

Kansas Society  
Sons of the American Revolution



Handbook

Volume II:

Processing and Administrative Instructions

Website: [kssar.org](http://kssar.org)

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# **PART I: PROCESSING INSTRUCTIONS**

## **SECTION 1 – Application for Membership**

### **A. General**

All membership applications will be in accordance with the National Society's (NSSAR) Constitution, Article III, Eligibility for Membership.

### **B. Chapter Registrar: Responsibilities for an Application**

Upon the receipt of a completed Application for Membership from a prospective member, the Chapter Registrar or designated representative will make certain that the application:

1. Has been completed using the properly authorized form. Two copies of the application form on the National Society watermarked archival paper are required.
2. Is signed by the prospective member.
3. Is signed by a sponsor and a co-sponsor.

The Chapter Registrar will determine if the references included with the application are complete and that acceptable proofs of lineage have been attached.

Upon completion of the above, the Chapter Registrar will send the properly prepared and documented application with proofs of lineage attached to the KANSAS SAR Registrar. A personal check from the applicant in the required amount (application fees and first year's dues) must be submitted with each application.

### **C. Kansas Society Registrar: Responsibilities for an Application**

1. Upon the receipt of a properly completed application from a Chapter Registrar, the KANSAS SAR Registrar will validate for all items listed on application submitted by the Chapter Registrar. He will validate all references for Proof of Lineage are complete and in the proper form.
2. In the event the KANSAS SAR Registrar finds an issue preventing submission of the application, he will submit the issue in writing via electronic mail to any of the following without delay: the Chapter Registrar, the Sponsor, or the Applicant.
3. When the application is accepted as complete, the KANSAS SAR Registrar will sign and date the application and send it, along with all proofs of lineage and the applicant's personal check, to the KANSAS SAR Membership Secretary.

4. The KANSAS SAR Registrar will maintain a record of all applications sent to the Membership Secretary so that he can ascertain that all records are returned to him following processing by the Membership Secretary.
5. When the KANSAS SAR Membership Secretary is ready to send the application to NATIONAL SAR, he will sign and date the application and will make and retain a photocopy of the application until notified by NATIONAL SAR of its acceptance.
6. After the application has been accepted by NATIONAL SAR, the KANSAS SAR Membership Secretary will send a copy of the Acceptance Letter along with a copy of the application to the KANSAS SAR Registrar. The letter will have the date of NATIONAL SAR approval and the National and State membership numbers. These items shall be posted to the application and to the KANSAS SAR Registrar records.
7. Guidance for the KANSAS SAR Registrar in performing his duties is contained in pamphlets issued by the NATIONAL SAR. The KANSAS SAR Registrar is responsible for maintaining a current knowledge of all changes made to the application process by the NATIONAL SAR.

#### D. Kansas Society Membership Secretary: Responsibilities for an Application

1. Upon receipt of an Application for Membership from the KANSAS SAR Registrar, the KANSAS SAR Membership Secretary will obtain a check from the KANSAS SAR Treasurer for fees made to the order of the NATIONAL SAR Treasurer General. The personal check received with the application will be sent to the KANSAS SAR Treasurer for deposit. The KANSAS SAR Membership Secretary will send the original application, all proofs of lineage, and the check for the NATIONAL SAR Treasurer General to the NATIONAL SAR along with two copies of the NATIONAL SAR Transmittal Form. A copy of the application will be returned to the KANSAS SAR Registrar. The application copy must be signed and dated by the KANSAS SAR Membership Secretary prior to mailing it to NATIONAL SAR.
2. When the Acceptance Letter and Membership Certificate are received from NATIONAL SAR, a copy of the letter is sent to the KSSAR Registrar, Treasurer, and Newsletter Editor.
3. Membership Certificates shall be signed by the KANSAS SAR Membership Secretary and is then forwarded to the KANSAS SAR President for signature and transmitted to the Chapter President where the newly approved applicant is enrolled.
4. The KANSAS SAR Membership Secretary will prepare a Letter of Welcome to the new member for the KANSAS SAR 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 membership numbers, the date of approval, and the new member's current address. All material shall be sent to the KANSAS SAR President, who will sign and forward to the Chapter President.

## **SECTION 2 – Supplemental Applications**

### **A. Chapter Registrar: Responsibilities for a Supplemental Application**

1. Upon receipt of a completed Supplemental Application from a member, the Chapter Registrar or his representative will verify that the application has been:
  - a. Completed using the authorized form. (The preprinted SAR watermarked blank form is acceptable. A computer-printed form may also be used using the NATIONAL SAR-approved software or NATIONAL SAR website. SAR watermarked blank forms are available from NATIONAL SAR.)
  - b. Properly signed by the submitting member. The complete mailing address and electronic mail address of the applicant must be included.
2. The Chapter Registrar will verify if the references attached to the Supplemental Application are complete and that acceptable proofs have been included.
3. Upon completion of the above, the Chapter Registrar will send the Supplemental Application to the KANSAS SAR Registrar. A personal check from the Supplemental Applicant in the correct amount to cover the application fees must be enclosed with the application.

