

Kansas Society
Sons of the American Revolution



Handbook

Volume I:
Constitution and Bylaws

Website: kssar.org

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Preface

The Kansas Society Handbook contains the governing documents and official policies, procedures, and protocol of the Kansas Society of the Sons of the American Revolution. It provides official guidance at the Kansas Society and Chapter levels on the operations, programs, and activities of the Kansas Society. Compatriots of the Kansas Society should regularly review this Handbook.

The Kansas Society Handbooks come in two volumes consisting of:

Volume I: Constitution and Bylaws

Part I: Constitution

Part II: Bylaws

Volume II: Processing Instructions and Administration

Part III: Processing Instructions

Part IV: Administration

Part I - Constitution

Article I – Organization Name

The name of this organization shall be the "Kansas Society of the Sons of the American Revolution (Kansas Society), or in informal communications the “KSSAR.”

Article II - Object and Purpose

The object and purpose of this Society are declared to be patriotic, historical, and educational, and shall include those intended or designed to perpetuate the memory of those patriots who, by their services or sacrifices during the war of the American Revolution, achieved the independence of the American people; to unite and promote fellowship among their descendants; to inspire them and the community-at-large with a more profound reverence for the principles of the government founded by our forefathers; to encourage historical research in relation to the American Revolution; to celebrate the anniversaries of the prominent events of the war and of the Revolutionary period; to foster true patriotism; to maintain and extend the institutions of American freedom and to carry out the purposes expressed in the preamble of the Constitution of our country and the injunctions of George Washington in his farewell address to the American people.

Article III - Eligibility for Membership

Any male shall be eligible for membership in the Kansas Society, provided he is: (1) a citizen of good repute in the community; and (2) the lineal descendant of an ancestor who was always unflinching in loyalty to, and rendered active service in the cause of American Independence either as an officer, soldier, seaman, marine, militiaman or minuteman, a member of the armed forces of the Continental Congress of any one of the several Colonies or States, a signer of the Declaration of Independence, a member of a Committee of Safety or Correspondence, a member of any Continental, Provincial, or Colonial Congress or Legislature, 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 a recognized patriot who performed actual service by overt acts of resistance to the authority of Great Britain. It is further provided 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 Kansas Society.

There shall be the following classes of members:

- (1) A Regular or Regular Life Member shall be any member of the age of eighteen years of age and over, excepting those members described in subsections of this Paragraph, who meets all the requirements for membership as defined in this Constitution and in the Bylaws of the National Society.

- (2) A Junior Member is a male under the age of eighteen years of age who has met the membership requirements of the Sons of the American Revolution. A Junior Member cannot vote or receive *The SAR Magazine* until he attains the age of eighteen years.
- (3) A Memorial Membership for a deceased male of the same family as current members, whose application has been submitted and approved in accordance with the Bylaws of the National Society.
- (4) A Friend of the Kansas Society, as authorized in the National Society Official Handbook, Volume III: Membership, Compliance & Other Policies.

Article IV – Kansas Society Officers

The term of these officers will be two years. An individual may serve in multiple positions concurrently but will only have one vote. The officers of the Kansas Society shall be a:

President
Vice-President
Vice-President, East
Vice-President, West
Recording Secretary
Membership Secretary
Treasurer
Registrar
Chaplain
Historian
Genealogist
Chancellor
Publicity Director
Delegate-at-Large
National Society Trustee from Kansas
Alternate National Society Trustee from Kansas

Article V - Annual Conference

The Kansas Society Annual Conference shall be held in the state of Kansas in the month of March each year with a primary purpose to elect Kansas Society officers, to conduct general business, and to provide training.

There shall be elected or appointed one or more delegates to the Annual Congress of the National Society, as provided by the National Society Constitution.

A quorum shall consist of at least fifteen members with fifty percent of the members in attendance with their primary membership being from different Kansas Society Chapters. Each member in good standing shall be entitled to one vote.

