile dues paid to the National Society with the total active members in the State.
3. Shall render a report of all Life Members in the Kansas Society at the Kansas Society Annual Conference of the Society held each March. This report will include members' names, chapter of each Life Member and a copy will be filed with the Membership Secretary.

D. Kansas Society Membership Secretary

1. The Secretary shall maintain a file of Kansas Society Life Members to reconcile the National dues paid with the total active members in the State.

Part II: Administrative Instruction

SECTION 1: NATIONAL SOCIETY ANNUAL REPORTS

A. General:

1. The Kansas Society shall submit a roster of all paid active members to National Headquarters no later than January 31st of each year to include details of changes in membership during the previous year. The Kansas Society 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 31st of each calendar year.

B. Chapter Secretary:

1. The Chapter Secretary shall process changes in membership throughout the year by promptly notifying the Kansas Society Membership Secretary in an electronic mail message, changes include transfers, reinstatements, deaths, changes of address, etc.
2. The Chapter Secretary shall provide the reconciliation of members for his chapter each year to the Kansas Society Membership Secretary.

C. Kansas Society Membership Secretary:

1. New member application, transfers, reinstatements, and dual membership applications shall be forwarded to National Society for approval by the Membership Secretary. Upon receipt of the approval letter, National Society, the Membership Secretary will update his records and send notification to Kansas Society Registrar, The Liberty Bell newsletter distribution list, the Kansas Society Treasurer, and the appropriate chapter.
2. Changes of address, death and resignations as received by the Membership Secretary are used to update individual records. Notifications of these changes are then sent to National Society, The Liberty Bell newsletter distribution list, the Kansas Society Treasurer, and Kansas Society Chaplain for deaths.
3. The Membership Secretary will prepare the Annual Reports to the National Society using updated records, the prior Annual Reports, the chapter reports, the transmittal of dues reports, and a final reconciliation of dues paid with the Kansas Society Treasurer and submits to National Headquarters.

D. Kansas Society 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 shall send a check for National dues to the

Membership Secretary to be sent to National Headquarters with the annual Report. This check should be made payable to the Treasurer General, National Society.

SECTION 2: ANNUAL CONFERENCE AND PREPARATION ACTIVITIES

A. General

1. As outlined in Article V of the Kansas Society Constitution, “The Annual Conference shall be held in the state of Kansas in the month of March of each year.”
2. The Vice President, an Assistant Vice President, or State Meeting Planner 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. It is the Kansas Society’s custom to hold the Annual Conference in the newly elected Kansas Society President’s “hometown.” The notification and selection of the location 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, Assistant Vice President, or State Meeting Planner will confirm reservations with the hotel or facility in writing courtesy copying the Kansas Society President, Treasurer and Recording Secretary.
3. 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.

B. Preparations for hosting a Kansas Society Annual Meeting

1. At least three months prior to the planned meeting, and at a scheduled Board of Governors meeting, provide information concerning the recommended hotel.
2. After the location is approved, the work of the annual meeting committee begins.
 - a. Establish a budget for the meeting.
 - b. With a hotel representative, meals cost, banquet and meeting room setup, hospitality room setup, blocks of sleeping rooms, etc. are discussed.
 - c. Banquet arrangements to include table Decorations, seating arrangements and place cards, program speaker, musical program, are determined.
 - d. Special invitations mailed (January).
 - e. Notice of meeting published and included in the Liberty Bell for distribution in the winter issue.
 - f. Color Guard arrangements.
 - g. Ladies hospitality room in hotel and ladies’ activities determined.
 - h. Publicity.
 - i. Friday evening activities - special event (Dinner and entertainment).
 - j. Special Memorial Service.

- k. Printing of meeting programs, banquet programs, tickets, name tags, and assembly of attendee's packets in envelopes.
- l. Awards - Avery Washburn, Participation, and other certificates, streamers, and medals.
- m. Memorial Services - small flags and "Taps."
- n. Eagle Scout recognition.
- o. Orations contest.
- p. Staffing of registration table by host chapter.
- q. Hospitality for the spouses and other guests.

SECTION 3: LIBERTY BELL NEWSLETTER

A. General

1. The Liberty Bell newsletter is the official publication of the Kansas Society and used to notify and keep informed all members of news and business of the society, including official notices as required by the Kansas Society Constitution and Bylaws. The Liberty Bell is published four times a year:
 - a. Spring Issue (May): The deadline for copy and pictures is April 15.
 - b. Summer Issue (August): The deadline for copy and Pictures is July 15
 - c. Fall Issue (November): The deadline for copy and pictures is the October 15.
 - e. Winter Issue (February): Deadline for copy and pictures is January 15.
2. Each of the four issues shall include information in a timely manner about the National Congress, the National Trustees' meetings, the South-Central District meetings, the Kansas Society's Annual Conference, and the Board of Governors' meetings.
 - a. Chapters are urged to submit articles and reports on a regular basis along with digital photos identified using who, what, when, why, where, and how.
3. The newsletter editor is responsible for ensuring that all Kansas Society functions are reported on to include collecting and publishing news and announcements, writing articles, editing, proofreading, laying out the pages, printing, labeling the newsletter and emailing it to all members of the Kansas Society, or chapter presidents and secretaries for distribution to their chapters.
4. The Kansas Society Membership Secretary will provide the Liberty Bell Newsletter Editor a current membership list of electronic mail addresses.
5. The distribution of the Liberty Bell Newsletter will include the following positions:
 - a. National Society President General

- b. Secretary General
- c. Vice-President General
- d. South-Central District Vice President General
- c. Chairmen, Newsletters and Periodicals Committee
- d. Librarian
- e. Selected Kansas Libraries

SECTION 4: COLOR GUARD

4.1 Membership:

The Kansas Society Color Guard consists of all Kansas Society members who wish to be a member and have a uniform that conforms to the specifications of the Kansas Society Color Guard.