### **B. Kansas Society Registrar: Responsibilities for a Supplemental Application**

1. Upon receipt of a completed application from a Chapter Registrar, the KANSAS SAR Registrar will review all items listed in Section 2 A above. He will verify that the references for Proof of Lineage are complete and in the proper format.
2. If the KANSAS SAR Registrar identifies an issue preventing submission of the application, he will submit the issue in writing by electronic mail to the Chapter Registrar and the Applicant.
3. When the Supplemental Application is complete, the KANSAS SAR Registrar will sign, date, and forward the application, along with the proofs of lineage and the applicant's personal check, to the KANSAS SAR Membership Secretary.
4. The KANSAS SAR Registrar will keep a record of all applications to verify records when they are returned to him.
5. Following the acceptance of the supplemental application by NATIONAL SAR, the KANSAS SAR Membership Secretary will send a copy of an Acceptance Letter, along with a copy of the supplemental application to the KANSAS SAR Registrar. The letter will include the date of NATIONAL SAR approval, shall be posted to the application on file and to the other KANSAS SAR Registrar records.

### C. Kansas Society Membership Secretary: Responsibilities for a Supplemental Application

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

### D. Kansas Society Treasurer: Responsibilities for a Supplemental Application

Upon receipt of the applicant's personal check, the KANSAS SAR Treasurer, or KANSAS SAR Membership Secretary, shall deposit it into the KANSAS SAR account, and promptly send a check made out to the NATIONAL SAR Treasurer General in the correct amount to the KANSAS SAR Membership Secretary.

## **SECTION 3 – Application for Reinstatement of the Membership**

- A. Application for reinstatement shall be in compliance with the NSSAR bylaws and membership policies.
- B. A former member of the KANSAS SAR may apply for reinstatement by filing an application for reinstatement with the KANSAS SAR Membership Secretary or Registrar. The KANSAS SAR Membership Secretary or Registrar should determine the nature of the reinstatement, such as member-at-large or through a chapter and advise the former member of the costs and dues needed for reinstatement and any other necessary documents needed to complete the reinstatement.
- C. If a chapter receives an application for reinstatement, the chapter should forward the application to the KANSAS SAR Membership Secretary or Registrar.
- D. If the KANSAS SAR Membership Secretary or Registrar believes there are concerns or questions concerning the reinstatement, the KANSAS SAR Membership Secretary or Registrar should consult with the KANSAS SAR President or Chancellor as needed.

## **SECTION 4 – Application for Dual Membership**

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

### **SECTION 5 – Application for Transfer of Membership**

- A. A member in good standing may demit from the State Society of which he is a member in order that he may transfer to another State Society of his choice; provided that his membership shall continue in the former until he be accepted as a member of the latter.
- B. Applications to transfer membership will use appropriate transfer forms in accordance with NATIONAL SAR policy.

### **SECTION 6 – Renewing Membership**

- A. Membership in the NATIONAL SAR, KANSAS SAR, and a Kansas Chapter or member-at-large is renewed annually by a Kansas member timely paying dues.
  - 1. The membership year begins on January 1 and ends on December 31 of any year.
  - 2. If a Kansas member is a life member, the life membership may affect the need to pay annual dues to the Chapter.
- B. Since no new application is involved with a renewal of membership, the Chapter and KANSAS SAR Registrars do not have any duties to perform in the membership renewal process.
- C. Responsibilities of the KANSAS SAR Membership Secretary shall transmit by an appropriate method a renewal statement to a KANSAS SAR member prior to the termination of membership year.
  - 1. The renewal statement will indicate the amount required for membership renewal for the subsequent year in the NATIONAL SAR, KANSAS SAR and any applicable Chapter.
  - 2. The renewal statement will specify how the KANSAS SAR member may pay the renewal fees and dues.
  - 3. If the Compatriot is a Life Member of NATIONAL SAR, KANSAS SAR and/or a KANSAS SAR Chapter, the renewal statement will indicate what, if any, payment is required.
- D. Responsibilities of the KANSAS SAR Treasurer shall include, upon receipt of the renewal payment from the KANSAS SAR member, the KANSAS SAR Treasurer, or KANSAS SAR Membership Secretary, shall deposit the payment into the KANSAS SAR account. At the appropriate time, the KANSAS SAR Treasurer shall transmit the Kansas

Society's membership renewal payments to KANSAS SAR in the manner required by NATIONAL SAR.