In the event of an emergency that prevents physical attendance of members, such as a pandemic, unsafe building, inclement weather, or a natural disaster that prevents attendance in person, the Annual Conference may be held by electronic means as called for by the Kansas Society President.

Such electronic means include, but are not limited to, telephone conference call, video teleconference, or other electronic methods.

A virtual meeting can include a combination of in person and virtual participation via electronic means.

Article VI - Board of Governors

Section 1. The Purpose of the Board of Governors is to oversee and manage the operation of the Kansas Society. The Board of Governors shall meet quarterly on the first Saturday of February, May, August, and November to conduct the affairs of the Kansas Society.

In the event of an emergency that prevents physical attendance of members, such as a pandemic, unsafe building, inclement weather, or a natural disaster that prevents attendance in person, the Kansas Society President may direct the meeting to be held by electronic means. Such electronic means include, but are not limited to, telephone conference call, video teleconference, or other electronic methods.

Section 2. The Board of Governors shall consist of the Officers listed in Article IV, each Kansas Society Chapter President, a designated member from each chapter, past Presidents of the Kansas Society, and state committee chairman designated by the Kansas Society President. Listed members in attendance at the Board of Governors will have one vote. Proxy votes of members not in attendance shall not be authorized. A quorum is twelve members who must be in attendance representing one element of this section and thirty three percent of chapters represented.

Section 3. Board of Governors special meetings can be called by the President, the Vice President if the President is incapacitated, or at the request of fifteen members. A quorum shall be the same as Section 2. Seven days' notice shall be given to all members of the Board of Governors of such a meeting.

Section 4. The Board of Governors is responsible for accomplishing the following tasks:

- a. Approve the budget during the February Board of Governors Meeting.
- b. Review, approve, and assure submission of the National Society annual reports.

- c. Continually review the Kansas Society Handbook and identify needed updates.
- d. Review and approve plans that require Board of Governors oversight.
- e. Review and approve plans for major Kansas Society investments.
- f. Review and approve major gifts, including the terms of the gifts, and ensure compliance with the gifts to include the Kansas Society Trust Funds.
- g. Review and approve the organization's investment policy and plans to open banking and other financial accounts.
- h. Review and approve amendments to the Kansas Society Handbook, including the Constitution, Bylaws, and Processing and Administrative Instructions.
- i. Provide and be prepared to receive complaints and allegations of wrongdoing that affect the Kansas Society.
- j. Replace Board of Governors members when openings occur.
- k. Create committees and planning groups as needed.
- l. Authorize collaboration with other organizations, such as the Daughters of the American Revolution and the Children of the American Revolution.
- m. Require accountability, transparency, loyalty, and conformity by members, and protect the identity and integrity of the Kansas Society.
- n. Support the chapters of the Kansas Society.
- o. Keep records of its activities.

Article VII – Amendments to the Constitution

The Kansas Society Constitution may be amended by presenting written resolutions to the Board of Governors who shall then refer the same to an Annual Conference of the Kansas Society, or to a special meeting called for that purpose after due notice has been given by electronic mail at least thirty days before the meeting, and the same has been approved by a majority vote of the members present at said Board of Governors meeting. The changes can be adopted in a draft status by the Board of Governors prior to the Annual Conference. The changes must be ratified by a majority vote during a Kansas Society Annual Conference.

Article VIII – Internal Revenue Service Compliance

The Kansas Society 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.

The Kansas Society Treasurer is responsible for ensuring compliance with Section 501(c)(3) of the Internal Revenue Code of 1954, with oversight and support by the officers of the Kansas Society.