4.2 Organization of Kansas Society Color Guard:

The Kansas Society Color Guard shall have a Commander, an Eastern Region Adjutant, and a Western Regent Adjutant. All shall be members of the Color Guard Committee. The Kansas Society Color Guard Commander is to wear epaulets with two gold stars on each. Past Kansas Society Commanders may wear epaulets with two silver stars on each epaulet.

4.3 Chapter Color Guard:

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. The chapter Color Guard Commander, or leader, should call for study of flag protocol and practice drill maneuvers for varied physical circumstances including parades and indoor events which offer different table arrangements, room sizes, shapes, etc.

4.4 Uniform:

The preferred uniform is one fashioned after that of General George Washington which consist of a blue and buff swallow-tailed coat, buff waist coat, buff knee breeches; a shirt with lace or ruffled collar and cuffs, long white stockings; white gloves; black shoes with buckles; black tri-corner hat with current Kansas Society cockade. Revolutionary Army uniforms, such as Artillery, and Militia unit uniforms or period militia dress approved by the Kansas Society Color Guard Commander will be permitted. Use of accoutrements such as haversacks, canteens, and cartridge boxes must be approved by the Kansas Society Color Guard Commander.

The Kansas Society will reimburse a new color guardsman for the purchase of a uniform in the amount of \$100.00 if sufficient funds are in the Color Guard Fund and copies of adequate receipts are furnished to the Color Guard Commander for him to grant approval.

If the Color Guardsman participates in the firing of firelock firearms, the material of the uniform must meet all requirements specified in the Subsection addressing Firing of Firelock Firearms.

4.5 Color Guard Inventory:

Property of the Color Guard is the property of the Kansas Society and shall be stored and maintained by the Kansas Society Color Guard Commander. The Commander shall maintain a current list of inventories and report that inventory annually.

4.6 Event Participation:

The Color Guard Commander is to verify with the organizing entity the requirements for participation in which the color guard is to participate, be it at the Kansas Society or chapter level.

The Kansas Society Color Guard shall participate at the following events: The Kansas Society Board of Governors Meetings (Quarterly), Kansas Society Annual Meeting (March), the South-Central District Annual Meeting (August). It is desired to have the Kansas Society Color Guard Commander or his representative at the annual National Society Congress (July).

4.7 Firing of Firelock Firearms:

The firing of a firelock (Flintlock, Muskets, Rifles) by the Kansas Society Color Guardsman is permitted with the strict adherence to the requirements of the National Society, Kansas Society, the Kansas Society in the State the event occurs, and local, state, and national government regulations and laws. Requirements of the organizing entity must be adhered to. Particular attention must be paid to the safety requirements and handling of the firearms and the cloth of which the uniform of the participant is made. Some of these requirements are published in the National Society Color Guard Handbook under Health and Safety Regulations. The handbook can be read on the nssar.org website and downloaded for continued reference. No firearm or weapon (Real or Replica) is to be carried into a venue that prohibits them without special permission from the manager of that venue in writing.

The National Society and Kansas Society requires the color guardsman successfully complete an authorized training course on the handling and firing of applicable firearms. Proof of successful completion of the course shall be submitted to the Kansas Society Color Guard Commander prior to any participation in a firelock firing event.

Before any participation in a firelock firing event, the color guardsman shall check with his color guard commander or leader to verify the Kansas Society or Chapter has adequate insurance coverage in place to cover liabilities due to accidents.

4.8 The Kansas Society Color Guard Standard Operating Procedures and the Kansas Society Color Guard Basic Training manual will be maintained outside this handbook. Changes to the Kansas Society Color Guard Standard Operating Procedures and the Kansas Society Color Guard Basic Training manual will be subject to the approval of the Board of Governors upon the recommendation of the Kansas Society Color Guard Commander.

SECTION 5: MEMBERSHIP FEES AND DUES

A. General

1. The admission fee for membership in the Kansas Society will be published annually with the cost for the National Society, Kansas Society, and each chapter. The cost will not be a part of the Kansas Society Handbook since the costs continually change. Any special discounts for any category of membership will be included in the annual publication of dues. Annual costs shall be published in the February addition of The Liberty Bell.

2. The notice of dues will include:

a. New Applications:

National Society Application Fee
First Year National Society Dues
Kansas Society Annual Dues
Chapter Dues Per Chapter
Total for a New Application

b. Supplemental Applications:

National Society Application Fee
Kansas Society Application Fee
Supplemental Total Fee

c. Kansas Society Annual Dues:

National Society Dues
Kansas Society Dues
Chapter Dues
Kansas Society Annual Dues Total

d. Dual State Membership:

National Society Dues
Kansas Society Dues
Chapter Dues
Dual State Membership Total

e. Life Membership:

National Society Life Membership Cost
Kansas Society Life Membership Cost

3. All dues shall be paid together at the time of application or membership renewal.
4. Annual membership dues are due no later than December 31 annually.
5. Members who have not paid their dues are automatically dropped from membership rolls April 1st.

SECTION 6: CHAPTER ORGANIZATION AND OPERATIONS

A. General:

1. Chapter organization and operation shall follow the National Society Official Handbook Volume II: Organization and the Kansas Society Constitution and Bylaws.
2. This section is provided to be the foundation of a chapter's Constitution and Bylaws.

B. Chapter Responsibilities:

1. Chapter Name:

Founding chapter members shall select a chapter name at the establishment of the chapter that is meaningful to the area, a prominent individual who has ties to the Sons of the American Revolution, or an event, location, or person associated with the American Revolution.

2. Chapter Purpose:

Each chapter is formed as a local chapter of the Kansas Society. It shall be declared to be patriotic, historical, and educational, and designed to perpetuate the memory of the men and women who, by their services and sacrifices during the American Revolution, achieved the independence of the American people.

- a. To unite and promote fellowship among their descendants.
- b. To inspire the members and the community at large to a more profound reverence for the principles of the government founded by our Forefathers.
- c. To encourage historical research in relation to the American Revolution.
- d. To acquire and preserve the records of the individual services of the patriots of the Revolutionary War, as well as documents, relics, and landmarks.
- e. To mark the scenes of the Revolution by appropriate memorials.
- f. To celebrate the anniversaries of prominent events of the war and the Revolutionary period.
- g. To maintain and foster patriotism.
- h. To carry out the purposes expressed in the preamble to the Constitution of our country and the injunctions of George Washington in his farewell address to the American people.