- E. For a KANSAS SAR member who is not a KANSAS SAR Life Member, the failure to pay the KANSAS SAR annual dues and fees for the succeeding year on or before December 31 of the current year will be treated by the KANSAS SAR Membership Secretary as a failure to renew membership and will subsequently be dropped from membership.
1. When a Compatriot fails to timely renew a membership, the Compatriot would need to apply for reinstatement of membership to cure this failure.
  2. A lack of current membership would prevent a former KANSAS SAR member from being considered in good standing with the KANSAS SAR when an official vote is required.
  3. If the payment is mailed by U.S. Postal Service, the postmark on the envelope will determine whether the payment was submitted by December 31<sup>st</sup> of the year.
  4. For electronic payments, the date the payment is posted to the KANSAS SAR account will determine whether the payment was submitted by December 31<sup>st</sup> of the year.
- F. If the KANSAS SAR Membership Secretary or Registrar believes there are concerns or questions concerning the renewal, the KANSAS SAR Membership Secretary or Registrar should consult with the KANSAS SAR President or Chancellor as needed.

## **SECTION 7 – Preparation and Distribution of Minutes**

### **A. Recommended Format for Chapter Meeting Minutes**

The following items are recommended as topic guidelines to outline chapter meeting minutes:

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. Whether the minutes of the previous meeting were approved or approved as corrected or dispensed with the reading.
6. Date and time of meeting and adjournment.
7. Number of compatriots and guests present.
8. All main motions, points of order and appeal, and all other motions not lost or withdrawn, if applicable.
9. Awards Presented, including the name of the recipient and their organization.
10. A brief description of the program



Minutes should be recorded and published for every meeting of a chapter and KANSAS SAR when three (3) or more members are conducting business. Chapter meeting minutes, once approved, may also be forwarded in digital format to the KANSAS SAR Historian.

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

#### B. KANSAS SAR Minutes

1. Minutes of KANSAS SAR BOG Meetings, KANSAS SAR Annual Conferences, KANSAS SAR EXCOM, and any KANSAS SAR special meetings shall be distributed to all members of the BOG, KANSAS SAR committee chairmen, and any others designated by the KANSAS SAR President.
2. Duties of the KANSAS SAR Recording Secretary, or designee, shall include:
  - a. Sending electronic mail notices of all quarterly, special, and annual meetings as required. These notices shall be transmitted, at least, ten (10) days prior to such meetings.
  - b. Recording the audio conversation of all proceedings at such meetings, to be used as a basis for meeting minutes, and to retain such recording until the next meeting for examination.
  - c. Distributing copies of these meeting minutes including all motions and actions thereon, all honors, all awards, etc., to all members of the BOG, the Newsletter Editor, and others designated by the KANSAS SAR President.
  - d. Maintaining a file or book of all such meeting minutes which shall be always open for inspection by members of the KANSAS SAR. This record, including a file of all correspondence, shall be provided to his successor.

### **SECTION 8 – Change of Contact Information**

#### A. Chapter Secretary

1. Upon learning of a change of a Compatriot's contact information (Name, Physical Address, Phone Number, Electronic Mail Address), the chapter secretary shall send an electronic mail message with all contact revisions to the KANSAS SAR Membership Secretary. Additionally, the Chapter Secretary may periodically request that the chapter members update their contact information on the NATIONAL SAR membership portal, so the SAR Magazine and other information will be sent to the correct address.
2. Revise Chapter records to reflect new and current contact information.

#### B. Kansas Society Membership Secretary

1. Upon receipt of a revised contact information from a Chapter, the KANSAS SAR Membership Secretary shall notify the NATIONAL SAR and the KANSAS SAR Treasurer, Registrar, Recording Secretary, and Liberty Bell editor.
2. If the KANSAS SAR Membership Secretary receives a change of contact information message from an entity other than a Chapter Secretary, he will notify the chapter in addition to those named above.
3. Upon receipt of a returned undeliverable message, the Membership Secretary and/or the Liberty Bell Editor will forward a request to the appropriate Chapter Secretary to acquire the correct electronic mail address.
4. On a regular basis, and at least annually, the KANSAS SAR Membership Secretary will update the KANSAS SAR records and any electronic mail distribution lists to reflect the current information.

## **SECTION 9 – Notification of Death**

### **A. Chapter**

1. Upon learning of the death of a Chapter Compatriot, it is the duty of the Chapter to notify the Chapter President and the KANSAS SAR Membership Secretary 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 the member's status.