Article IX – Kansas Society Committees

The following Committees shall be maintained by the Kansas Society Board of Governors:

- Americanism Report
- Americanism Brochure Contest
- Americanism Elementary School Poster Contest
- Audit
- Bylaws, Constitution, Handbook
- Children of the American Revolution Liaison
- Color Guard
- Community Programs
- Daughters of the American Revolution Liaison
- Education Outreach Coordinator
- Eagle Scout Essay Contest
- Event/Meeting Planning
- Finance
- Flag and Flag Retirement
- Friends of the Library
- Genealogy
- George Washington Endowment Fund
- Junior Reserve Officer Training Corps, Reserve Officer Training Corps
- Handbook (Constitution, Bylaws, Processing Instructions and Administrative)
- Heritage Trust Fund
- History Teacher of the Year Award (Elementary, Middle & High School Levels)
- Knight Historical Essay Contest
- Ladies Auxiliary
- Liberty Bell Newsletter
- Medals, Awards, Certificates, Streamers
- Membership and Life Membership
- Nominating
- Partners in Patriotism
- Programs (Sons of the American Revolution)

Public Service and Heroism
Publicity
Rumbaugh Historical Orations Contest
Service Awards
USS Stark Award
Veterans Affairs and Veterans Awards
Website/Social Media
Wreaths Across America
Youth Coordinator
Youth Protection

The Kansas Society Board of Governors can authorize committees to be combined with a single Chairman.

Part II – Bylaws

Section 1 - Admission to Membership and Application Fees and Dues

Application for membership in the Kansas Society must be made on forms and watermarked paper approved by the National Society, with two original application forms 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, and State and National Society fees and dues shall be submitted to the Kansas Society Registrar.

Following State Registrar approval, the application and supporting documents along with the required National Society fees and dues shall be forwarded to the Genealogist General of the National Society. Upon registration by the National Society, the applicant shall become a member as provided in the Constitution.

A new member shall pay National Society dues for the calendar year in which his application is approved. The Kansas Society dues shall be collected annually by December 31st. Dues for any type of application approved after August 31st shall be credited to the following year.

Section 2 - Annual Dues

The cost of 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 Board of Governors.

Annual dues payments shall be remitted directly to the Kansas Society.

Annual dues shall be made via check or electronic payment methods established and approved by the Kansas Society Board of Governors. Electronic payment will include the overhead fee, if any, charged by the processing company.

Annual dues must be received by the Kansas Society no later than December 31st.

Section 3 - Annual Dues Deadline

Members of the Kansas Society shall be those members who have paid their current annual dues. Members failing to pay their regular annual dues by December 31st shall be considered inactive and ineligible to receive the benefits of an active member. The Kansas Society Membership Secretary is authorized to accept dues prior to submitting the final membership roster and dues to the National Society prior to December 31st. Members will be required to be reinstated once they are reported as inactive members.

The National Society establishes the ending date 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 no later than the established closing date. The Kansas Society is responsible to pay National Society dues for members of the Kansas Society.

Members whose dues are received after December 31st will be dropped and must be reinstated to become an active member.

The Kansas Society Membership Secretary will notify all Kansas Society members of annual dues requirement on or about September 1st.

Annual dues must be received by the Kansas Society no later than December 31st.

Section 4 - Election of Officers

All Kansas Society officers shall be elected by ballot when requested at the designated Annual Conference. A majority of those qualified members present shall be required for election. Officers shall serve two years and shall hold office until a successor has been duly elected. 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 interim vacancy at its next Board of Governors meeting with a two-thirds vote. The nominees for National Society Trustee and Alternate National Society 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. Terms of office of state officers will start as of the date of election of new state officers, with installation of state officers, and chapter officers at the Kansas Society Annual Conference.

The Kansas Society Secretary will notify the National Secretary General of the election and appointment of all Kansas Society officers, nominees for National Society Trustee and Alternate National Society Trustee, and the delegates authorized to represent the Kansas Society at each National Society Annual Congress. Additionally, the Kansas Society Secretary shall file a report with the Secretary General specifying the date on which the last meeting was held for the election of officers.