C. Chapter Constitution and Bylaws:

Each chapter of the Kansas Society shall abide by the concepts set forth in the Constitution and Bylaws of the National Society and the Kansas Society. In the case that any statements in this handbook should conflict with the National Society or Kansas Society Constitution or Bylaws, the higher society Constitution or Bylaws will take precedent.

c. Chapter Membership:

1. Eligibility for membership shall be in accordance with the Constitution and Bylaws of the National Society.
2. Every chapter member shall be a member of the National Society, Kansas Society and named chapter by paying dues annually.
3. All members shall be subject to the rules and regulations of National Society and the Kansas Society, in addition to those of the Chapter.

D. Chapter Fees and Dues:

1. The application fee shall be an amount that shall cover membership in the National Society, the Kansas Society, and the Chapter.
2. Annual dues shall be as prescribed by the National Society, Kansas Society, and the Chapter.
3. A fee for supplemental application shall be an amount as prescribed by the National Society, the Kansas Society, and the Chapter.

E. Chapter Officers:

1. The Chapter shall elect the following officers:
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
2. The last serving Chapter President will serve as the Immediate Past President. The first past president available will serve as the Chapter Immediate Past President if the last serving Chapter President is unable to perform the duties of the Immediate Past President.

3. These Chapter President, Vice President, Secretary, Treasurer and Immediate Past President, and other persons appointed by the sitting Chapter President shall constitute the Chapter Executive Committee. The Chapter President, Vice President, Secretary, and Treasurer shall be elected every other year in alignment with the Kansas Society elections.
4. The Chapter Vice President will assume the position as Chapter President if the Chapter President removed himself from the position. The new Chapter President will appoint a Chapter Vice President that must be approved first by the chapter Executive Committee, and then approved by the chapter with a majority vote of a quorum at a general meeting.
5. Three members of the Executive Committee will constitute a quorum for the transaction of any business.
6. An election will be held every other year to select the officers of the Chapter.
7. The Chapter Immediate Past President shall chair a Standing Nominations Committee. This committee can be comprised of the two immediate past Chapter Presidents and a member appointed by the sitting President. They shall be formed to nominate candidates for offices for the term of years. When immediate past presidents are not available, the President shall appoint members. Nominations recommended by this Standing Committee shall be presented to the membership at the December meeting. The Chapter Secretary will inform the Kansas State Secretary as soon as practical of any changes in the officers.

F. Chapter Meetings:

1. Regular chapter meetings shall be held on a recurring basis, preferably monthly. At these meetings, the normal conduct of business and officer reports may be dispensed with.
2. Special Chapter Meetings may be held at the call of the Chapter President or Chapter Executive Committee; or when requested in writing from two-thirds of the members. Such special meetings may transact any business specified in the call. A special meeting without the normal conduct of business may be held at the call of the President or the Chapter Executive Committee.
3. Thirty percent attendance of members in good standing will constitute a quorum for the transaction of any business at any chapter general or special meeting.
4. The rules set forth in the most current edition of Robert's Rules of Order shall govern the Chapter in all meetings of the membership, the Executive Committee, and special meetings in which they are not inconsistent with this document.
5. The Chapter Executive Committee should meet often for the purpose of planning the monthly programs, meeting places and chapter activities.
6. At the beginning of each year, the Chapter Executive Committee shall meet to outline the plans and goals for the upcoming year.

7. An outline of the annual schedule will be adopted at the beginning of each year and posted for all members.
8. The order of business at a regularly scheduled meetings of a Kansas Society chapter shall be as follows:
 - a. Meal Hour (Optional)
 - b. Call to order by the President
 - c. Opening Prayer by the Chaplain
 - d. Presentation of Colors
 - e. Pledge of Allegiance
 - f. The SAR Pledge
 - g. Welcome and Greetings of Guests
 - h. Remarks by the President
 - i. Program
 - j. Secretary's Report
 - k. Treasurer's Report
 - l. Registrar's Report
 - m. Report by other Officers or Committee Chairmen
 - n. Old Business
 - o. New Business
 - p. Motion to Adjourn
 - q. SAR Recessional
 - r. Benediction
 - s. Adjournment

G. Chapter Amendments:

Amendments to the chapter constitution may be offered at any regular meeting of the chapter but shall not be acted upon until the next regular general meeting. A copy of every proposed amendment shall be sent to every member through electronic mail, with a notice of the meeting at which the same is to be acted upon, at least one week prior to said meeting. A vote of two-thirds of the members in good standing who are present at the meeting shall be necessary for the adoption. Absentee voting by mail may be used by the Chapter to obtain the necessary adoption.

H. Chapter Bylaws:

1. Applications:

- a. Applications for membership in each Chapter shall be made in accordance with current National Society and Kansas Society guidelines.
- b. A member may be suspended or expelled for sufficient cause by a unanimous vote of the Chapter Executive Committee, provided that at least two weeks' notice shall be given him before any such action shall be taken.

- c. The fiscal year shall follow calendar year of 1 January through 31 December with dues being collected per the Kansas Society Guidelines.
- d. Dues notices will be distributed by the Kansas Society Membership Secretary.
- e. A Reserve Fund may be established consisting of monies donated for the purpose of being invested by the Executive Committee. The income derived from such investments shall be used to help defray the current expenses of the Chapter. The Chapter may receive gifts of monies, stocks, etc., designated by the donor for special purposes.