### **B. Kansas Society Membership Secretary**

1. The KANSAS SAR Membership Secretary will notify the NSSAR and the KANSAS SAR BOG.
2. The KANSAS SAR Membership Secretary will notify the Chapter President if he receives a notice of death from anyone other than a Chapter Representative.
3. The KANSAS SAR Membership Secretary will revise the KANSAS SAR records to reflect the deceased status of the Compatriot.

### **C. Liberty Bell Editor**

1. All reported KANSAS SAR Compatriot deaths shall be published in the next Liberty Bell edition, including the obituary when available.

## **SECTION 10: Annual Dues Report**

A. KANSAS SAR Membership Secretary (Working with the KANSAS SAR Treasurer or Deputy Treasurer).

1. Shall provide a report showing the status of membership of current and past KANSAS SAR members.
2. Shall provide a status of dues payments (Dues Report) to KSSAR Officers beginning two weeks after the first notice of dues renewal is distributed.
3. Shall provide to the NATIONAL SAR the “Annual Dues Transmittal” reports by January 31st.
4. The KANSAS SAR Treasurer shall reconcile the count of total members with dues paid for the current year and coordinate with the KANSAS SAR Membership Secretary in the preparation of the Annual Membership Report.
6. The chapter dues reports shall be retained by the KANSAS SAR Treasurer in a permanent file.

B. Kansas Society Membership Secretary

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

**SECTION 11 – Life Membership**

A. KANSAS SAR Life Membership

1. Applications for Life Membership shall be routed through the KANSAS SAR Membership Secretary.
2. The cost for a NATIONAL SAR and KANSAS SAR Life Membership shall be obtained from the KANSAS SAR Treasurer and KANSAS SAR Membership Secretary.
3. A separate KANSAS SAR Life Membership Trust Fund has been established and is administered by the KANSAS SAR Board of Trustees of the American Heritage Fund. Annual state dues of KANSAS SAR 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 SAR. The

KANSAS SAR Treasurer will credit this payment to the member, deposit the check, and reissue a check to the NATIONAL SAR.

C. KANSAS SAR Treasurer

1. Upon approval and enrollment of a member in the KANSAS SAR Life Membership program of the KANSAS SAR, the KANSAS SAR Treasurer will notify the KANSAS SAR Membership Secretary and the member's Chapter.
2. The KANSAS SAR Treasurer shall maintain a file of the NATIONAL SAR and the KANSAS SAR Life Members so that he can reconcile dues paid to the NATIONAL SAR with the total active members in the KANSAS SAR.
3. The KANSAS SAR Treasurer shall resubmit a report of all Life Members in the KANSAS SAR at the KANSAS SAR Annual Conference held each March. This report will include member names, chapter of each Life Member. A copy will be filed with the KANSAS SAR Membership Secretary.

D. Kansas Society Membership Secretary

1. The KANSAS SAR Membership Secretary shall maintain a file of KANSAS SAR Life Members to reconcile the NATIONAL SAR dues paid with the total active members in the KANSAS SAR.

**SECTION 12 -- Amending Volume II Part I**

- A. To amend Volume II Part I, any modifications shall be approved by BOG at a regular or special meeting with a majority vote.
- B. The text of any modification must be submitted in writing to the Handbook Committee for review and subsequent submission to BOG.
- C. Modifications to Volume II Part I are solely within the province of BOG.

## **PART II: ADMINISTRATIVE INSTRUCTION**

### **SECTION 1: NATIONAL SOCIETY ANNUAL REPORTS**

#### **A. General**

1. KANSAS SAR shall submit a roster of all paid active members to National Society (NATIONAL SAR) no later than January 31st of each year to include details of changes in membership during the previous year. The KANSAS SAR Membership Secretary is responsible for the preparation and submission of the report on a timely basis. This report is due at NATIONAL SAR on or before 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 SAR Membership Secretary in an electronic mail (email) 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 SAR Membership Secretary.

#### **C. Kansas Society Membership Secretary**

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

#### **D. Kansas Society Treasurer**

1. The KANSAS SAR 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 KANSAS SAR Membership Secretary. When in agreement, the KANSAS SAR Treasurer shall send a check for National dues to the KANSAS SAR Membership Secretary to be sent to NATIONAL SAR 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 SAR Constitution, “The Annual Conference shall be held in the state of Kansas in the month of March of each year.”
2. The KANSAS SAR Vice President, an Assistant Vice President, or a State Meeting Planner is charged by the BOG to be responsible for selecting an acceptable location for the KANSAS SAR Annual Meeting and presenting the recommendation to the KANSAS SAR President and BOG for approval. It is the KANSAS SAR’s custom to hold the Annual Conference in the newly elected KANSAS SAR President’s “hometown.” However, this may be modified as needed. 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 BOG, the KANSAS SAR Vice President, Assistant Vice President, or a State Meeting Planner will confirm reservations with the hotel or facility in writing, courtesy copying the KANSAS SAR President, Treasurer, and Recording Secretary.
3. The KANSAS SAR President may serve as chairman for the arrangements of the KANSAS SAR Annual Meeting or may appoint a chairman but retain the responsibility of monitoring all progress reports.