Section 4a - President

The Kansas Society President shall preside at the Kansas Society Annual Conference, Board of Governors meetings, and special meetings. The Kansas Society President shall implement the decisions of these meetings and of the Board of Governors. He shall be responsible for the enforcement of the Constitution and Bylaws of the Kansas Society. 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 a Kansas Society officer or member 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 4b - 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 or by the Kansas Society Board of Governors.

Section 4c – Assistant Vice-President, East and Assistant Vice-President, West

The Vice-President, East and Vice-President, West shall assist and serve as liaisons with the chapters as designated.

The east and west areas will be divided along a north-south line that begins along the southern-most part of the State of Kansas along United States Highway 77 through Wichita, Kansas tracking north along that line to the Kansas/Nebraska border.

The Assistant Vice President, East is responsible as outlined above for the Charles Robinson, Delaware Crossing, Fort Scott, Henry Leavenworth, Konza Prairie, Monticello, and Thomas Jefferson Chapters, and will be a primary member of one of those chapters.

The Assistant Vice President, West is responsible as outlined for Bennington, Fort Hays, John Seward, Prairie Minutemen, Sons of the Plains, and Washington Chapters, and will be a primary member of one of those chapters.

Section 4d - Recording and Membership Secretaries

The Recording Secretary shall keep minutes, which shall always be available for inspection by the members of the National or Kansas 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 Kansas 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 National Society all applications for membership, after they have been approved at the state level.

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

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

Section 4e - 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 quarterly reports at the Board of Governors meetings and an annual report during the Kansas Society Annual Conference, or more often if required by the President, or majority vote by the Board of Governors. He shall be a member of the Kansas Society Board of Trustees for the Kansas Heritage, Life Membership, Lewis H. Kessler Trust Fund, and any other trust funds of the Kansas Society.

The Kansas Society Treasurer is responsible for ensuring compliance with Section 501(c)(3) of the Internal Revenue Code of 1954, with oversight and support by the officers of the Kansas Society.

The Kansas Society Treasurer shall be responsible for filing the Kansas Retailers' Sales Tax Return (ST-36), the Kansas Retailers' Compensating Use Tax Return (CT-9U), the annual Not For Profit Corporation Annual Report to Kansas, and the annual Form 990-N filed with the Internal Revenue Service of the United States.

Section 4f - Registrar

The Registrar shall maintain a collection of all applications for membership in the Kansas Society. At the Annual Conference, the Registrar shall report the names of any deceased members. He may also call attention to and give information on membership.

Section 4g - Nominating Committee

The Nominating Committee shall consist of a Committee Chair, two members from western chapters, two members from eastern chapters, and a recording secretary. Each member of the committee shall be from different chapters, excluding the non-voting recording secretary. It shall be chaired by the most Immediate Past President available. The Immediate Past President and Kansas Society President shall appoint the four members and recording secretary.

The duty of the nominating committee is to find the best candidate for each office. Persons serving on the Committee may be nominated for office.

Members and chapters are encouraged to make recommendations to the Committee of any candidate or candidates for consideration for officer positions. Recommendations shall be in writing and be sent via electronic mail to the Nominating Committee Chair, and shall indicate a willingness of the candidate to serve in the office.

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

Section 4h – Historian

The Historian shall store and safeguard all Kansas Society genealogical papers, manuscripts, and documents belonging to the Kansas Society, and shall keep a complete record of the same.

Section 5 - Life Membership

Effective on the date of approval by the Kansas Society Secretary at its regularly scheduled annual meeting, and notwithstanding other provisions of the Bylaws to the contrary, the Kansas Society shall be authorized to offer contracts for life membership in the National Society and the Kansas Society, 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 and the Kansas Society at any regularly scheduled meeting thereof.

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 chairman, and until all life membership obligations of the life membership contracts have been met or the Kansas Society has terminated its offering of life membership contracts. These funds shall be invested solely for the purpose of meeting the obligation to pay the annual Kansas Society dues for these life members during their natural lifetimes. Chapters are permitted to establish chapter life memberships with the same stipulations at the chapter level as the Kansas Society.