I. Chapter Leadership:

1. The Chapter President shall provide overall leadership to the Chapter in carrying out programs that fulfill the purpose of the Chapter in accord with the policies and guidelines established by the membership. The President is responsible for the conduct of the administration of the Chapter in accord with the guidelines established by the Kansas Society. The President, or in his absence the Vice President, or in his absence, a chairman pro tempore (as designated by the President), shall preside at all meetings of the Chapter and the Chapter Executive Committee. He shall exercise the usual functions of a presiding officer and shall be an ex-officio member of all committees, except of the Nominating Committee. The President may appoint a committee chairman as he sees fit to carry on the business of the Chapter. The President, or his designee, shall attend the quarterly Kansas Society Board of Governors meetings and the Annual Conference.

2. Chapter Vice President:

The Chapter Vice President shall assist the President in the discharge of his duties. The Vice President shall preside in the absence of the President and perform such other duties as the President may prescribe,

3. Chapter Secretary:

The Secretary shall record and preserve the minutes of all meetings and special activities of the Chapter and the Chapter Executive Committee in accordance with the National and State governing documents. He shall distribute copies of the minutes of each meeting of the Chapter and Executive Committee to each member of the Executive Committee who shall review the minutes and suggest corrections and additions. The corrected minutes shall be placed in the next chapter newsletter. The membership shall approve the minutes at the next regular meeting. He shall conduct the general correspondence of the Chapter. He, together with the President, shall record all acts of the Chapter or the Chapter Executive Committee. The Secretary shall maintain a current copy of the Chapter Constitution and shall provide a copy of this Constitution to all new members. The copies of the minutes and the Constitution can be either digital or hardcopy.

The minutes should as a minimum include:

- a. Type of Meeting (Regular, Special, Executive Committee).
- b. Name of Chapter.
- c. Date and Place of Meeting.
- d. Presence of President and Secretary, if absent their substitutes.
- e. Whether minutes of previous meeting were approved, approved as corrected, or dispensed.
- f. The Treasurer's Report.
- g. Hours of meeting and adjournment.
- h. Number of members present.
- i. Special Guests Present.
- j. Number of Daughters and Children of the American Revolution present (required for the annual report).
- k. All Motions (Points of Order and appeals) and all other motions not lost or withdrawn.
- l. The Secretary or other designated person should use a sign-up sheet to insure an accurate head count and proper spelling of names in the minutes.
- m. The Secretary shall distribute the rough draft of his minutes to the Chapter Officers for review and correction in a timely fashion.

4. Chapter Treasurer:

1. The Treasurer shall collect all fees and dues and shall have custody of all funds of the Chapter. He shall deposit the same in a bank or savings institution to the credit of the "Monticello Chapter, Kansas Society of the Sons of the American Revolution" and shall draw them thence for the purposes of the Chapter only as may be ordered by the President. He shall keep a true account of his receipts and disbursements, and at each annual meeting shall make a report and submit his accounts for audit. He shall perform such other duties and make such returns as may be prescribed by the constitution and Bylaws of the Kansas Society.
2. He shall furnish when asked by the President at meetings or at other times, information relative to the funds of the Chapter. He will send out dues' notices to Chapter members in accordance with the Kansas Society Constitution and Bylaws. He shall promptly forward collected National Society and Kansas Society dues and fees to the Kansas Society Treasurer. He shall maintain an inventory of Chapter property to include location and possession by Chapter officers and committee chairman.
3. The Treasurer's report shall include as a minimum:
 - a. The balance at the end of the last report.
 - b. The income since the last report.
 - c. Expenses since the last report.
 - d. Current Balance.

5. Chapter Chancellor:

The Chancellor may be a member of the Kansas Bar in good standing and may guide the Chapter members on such questions of law or involving the Constitution and Bylaws of the Chapter, as may be referred to him. However, nothing in the Chapter's Constitution or Bylaws shall be interpreted as making the Chancellor the legal representative or attorney-in-fact of the Chapter or any of its members. Legal representation shall only occur with a separate, written agreement.

The Chancellor shall review resolutions and Constitution or By-law changes in accordance with such policies and guidelines as the Chapter may establish. The Chancellor shall also be the Chapter Parliamentarian.

6. Chapter Registrar:

The Registrar shall maintain a copy of all submitted applications and supplemental applications for each member of the Chapter to include any genealogical documentation not forwarded to the Kansas Society Registrar. He shall assist all applicants in the proper completion of their applications by providing consultation and advice. He shall investigate the submitted proofs of eligibility of all applicants for members and ensure that all applications are properly completed, documented, and signed and endorsed before forwarding to the Kansas Society Registrar. He shall report when asked at meeting and at other times as requested by the President or Executive Committee, the status of all applications being prepared or submitted. He shall perform such other duties and make such returns as may be prescribed by the Constitution and Bylaws of the Kansas Society.

7. The Genealogist:

The Genealogist will offer advice, assist in research, and aid in the gathering of source documents for prospective members when requested. He may aid the Registrar to complete the application process for prospective members when requested by the Registrar. He may initiate or take part in genealogy workshops to promote interest in family history and the SAR. He shall perform such other duties as prescribed by the President.

8. Chapter Chaplain:

The Chaplain shall perform such duties as ordinarily appertain to this office and as described in the Article titled "Decease of Members." The Chaplain shall assist the Secretary as needed in gathering and providing information about a recently deceased member to Kansas Society and National Society.

9. Chapter Historian:

The Historian shall maintain archives. They shall include the past Chapter records, details, records of all historical and commemorative celebrations of the Chapter, and other records as deemed appropriate. He shall edit and prepare for publication such historical addresses, essays, papers, and other documents of historical character that the Chapter may desire or be required to publish. At each Annual Conference he shall submit the necrology for the past years with biographies of the deceased members. He shall maintain a current yearbook

in accordance with the guidance provided by the National Society Historian General. The yearbook should be submitted in the yearbook contests at the Kansas Society Annual Conference.

10. Executive Committee:

The chapter Executive Committee shall have general superintendence of the interests and business of the Chapter. They shall perform such duties as may be committed to them by the Chapter and shall have the power to make such rules and regulations, not inconsistent with the Constitution and Bylaws of the Chapter and Kansas Society. They will convene at the call of the President but at least quarterly.