### **B. Preparations for hosting a KANSAS SAR Annual Meeting**

1. At least three months prior to the planned Annual Meeting, and at a scheduled BOG 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, discuss meals cost; banquet, and meeting room setup; hospitality room setup; blocks of sleeping rooms; etc.
  - c. Banquet arrangements are to include table decorations, seating arrangements and place cards, program speaker, and musical program.
  - 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. Arrangements to conduct State-level Youth Brochure and Poster Youth Luncheon and KANSAS SAR Youth Contest recognitions
- 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 SAR and used to notify and keep informed all members of news and business of the society, including official notices as required by the KANSAS SAR 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 October 15.
  - e. Winter Issue (February): The deadline for copy and pictures is January 15.
2. Each of the four issues shall include information in a timely manner about the following:
  - a. National Congress, the National Trustees' meetings, the South-Central District meetings, the KANSAS SAR's Annual Conference, Executive Committee Meetings, and the Board of Governors' meetings.
  - b. 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 SAR functions are reported on to include collecting, writing articles, publishing news announcements, editing, proofreading, laying out the pages, printing, labeling the newsletter, and emailing it to all members of the KANSAS SAR, or chapter presidents and secretaries for distribution to their chapters.

4. The KANSAS SAR Membership Secretary will provide the Liberty Bell Newsletter Editor with a current membership listing of electronic mail addresses two weeks in advance of each publication.
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. NATIONAL SAR Chairmen, Newsletters and Periodicals Committee
  - d. NATIONAL SAR Librarian
  - e. Selected Kansas Libraries

## **SECTION 4: Color Guard**

### **4.1 Membership**

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

### **4.2 Organization of Kansas Society Color Guard**

The KANSAS SAR Color Guard shall have a Commander, an Eastern Region Adjutant, and a Western Regent Adjutant. The KANSAS SAR Color Guard Commander is to wear epaulets with two gold stars on each epaulet. Past KANSAS SAR Color Guard 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 events that are appropriate to place the SAR/KANSAS SAR to its best advantage in the public's eye. The chapter Color Guard Commander, or leader, should provide instruction and call for study of flag protocol. In addition, it is recommended the Chapter Color Guard unit practice drill maneuvers for varied physical circumstances including parades and indoor venues (which offer different table arrangements, room sizes, shapes, etc.)

### **4.4 Uniform**

Revolutionary Army uniforms, such as Artillery, and Militia unit uniforms, or period militia dress approved by the KANSAS SAR Color Guard Commander will be permitted. Use of accoutrements such as haversacks, canteens, and cartridge boxes must be approved by the KANSAS SAR Color Guard Commander.

Unless a uniform is provided to a new Color Guardsman at no cost, KANSAS SAR will reimburse a new color guardsman for the purchase of a uniform in the amount of \$100, providing



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

Inventory purchased by KANSAS SAR for the use of the state Color Guard is the property of the KANSAS SAR and shall be stored and maintained by the KANSAS SAR Color Guard Commander. The Commander shall maintain a current property inventory.

Any items purchased by or donated to a KANSAS SAR Chapter are the property of the said chapter.

#### 4.6 Color Guard 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 a KSSSAR or chapter level activity.

The KANSAS SAR Color Guard shall participate in the following events: The KANSAS SAR Board of Governors Meetings (Quarterly), KANSAS SAR Annual Meeting (March), the South-Central District Annual Meeting (August). It is desired to have the KANSAS SAR 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 SAR Color Guardsman is permitted with strict adherence to the requirements of NATIONAL SAR, KANSAS SAR, the State Society in the State the event occurs, and national, state, and local government regulations and laws. Requirements of the organizing entity shall be adhered to.

Particular attention will 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 SAR Color Guard Handbook under Health and Safety Regulations. The handbook can be read on the NATIONAL SAR.ORG website and downloaded for continued reference.

No firearm (Real or Replica) is to be carried into a venue that prohibits firearms without official written authorization from the specified manager or authorized representative of that venue.

The NATIONAL SAR and KANSAS SAR require the color guardsman to 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 SAR Color Guard Commander prior to any participation in a firelock firing event.

Prior to any participation in a firelock firing event, the Color Guardsman shall verify with his Color Guard commander or leader that the KANSAS SAR or Chapter has adequate insurance coverage to cover liabilities due to firelock firing accidents.