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.

The Kansas Society Registrar shall prepare a Life Membership Certificate for new life members.

Section 6 - 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. 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 signatures required on each account.
 - b. All operating funds shall be deposited with a FDIC financial institution.

- c. The disbursements of these funds shall be made in accordance with the budget approved at the Kansas Society 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. The restricted fund investment governance shall be at the discretion of the Kansas Society Trust Fund Board of Trustees. The Trustees may invest in other than FDIC insured Certificates of Deposit and United States Government Securities.
 - a. On January 10th of each year, the Kansas Society 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 those pro rata shares as computed.
 - b. The Kansas Society 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 to improve the return on investment or safety of these funds.
 - c. Between January 1st and January 31st, the Kansas Society Treasurer shall invest in designated Life Membership Funds from the Operating Funds all new Life Membership monies collected during the past year. Between January 1st and January 31st, 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. This amount shall be deposited in the Operating Funds account. This amount requested shall not exceed the Life Membership Fund income generated for the year just ended.
 3. The Treasurer shall report to the Membership Secretary by December 31st the names of all Life Members who have paid annual dues to chapters.

Section 6a - Trust Fund Board of Trustees

The Kansas Heritage Fund, the Life Membership Trust Fund, the Lewis H. Kessler Fund, and all future trust funds of the Kansas Society shall be administered by a five-member Board of Trustees composed of the Treasurer (who shall be the chairman), the Chancellor, and three members appointed by the President and approved by the Board of Governors.

The appointment of the President of the three Trustees shall be for a period of three 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 vacancies. An appointment to fill a vacancy would serve only for the unexpired term of the Trustee he replaces. At least one 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 6b - Distribution of Assets on Dissolution

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

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

Section 6c - 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 becomes 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 Operating 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 Kansas Society may provide such compensation for services that it deems to be advisable upon approval of the Board of Governors with a majority vote.

Section 8 - Order of Business

The Kansas Society and its Board of Governors and committees will use the most current version of the Robert's Rules of Order for all meetings. A meeting is defined as an organized gathering of three or more members to conduct Kansas Society business which require meeting minutes to be provided to the Kansas Society Recording Secretary for distribution.

The following shall be the order of business:

- a. Presentation of the Colors
- b. Invocation

- c. Pledge of Allegiance to the Flag
- d. Pledge to the Sons of the American Revolution
- e. Posting the Colors
- f. Quorum Call
- g. Reading of the minutes of the previous meeting (A motion to accept the minutes without being read is acceptable)
- h. Past Kansas Society Presidents Comments
- i. Officer Reports
- j. Committee Reports
- k. Chapter Reports
- l. Unfinished Business
- m. New Business
- n. Training (topics considered important and necessary to train the gathered members)
- o. Review of Important and Upcoming Events/Dates
- p. Additional Business
- q. Benediction
- r. Sons of the American Revolution Recessional
- s. Adjournment

Election of officers at the Annual Conference of the Kansas Society and election of delegates to the Annual Congress of the National Society at the Annual Meeting of the Kansas Society shall be conducted during the New Business session.

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

Section 9 - Amendments

These Bylaws 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 via electronic mail to the Board of Governors or a previous Annual Conference or special meeting and have been approved by such meeting, and written notice of such amendments has been sent to each chapter not less than thirty days prior to the date of the meeting at which the final vote is taken.

Section 10 - New Chapter, Application for Charter

The minimum number of members required as signatories to an application for a new Chapter will be 11, unless dispensation is granted by the Board of Governors, or the new Chapter is in a sparsely populated geographical area of the State. In no case shall the number of members be fewer than five.

Members of the Kansas Society are highly encouraged to form new chapters in areas that currently do not have a chapter and that can maintain membership indefinitely.

The name of the new chapter will be deemed relevant to the chapter and selected by the membership of the new chapter with a majority vote of the founding members.