11. Death of a Member:

Upon the death of a Chapter member, and immediately upon notification, the Secretary through the most expedient means available will notify the President, the Executive Committee, and all members of the Chapter as well as the Kansas Society Membership Secretary of the date of death, the time and place of funeral services, and other important information. It is desired that all members and officers attend obsequies. The Chaplain will contact the deceased member's family to determine if a Sons of the American Revolution grave Marker is desired, and if so inform the President and Chapter Executive Committee of this need. If a member's SAR grave marker is desired by the family, the Chapter shall purchase the marker and an appropriate ceremony will be arranged and conducted by the Chapter.

12. Chapter Membership Roster:

The membership roster shall contain: the full name, nickname, National and State membership numbers, address, email, phone numbers, and names of spouses, children, and patriot ancestors of all current members.

13. Chapter Newsletters:

- a. The President shall appoint a Newsletter Editor or shall take other measures to ensure a newsletter is distributed regularly. The newsletter shall contain information on recent chapter events, future events and information concerning the upcoming meeting. If possible, it should have room for submitted articles.
- b. The newsletters may be digital or hard copy and distributed in a fashion that best suits the membership. The newsletter should be distributed to arrive one or two weeks before the next meeting.

14. Chapter Committee:

Where membership is not specified by these Bylaws, the power to appoint members of these committees shall be vested in the President and may be delegated by him. The chapter

committees listed below are generally aligned with those of the Kansas Society. In the absence of a specific committee or committee chairman, the President shall assume those duties.

15. Chapter Committee:

- a. It is recommended that chapters have an Awards Committee that can review and recommend to the Chapter President recommendation for chapter awards. The Chapter Vice President is normally the Committee Chairman; however, any willing chapter member may be appointed to this position. The Awards committee has responsibility over all awards not covered by a separate committee or when an individual committee chair is vacant.
- b. The Chapter Programs Committee shall plan and coordinate programs for each Chapter meetings.
- c. Chapter Color Guard Committee - Supports, trains, schedules, and coordinates activities of Chapter Color Guard and is chaired by the Color Guard Commander.
- d. Chapter Daughters of the American Revolution Liaison - Promotes the exchange of information and participation in DAR programs and to encourage DAR participation in chapter programs.
- e. Chapter Flag Certificate Committee - This committee is responsible for promoting proper flag etiquette, sponsoring Flag Day programs, and chapter participation in the National Society Admiral William R. Furlong Award program by recognizing citizens and organizations that fly the U.S. Flag regularly and properly.
- f. The Chapter Good Citizen committee identifies and recognizes individuals whose achievements are noteworthy in their school, community, or state. Arrangements for local publicity should be coordinated.
- g. Chapter Membership Committee: The Membership Committee is responsible for programs to recruit new members and to increase retention of existing members by reducing drops and resignation is and publicizing the results for chapter officers and members. Each year the committee sets specific goals to realize these objectives.
- h. The Chapter Emergency Services Committee should be chair by the Chapter Vice President with a focus on recognizing deserving individuals with the Law Enforcement, Fire Safety, Emergency Medical Service and Heroism Awards.
- i. Chapter Veterans Affairs - The Veterans' Affairs Committee is to foster, coordinate and support Veterans' Affairs programs for the Chapter. It shall perform the following functions:

- 1) Conduct a Chapter Veterans' Affairs program that shall include encouraging chapter participation in volunteer programs at local nursing homes, health-care facilities, and retirement centers and/or providing health and comfort items for hospitalized Vets.
 - 2) Collect information from chapter members to participate in the USS Stark Memorial Award program which requires submission of a report to the Kansas Society.
 - 3) Chapter Youth and Education Committees are responsible for encouraging and recognizing exemplary accomplishments and activities by youth and promoting the education and training of youth.
- j. The Chapter Rumbaugh Orations Contest Committee locates and sponsors contestants for the Oration Contest. Joseph S. Rumbaugh Historical Oration Contest allows high school students (Sophomore, Junior and Senior) and home-schooled students to compete at the state and national level for awards and scholarships.
 - k. Chapter Knight Essay Contest Committee - locates and sponsors high school (Sophomores, Juniors or Seniors) to submit essays in accordance with contest rules.
 - l. Chapter Poster Contest is open to all 5th Grade students who create drawings wherein the subject matter relates to the founding of our country.
 - m. Chapter Reserve Officer Training Corps, Junior Reserve Officer Training Corps, and other Cadet Recognition Committee - Identifies and recognizes Reserve Officer Training Corps/Junior Reserve Officer Training Corps students with the appropriate awards. These awards go to a member of the Reserve Officer Training Corps for college students and the Junior Reserve Officer Training Corps for high school students enrolled in the Program. Medal recipients are selected by the Commanding Officer of the unit and is given full latitude in making the selection. The medal endeavors to foster the principle of the "citizen-soldier" as exemplified by the Minutemen. Medal selection criteria should include merit in patriotism, leadership, scholarship, militia bearing and general excellence. Nominees for State competition must be the winner of the basic Chapter award above and is restricted to your outstanding cadet in their next to last year of Junior Reserve Officer Training Corps (A third-year cadet in a four-year program). The Chapter winner can be submitted to the state level for the Outstanding Junior Reserve Officer Training Corps Cadet for the Year.
 - n. The Chapter Eagle Scout Committee provides awards and scholarship program information to Boy Scouts being awarded the Eagle Scout Award. The presentation is made at the Eagle Scout ceremony. Those scouts that submit the proper applications can compete at the state and national level for awards and scholarships. The Committee is responsible for promulgating the program information to one or more local scout units and ensuring the awards are presented at the ceremony.

K. Chapter Online Presence

1. Chapters are encouraged to have an online presence on the World Wide Web to include a website page, a Facebook page, and other social media sites, complying with all requirements as outlined by the National Society.

L. Chapter History

1. It is recommended that the chapter maintains a thorough history of the chapter's history, members, leadership, event participation, and information that will be useful for those members in the future.