#### 4.8 Operating Procedures and Basic Training Manual

The KANSAS SAR Color Guard Standard Operating Procedures and the KANSAS SAR Color Guard Basic Training manual will be maintained outside this handbook. Changes to the KANSAS SAR Color Guard Standard Operating Procedures and the KANSAS SAR Color Guard Basic Training manual will be subject to the approval of the BOG upon the recommendation of the KANSAS SAR Color Guard Commander.

### **SECTION 5: Membership Fees and Dues**

#### A. General

1. The annual fee for membership in the KANSAS SAR will be published annually with the cost for the NSSAR, KANSAS SAR, and each chapter. The cost will not be a part of the KANSAS SAR 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 edition of The Liberty Bell.

2. The notice of dues will include:

a. New Applications:

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

b. Supplemental Applications:

National Society Application Fee  
KANSAS SAR Application Fee  
Supplemental Total Fee

c. Kansas Society Annual Dues:

National Society Dues  
KANSAS SAR Dues  
Chapter Dues  
KANSAS SAR Annual Dues Total

d. Dual State Membership:

National Society Dues  
KANSAS SAR Dues  
Chapter Dues  
Dual State Membership Total

e. Life Membership:

National Society Life Membership Cost  
KANSAS SAR 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: Medals, Awards, Certificates and Streamers**

**A. NATIONAL SAR Awards**

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

**B. KANSAS SAR Awards**

1. KANSAS SAR 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. Knight 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.
- d. Brochure: A program created in 2013 by the Americanism Committee. The winners are judged and announced during the annual Congress each year. The Sgt. Moses Adams Memorial Middle School Brochure Contest is open to middle school students (grades 6-8), depending upon when the American Revolution is taught in their educational system – including public, private, ecumenical and home-schooled students. Judging is based upon the 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. KANSAS SAR may present this award to educators at elementary, middle school, and high school levels.
- 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 the 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 will 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: A Flag Retirement Certificate is awarded to a chapter for the proper disposal of a United States of America Flag(s).
- p. Wreaths Across America: A certificate is presented to 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. Upon approval, the certificate is presented 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 within a calendar year (01 Jan to 31 Dec). This is calculated after removing those members who transferred out of state. Inter State transfers are not included in the chapter's growth calculation.
- s. Retention 95%: Chapters that retain 95% of their members after renewals within a calendar year (01 Jan to 31 Dec). 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 because of a DAR referral within a calendar year (01 Jan to 31 Dec). This streamer also requires the Chapter to submit to KANSAS SAR a request for a Medal of Appreciation and Certificate that is then presented to the DAR member by the chapter.
- u. Color Guard Growth: Recognition of a Compatriot for the recruitment of a new Chapter Color Guard member within a calendar year (01 Jan to 31 Dec).
- v. Attend 5 State Meetings: A chapter that has a member attend the four Board of Governor's meetings and the State Annual Meeting within a calendar year (01 Jan to 31 Dec).
- w. Americanism: Submission of the Americanism Scoresheet with a focus to promote the principles of freedom and liberty within a calendar year (01 Jan to 31 Dec).

- 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 SAR for their participation with the Veteran community and supporting activities of the NATIONAL SAR Veteran's Committee.
- y. Liberty Bell: The KANSAS SAR 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 within a calendar year (01 Jan to 31 Dec). (Note: This is different than the National Society award.)

C. Kansas Society Recognition Awards (Named for distinguished KANSAS SAR Members)

- a. Avery Washburn Membership Retention Award (Large Chapter & Small Chapter): Originated in 1985 and named for the first President of the KANSAS SAR (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 SAR that retains the highest percentage of their membership annually.
- b. Augustus di Zerega V Recognition Award is made annually to the chapter that is most successful at membership recruitment. Retention is calculated during the calendar year January 1<sup>st</sup> through December 31<sup>st</sup>. 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 1<sup>st</sup> 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 1<sup>st</sup>. 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 SAR, such a chapter is excluded from this competition. The winning chapter shall receive a KANSAS SAR Streamer.
- c. Ellis Spirit Award was established in 2014 to recognize extraordinary support to the KANSAS SAR during January 1<sup>st</sup> through December 31<sup>st</sup> of each year. The KANSAS SAR President selects and presents this award annually for outstanding service to the KANSAS SAR. It is the highest KANSAS SAR individual award. The individual is presented with an individual award, a KANSAS SAR Certificate, and the chapter of membership receives a streamer with the individual's 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 SAR members who have ten or more registered Revolutionary War ancestors. Individuals shall receive a KANSAS SAR Certificate, have their name added to the

KANSAS SAR Plaque, and the chapter of membership shall receive a KANSAS SAR Streamer.