SECTION 7: MEDALS, AWARDS, CERTIFICATES AND STREAMERS

A. Sons of the American Revolution Awards

1. All awards will be awarded per the National Society Official Handbook, Volume 5: Individual Medals and Awards.

B. Kansas Society Awards

1. The Kansas Society will award Streamers to qualifying chapters in the following areas:
 - a. Eagle Scout: The Sons of the American Revolution Eagle Scout Award Contest is open to all Eagle Scouts who are currently registered in an active unit and have not reached their 19th birthday during the year of application. (The application year is the calendar year, 01 Jan. to 31 Dec.). The year that the Eagle was awarded is not restricted. College plans do not need to be completed to receive the cash award.
 - b. Knights Essay: The National Society of the Sons of the American Revolution invites all high school students (9th through 12th grades) interested in the American Revolution to participate in the George S. & Stella M. Knight Essay Contest. The contest is open to all US Citizen and Legal Resident students attending home schools, public, parochial, or private high schools in that same grade range. The National Association of Secondary School Principals has placed this program on the 2017-18 NASSP List of Approved Contests, Programs, and Activities for Students.:
 - c. Poster: The Americanism Poster Contest was created in 2002 by the Americanism Committee and is open to public, private, or ecumenical, and home-schooled students in the 3rd, 4th, or 5th grades, depending on when the American Revolution is taught. It is also open to members of the C.A.R., Cub Scouts, or Girl Scouts if they are of the same age group and the contest is not conducted through their local school system. Contestants are judged and winners announced during the Annual Congress. Judging is based upon portrayal of the theme, originality, evidence of research, neatness, artistic merit, and creativity. The theme for the 2016-2017 academic year is Revolutionary War Persons.

- d. Brochure: A program created in 2013 by the Americanism Committee. The winners are judged and announced during the annual Congress each year. This Sgt. Moses Adams Memorial Middle School Brochure Contest is open to middle school students, depending upon when the American Revolution is taught in their educational system – including ecumenical and home-schooled students. Judging is based upon portrayal of theme, originality, evidence of research, neatness, artistic merit, and creativity. The permanent theme is The Founding Documents of the United States.
- e. History Teacher: The American History Teacher Award recognizes educators who distinguish themselves in teaching the history of the American Revolution.
- f. Rumbaugh Oration: The Joseph S. Rumbaugh Historical Oration Contest is open to all high school students (9th through 12th grades) interested in the American Revolution. The contest is for all students attending public, parochial, private, or home school students in that same grade range. The preliminary rounds of the contest begin at the local level, students may potentially advance to the state or national levels where scholarships and cash prizes are awarded.
- g. Junior Reserve Officer Training Corps Enhanced: In order to enter this recognition program, the Senior Military Instructor must nominate an outstanding Junior Reserve Officer Training Corps Cadet, using the Enhanced Junior Reserve Officer Training Corps Program Nomination Form.
- h. Junior Reserve Officer Training Corps/Reserve Officer Training Corps Award: The National Society of the Sons of the American Revolution awards the Reserve Officer Training Corps Medal to foster the principle of the citizen-soldier, exemplified by the Minutemen of Revolutionary War days. This award is presented by a Sons of the American Revolution Chapter, State-level Society, or the National Society to Reserve Officer Training Corps or Junior Reserve Officer Training Corps cadets who are selected for having a high degree of merit with respect to leadership qualities, military bearing, and general excellence. The recipients are selected by the Commanding Officer of the Reserve Officer Training Corps or Junior Reserve Officer Training Corps unit, who should be given full latitude in making the selection.
- i. Law Enforcement: The Law Enforcement Commendation and Medal is presented to those who have served with distinction and devotion in the field of law enforcement. The medal is intended to recognize exceptional service or accomplishment in the field of law enforcement. Eligibility is not limited to peace officers but extends to the entire range of persons who make and enforce the law. This includes peace officers, attorneys, judges, prosecutors, and legislators who have performed an exceptional act or service beyond that normally expected. The recipients are usually recommended by their superiors or peers for their accomplishments. The award may be presented posthumously. The medal may be presented to an individual only once. No Oak Leaf Clusters or ribbon attachments are permitted.
- j. Fire Safety: The Fire Safety Commendation and Medal is presented to an individual for accomplishments and/or outstanding contributions in an area of fire safety and service.

The award is not limited to firefighters. It may be presented to recognize a variety of fire safety and services that have evolved into a highly technical and skilled profession with constant study, development, and involvement by numerous dedicated citizens with a single goal, which is protecting human life and property by preventing injuries or casualties due to fire and chemicals. The medal may be presented posthumously. The medal may be presented to an individual only once. Oak leaf clusters or other ribbon attachments are not authorized.

- k. **Emergency Medical Services:** The Emergency Medical Services Commendation and Medal is presented to an individual for accomplishments and/or outstanding contributions in emergency medical services. The award is intended for paramedics, certified Emergency Medical Technicians, and others in the emergency medical field who have performed an act or service beyond which is normally expected. The medal may be presented posthumously. The medal may be presented to an individual only once, and no Oak Leaf Clusters or ribbon attachments are permitted.
- l. **Heroism:** A Heroism Commendation and Medal recognizes outstanding bravery and self-sacrifice in the face of imminent danger – i.e., acts which involve great personal courage and risk to the recipient. It is intended primarily for acts by civilians, not in uniform, but does not exclude police, firemen, Emergency Medical Services and Sons of the American Revolution members. It is not intended to recognize acts that would have been covered in the performance of one's normal duty, nor by medals for valor by the armed forces. Animals are not eligible for recognition. The medal may also be presented posthumously. An individual may receive this medal multiple times. Presentation and the wearing of Oak Leaf Clusters shall follow National Society policy.
- m. **Life Saving:** The Sons of the American Revolution Life Saving Medal is presented to those individuals who have acted to save a human life without necessarily placing their own life or themselves in imminent danger. The medal is intended primarily for acts by civilians not in uniform, however, police officers, fire fighters, emergency medical personal, lifeguards, and Sons of the American Revolution Compatriots are not excluded from receiving this award. The medal is not intended to recognize acts that would otherwise qualify for military or another organization's valor and, in all cases, the fact that the actions of the rescuer actually saved the life of the victim must be validated by Emergency Medical Services or medical personnel.
- n. **Flag:** The Flag Certificate is presented to individuals, companies, and government agencies that fly the United States flag for patriotic purposes only. It is not to be given to any commercial enterprise that obviously flies it for advertising purposes
- o. **Flag Retirement:** Awarded to chapters for the presentation of a Flag Retirement Certificate to an organization for the proper disposal of a United States of America Flag.
- p. **Wreaths Across America:** A Chapter that sponsors a Wreaths Across America location, attends an event to lay or recover wreaths, and/or purchases wreaths.

- q. Partners in Patriotism: The Partners in Patriotism certificate is awarded by the Patriotic Outreach Committee to any Sons of the American Revolution chapter or state-level society that participates in an organized program or event with another veterans' organization. To receive this recognition, the chapter or state-level society must submit a Partners in Patriotism Report to the Patriotic Outreach Committee Chairman, Mr. Tony L. Vets II. Upon approval, the certificate will be handed out to a member of the state-level society at the next annual Sons of the American Revolution Congress. The Daughters of the American Revolution is not considered a veteran's organization.
- r. Members + Ten Percent: Chapters that increased their membership by ten percent. This is calculated after removing those members who transferred out of state. Inter State transfers are not included in a chapter's growth.
- s. Retention 95%: Chapters who retain 95% of their members after renewals. Compatriots who transfer out of state are not counted in the retention number.
- t. DAR Referral: A chapter that has at least one new member join as a result of a DAR referral. This streamer also requires the Chapter to submit to Kansas Society a request for a Medal of Appreciation and Certificate that is then presented to the DAR member by the chapter.
- u. Color Guard Growth: The addition of a new Chapter Color Guard member.
- v. Attend 5 State Meetings: Chapter that has a member attend the four Board of Governor's meetings and the State Annual Meeting (Virtual attendance counts for 2020)
- w. Americanism: Submission of the Americanism Scoresheet with a focus to promote the principles of freedom and liberty for all Americans.
- x. USS Stark: The USS Stark Memorial Award, authorized in 1988, was established to memorialize those brave men and women who continue to stand at the forefront to preserve the freedoms our patriotic ancestors fought so long and hard to achieve. Its purpose is to recognize outstanding chapters and the most outstanding state society within the National Society of the Sons of the American Revolution for their participation with the Veteran community and supporting activities of the National Society Veteran's Committee.
- y. Liberty Bell: This is different than the National Society award. The Kansas Society Liberty Bell Streamer is awarded to chapters that have submitted articles for at least three of the four annual publications of the Liberty Bell Newsletter.

C. Kansas Society Recognition Awards (Named after Prominent Kansas Society Members)

- a. Avery Washburn Membership Retention Award (Large Chapter & Small Chapter): Originated in 1985 and named for the first President of the Kansas Society (1892 -1894). This award is made to a representative large chapter (Over fifty members) and a

representative small chapter (under fifty members) of the Kansas Society that retains the highest percentage of their membership annually.

- b. Augustus di Zerega V Award Recognition is made annually to the chapter that is most successful at membership recruitment. Retention is calculated during the calendar year January 1st through December 31st. The numbers gained include all new members, incoming transfers, reinstatements, and chapter changes away from Member-at-Large status. Deaths are not counted against the chapter. Since retention is rewarded in the Washburn award, January 1st drops are not counted against the chapter. A percentage of the total gained is determined by dividing the total gained into the total gained plus the number of members in good standing on January 1st. The recognition is made to both a large chapter and a small chapter. Since new chapters will always show one hundred percent, in fairness to existing chapters, they shall not be included until their second-year end. If a chapter does not have officers or otherwise meet the minimum criteria for functioning within the Kansas Society, such a chapter is excluded from this competition. The winning chapter shall receive a Kansas Society Streamer.
- c. Ellis Spirit Award was established in 2014 to recognize extraordinary support to the Kansas Society during January 1st through December 31st of each year. The Kansas Society President selects and presents this award annually for outstanding service to the Kansas Society. It is the highest Kansas State Society individual award. The individual is presented with an individual award, a Kansas Society Certificate, and the chapter of membership receives a streamer with the individuals name embossed.
- d. Arthur Mansfield King Fellowship Award was established August 5, 2006 in memory of Past President General Arthur Mansfield King (1902-2005). The award recognizes Kansas Society members who have ten or more registered Revolutionary War ancestors. Individuals shall receive a Kansas Society Certificate, have their name added to the Kansas Society Plaque, and the chapter of membership shall receive a Kansas Society Streamer.

D. Chapter Awards

1. All awards will be awarded per the National Society Official Handbook, Volume 5: Individual Medals and Awards.

SECTION 8: COLONIAL SOLDIER OF THE YEAR AWARD

This special recognition was established in 1992 and was first presented in March 1993 to the Kansas Society member who had earned the most points in wearing his colonial uniform.

Following are the criteria for this award:

Attendance in Uniform:

One Point: Chapter Function

Two Points: Kansas Society Function
Three Points: National Society Function
Two Points: Daughters of the American Revolution Function
Two Points: Children of the American Revolution Function
Two Points: Other Functions

Color Guard Participation:

Two Points: Chapter function two points - SAR State function
Three Points: National Society Function
Two Points - Daughters of the American Revolution Function
Two Points: Children of the American Revolution Function
Two Points: Other Functions

Perform or be the Primary Speaker in Uniform outside the Kansas Society:

Three Points in all outside situations
Five Points per Parade

Television Appearance or Pictured in an outside Publication:

Five Points per Appearance

Successfully Recruiting Another Member to Purchase and Wear a Uniform:

Five Points per Recruit

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 the Annual Conference, when he receives it, until thirty days before the next Annual Conference.

It is the responsibility of the Kansas Society Color Guard Commander to ensure the award recipient is selected in time each year to have the plaque engraved before the Annual Conference.