#### D. Chapter Awards

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

### **SECTION 7: EDGAR E. GROVER COLONIAL SOLDIER OF THE YEAR AWARD**

This special recognition was established in 1992 and was first presented in March 1993 to the KANSAS SAR member who had earned the most points in wearing his colonial uniform while participating in various events. Points are assigned based on the type of event. Details related to the assignment of points can be found in KANSAS SAR Color Guard Manual.

Annually, the recipient's name, his chapter's name and the year, is engraved on a plate attached to the Edgar E. Grover Colonial Soldier of the Year plaque. Although the same compatriot may receive the award more than once, he may not succeed himself. The recipient retains the plaque 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 SAR Color Guard Commander to ensure the award recipient is selected in time each year to have the plaque engraved before the KANSAS SAR Annual Conference.

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

### **SECTION 8: GEORGE WASHINGTON BIRTHDAY CELEBRATION**

Chapters are encouraged to annually celebrate the birthday of the "Father of Our Country," either singularly or in collaboration with other chapters. Support from KANSAS SAR will be given to the extent possible upon being provided adequate written notice of the planned celebration.

### **SECTION 9: KANSAS HERITAGE FUND**

Established in 1984, the principal amount (corpus) of this fund has been made possible through voluntary contributions and by any surpluses from special projects of KANSAS SAR designated to go to the Kansas Heritage Fund. The fund is an integral part of KANSAS SAR, whose objectives are like those of its parent, The NATIONAL SAR: Patriotic, Historical, and Educational.

To further its objectives, the Kansas Heritage Fund of KANSAS SAR is authorized to receive and administer various types of gifts donated to the KANSAS SAR. Selected gifts are maintained separately from other assets of the KANSAS SAR. The Treasurer of the KANSAS



SAR 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 Board of Trustees, composed of the KANSAS SAR Treasurer as chairman; the KANSAS SAR Chancellor, and three appointed members of the Society, each 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 SAR.

The Board of Trustees will, at least annually, review the investments of the Kansas Heritage Fund. Any Trustee may make investment recommendations to the KANSAS SAR Treasurer (Chairman). Recommendations for changes in investment will be communicated by any means identified by the KANSAS SAR Treasurer to all Trustees; if changes are unanimously agreed upon by Trustees, the KANSAS SAR Treasurer will proceed to have investment changes made. Should any single Trustee object, the proposed investment recommendation may, as determined by the Treasurer, be forwarded to the KSSAR BOG in the form of a motion that the BOG will consider and act upon.

The income from the Heritage 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 SAR BOBOG, the principal amount (corpus) will be kept intact while using its investment income to provide revenue support for KANSAS SAR Patriotic, Historical, and Educational youth programs.

Investment of monies within the Kansas Heritage Fund will be made within brokerage accounts generally considered the safest and low-risk investments.

#### **SECTION 10: LEWIS H. KESSLER BOOK TRUST FUND**

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

By special trust agreement, the principal amount (corpus) of the fund, \$1,000, is invested for the purposes of providing books to libraries in Kansas in memory of the donor. The corpus amount of the fund will be kept intact while using its investment income to provide revenue support for the purpose(s) established for the fund.

Management of the Fund is vested with the Board of Trustees of the Kansas Heritage Fund. Any paid member of the KANSAS SAR 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 SAR Treasurer.

#### **SECTION 11: CONTEST PARTICIPANTS**

- A. Youth protection is achieved through the focused commitment of the NSSAR, KANSAS SAR, each Chapter, and Compatriot.
1. It is the requirement of each KANSAS SAR Chapter with a focus on youth facing Compatriots to partner with the NSSAR utilizing established guidelines to maintain Youth Protection awareness and safety.
  2. Kansas Law requires the reporting of child abuse. If a Compatriot suspects a child is potentially being abused, immediately call Kansas Protection Report Center Toll-Free at (800) 922-5330 or 911 for emergencies.
- B. The National Society has a Youth Protection Training Program that all KANSAS SAR and Chapter Officers are required to 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. The NSSAR logon information will populate the certificate and the NSSAR Program's Database with your Name, National Number, and Completion Date.
  2. The compatriot will be able to complete the training in about twenty minutes.
  3. The compatriot is encouraged to save and print the awarded Completion Certificate and maintain it for his record.
  4. Completion Certificates shall be maintained by Chapter Secretaries.
  5. BOG Members shall complete the Youth Protection training and provide the KANSAS SAR Recording Secretary with an electronic copy of the Completion Certificate.
- C. All personal contact and communication with Youth Contest participants shall include another adult over the age of 21. As examples, this person can include the parent(s), legal guardian, another KANSAS SAR compatriot, a compatriot's spouse, a coach, or a schoolteacher. As examples, contact includes face-to-face meetings, emails, texting, or travel, as examples. All travel shall include an adult over the age of twenty-one, preferably a parent or legal guardian. Communication includes phone calls or electronic mail and texting. (Social media and direct contact are defined separately). Communication directly with Youth Contest participants is strongly discouraged. Phone calls shall include another adult, who could be a compatriot's spouse, the Youth's parent(s), for example. Any email or text communication shall include a courtesy copy (cc) to another adult(s), preferably the Youth's parent(s). Alternatives include the KANSAS SAR President.
- E. No direct contact with Youth Contest participants through one-to-one communication shall take place. As examples, this may include, but is not limited to texting, video images or imaging, emails, or social media communication channels.