The Kansas Society Color Guard Commander is not eligible to receive the Colonial Soldier of the Year Award while serving in the Kansas Society Color Guard Commander position.

SECTION 9: 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 Kansas Society will be given as much as possible upon given adequate written notice of the planned celebration.

SECTION 10: 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 Kansas Society designated to go to the Kansas Heritage Fund. The fund is an integral part of the Kansas Society, whose objectives are like those of its parent, The National Society: Patriotic, Historical and Educational.

In furtherance of these lofty goals, the Kansas Heritage Fund of Kansas Society 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. The Treasurer of the Society will prepare, at least annually, and more often if he chooses, a written report showing the total value, year-to-date income, and a summary of investments.

Management of the Fund is vested in a five-member Kansas Society 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 Board of Trustees will, at least annually, review the investments of the Kansas Heritage Fund. Any Trustee may make suggestions to the Treasurer (Chairman). Substantial suggestions for changes in investment will be communicated by any means identified by the Treasurer to all Trustees; if such suggestions for changes are unanimously agreed upon by all Trustees, then the Treasurer will make such changes. If any single Trustee objects, then such suggestions may, as determined by the Treasurer, be forwarded to the KSSAR Board of Governors in the form of a motion that the BOG will consider and act upon.

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 Kansas Society Board of Governors. Unless specifically directed otherwise by the KSSAR Board of Governors, the principal amount (corpus) of this fund will not be invaded or spent.

The funds will be invested in accounts are considered generally safe investments that provide revenue to fund the beforementioned youth programs.

SECTION 11: 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 the purposes of providing books to libraries in Kansas in memory of the doner. Only the income from the Fund may be spent.

The management of the Fund falls to the Board of Trustees of the Kansas Heritage Fund. Any paid member of the Kansas Society may recommend to any Trustee a specific book for purchase or a library to consider as a recipient. The final decision regarding the books to be donated and the libraries to receive them is vested in the Board of Trustees. Proceeds of the Kessler Fund and their use shall be reported regularly and at least annually by the Kansas Society Treasurer.

SECTION 12: YOUTH CONTESTS PARTICIPANTS

- A. Youth protection must be achieved through focused commitment of the Kansas Society, each Chapter, and every Compatriot.
1. It is the requirement of each Kansas Society Chapter with a focus on youth facing Compatriots to work within the National Society's guidelines to maintain Youth Protection awareness and safety.
 2. Kansas Law requires the reporting of child abuse! If you suspect a child may be being abused immediately call Toll-Free at (800) 922-5330 or 911 for emergencies.
- B. The National Society has a Youth Protection Training Program that all Kansas Society and Chapter Officers must complete online at the National Society's eLearning Portal at: <https://www.sar.org/courses/youth-protection-training/>. This requirement extends to any member who is involved with or meets youth contest participants. When taking the training online:
1. Your National Society logon information will populate the certificate and the National Society Database with your Name, National Number, and Completion Date.
 2. You will be able to complete the training in about twenty minutes.
 3. You are encouraged to save and print your certificate and maintain it for the record.
 4. Completion Certificates shall be maintained by Chapter Secretaries.
 5. Board of Governor Members shall complete the training and provide the Kansas Society Recording Secretary an electronic copy of your certificate.
- C. All personal contact with Youth Contest participants shall include another adult over age 21. This person can include the parent, another Kansas Society compatriot, a compatriot's spouse, or a schoolteacher, for example. Contact includes face-to-face meetings or travel in a private vehicle.
- D. All communication shall include an adult over the age of twenty-one, preferably a parent or legal guardian. Communication includes phone calls or electronic mails. (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.

- E. No direct contact to the Youth Contest participant via one-to-one communication shall take place. This could include texting, video images or imaging, emails, or social media communication channels.
- F. All Compatriots shall refrain from establishing private channels of communication via social media products. 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 the Sons of the American Revolution.
- G. 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. 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.
- H. Any images or videos of the Youth Contest participant shall be for the purpose of dissemination to a Sons of the American Revolution publication or electronic media or press release only when accompanied by a signed release by the Youth Contestant's parent. All other compatriots shall refrain from taking images or videos for their private use.
- I. Significant Youth Programs of the Kansas Society include:
 - 1. Americanism Elementary School Poster Contest
 - 2. Arthur M & Berdana King Eagle Scout Contest
 - 3. George S & Stella M Knight Essay Contest
 - 4. Joseph S Rumbaugh Historical Oration Contest
 - 5. Reserve Officer Training Corps & Junior Reserve Officer Training Corps Recognition Program
 - 6. SGT Moses Adams Middle School Brochure Contest
 - 7. Special Events such as Parades and other events
 - 8. Civil Air Patrol Recognition Program

SECTION 13: PREPARATIONS FOR HOSTING A KANSAS SOCIETY BOARD OF GOVERNORS MEETING

- A. The primary meeting location for the Kansas Society Board of Governor's quarterly meeting is the Emporia State University Student Union. This does not mean the location cannot change or periodically be held at a different location

- B. Determination for a different location for a quarterly meeting is the responsibility of the Kansas Society Board of Governors. Meetings should periodically change locations around Kansas to enable all members of the Kansas Society the opportunity to attend, participate in and host a meeting.
- C. A chapter that is designated to host a Board of Governors meeting will select an adequate facility that is able to meet the needs of the meeting to include providing lunch. Areas of consideration are:
1. Location and costs of the meeting place.
 2. The room setup must be adequate for presentation of the colors and large enough for a minimum of forty attendees.
 3. The menu selection and meal costs.
 4. Podium and audio-visual capabilities.
 5. Wi-Fi or internet connectivity must be available to facilitate video teleconferencing.
- D. The host chapter will inform the Kansas Society President of the expected costs for each meeting prior to confirming final reservations for the meeting. The Kansas Society President shall determine the cost for each member attending and inform the Kansas Society Treasurer of the cost to be collected and the expense to be paid to the provider of the meeting place and meals.