F. All Compatriots shall refrain from establishing communication channels via social media products. Creating private connections or friendships through social media channels compromises the goal of maintaining the privacy of the participating youth 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 SAR President, Vice President, Treasurer, Contest Chairman, National Trustee, Sponsoring Chapter President, and sponsoring chapter contest chairman. All other compatriots shall refrain from contact with Youth Contest participants in a private setting. Only those who have a need to contact or communicate with the youth shall within previously stated guidelines. 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. Youth Programs of the KANSAS SAR 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

J. Rules for running contests for Chapters and KANSAS SAR include:

1. A chapter's contest chairman (or designee) for each contest: reviews submissions for rules compliance (rules and forms can be found on the NSSAR website); convenes a panel of chapter members as judges to select a winning entry; and submits winning entry in a rules compliant format to the responsible state contest chairman (or designee) by the state established deadline.
2. The appointed state chairman (or designee) for each contest reviews submissions from chapters for rules compliance (rules and forms can be found on the NSSAR website); convenes a panel of KANSAS SAR members as judges to select a winning entry; and submits winning entry in a rules compliant format to the responsible NSSAR contest chairman (or designee) by the NSSAR established deadline.
3. Should a KANSAS SAR entry require the Youth to attend the NSSAR Annual Congress, the responsible contest chairman (or designee) will ensure that KANSAS SAR BOG

approval is received for funding. In certain cases, the NSSAR provides full or partial funding, and it is incumbent on the state chairman to ascertain where the financial responsibility for attending the National Congress lies. When KANSAS SAR is the responsible party, KANSAS SAR provides reasonable transportation, hotel, and meal expenses for the contestant and one parent or legal guardian. Reimbursement for such expenses is made upon submission of valid receipts.

4. If an applicant for a youth contest lives in an area that does not have a KANSAS SAR chapter, the responsible state contest chairman (or designee) will endeavor to find the nearest chapter willing to accept the entry. If a chapter cannot be identified, the Youth may be entered into the contest as an at-large participant by the state contest chairman. An at-large participant will not be eligible to receive a chapter-level award and will enter the contest at the state level of competition. To the extent there are multiple at-large entries, the state contest chairman will arrange judging to select one at-large winning entry to compete against chapter winning contestants. All the requirements applicable to a chapter-level winning entry will apply to at-large entries.

K. If an applicant for an adult contest lives in an area that does not have a KANSAS SAR chapter, the responsible state contest chairman (or designee) will endeavor to find the nearest chapter willing to accept the entry. If a chapter cannot be identified, the Adult may be entered into the contest as an at-large participant by the state contest chairman. An at-large participant will not be eligible to receive a chapter-level award and will enter the contest at the state level of competition. To the extent there are multiple at-large entries, the state contest chairman will arrange judging to select one at-large winning entry to compete against chapter winning contestants. All the requirements applicable to a chapter-level winning entry will apply to at-large entries.

## **SECTION 12: PREPARATIONS FOR HOSTING A KANSAS SOCIETY BOARD OF GOVERNORS MEETING**

- A. The location for the KANSAS SAR BOG quarterly meeting is Emporia, KS. The location may change periodically upon BOG approval.
- B. Determination of a different location for a quarterly meeting requires approval of the KANSAS SAR BOG. Meetings should periodically change locations around Kansas to enable members of various KANSAS SAR chapters convenient opportunity to attend, participate in, and host a meeting.
- C. A chapter that is designated to host a BOG meeting will select an adequate facility which is capable of meeting the needs of the meeting, including 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 conferencing.
- D. The host chapter will inform the KANSAS SAR President of the expected costs for each meeting prior to confirming final reservations for the meeting. The KANSAS SAR President shall determine the cost for each member attending and inform the KANSAS SAR Treasurer of the cost to be collected and the expense to be paid to the provider of the meeting place and meals.

**SECTION 13 -- Amending Volume II Part II**

- A. To amend Volume II Part II, any modifications shall be approved by BOG at a regular or special meeting with a majority vote.
- B. The text of any modification must be submitted in writing to the Handbook Committee for review and subsequent submission to BOG.
- C. Modifications to Volume II Part II are solely within the province of BOG.