

Kansas Society of the  
Sons of the American Revolution



Handbook

Volume I:  
Constitution and Bylaws

Website: [kssar.org](http://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 consist of:

Volume I: Constitution and Bylaws

Part I: Constitution

Part II: Bylaws

Volume II: Processing Instructions and Administration

Part I: Processing Instructions

Part II: Administration

Volume III: Ethics Violations and Procedures

# **PART I – CONSTITUTION OF THE KANSAS SOCIETY OF THE SONS OF THE AMERICAN REVOLUTION**

## **ARTICLE I. ORGANIZATION NAME**

The name of this organization, as chartered, is the "Kansas Society of the Sons of the American Revolution," hereafter KANSAS SAR.

## **ARTICLE II. OBJECT AND PURPOSE**

The objects 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 acquire and preserve the records of the individual services of the patriots of the war, as well as documents, relics, and landmarks; to mark the scenes of the Revolution by appropriate memorials; 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 President 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 SAR, 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 SAR.

### **1. Membership Classes**

- a) 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.

- b) 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.
- c) A KANSAS SAR Life Member is a male who has completed an application for National Life Membership & KANSAS SAR Life Membership and paid the designated Life Membership fees as defined and published by the National Society and KANSAS SAR. A Life Member shall be exempt from all annual dues payable to the National Society and KANSAS SAR. A National and KANSAS SAR Life Member who has not reached the age of eighteen (18) shall have the same rights and limitations as a Junior Member as defined in subsection (2).
- d) An Emeritus Member shall be any male member who has paid a total of fifty (50) cumulative years of annual dues, excepting any dues paid as a Junior Member prior to age eighteen (18). An Emeritus Member shall be exempt from all annual dues payable to the National Society and KANSAS SAR.
- e) 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.

## 2. Friend of the KANSAS SAR

- a) As authorized in the National Society Official Handbook, KANSAS SAR may designate and recognize a Friend (associate) of the KANSAS SAR, and those so designated are encouraged to participate in all state society activities and support the local chapter.
- b) Friends of the KANSAS SAR do not have membership privileges. Dues are not required. See the National Society Official Handbook, Volume III: Membership, Compliance & Other Policies.
- c) KANSAS SAR and Chapters may have “associates” or “friends.” Friends may attend meetings, march in parades with the color guard or generally support the chapter.

## **ARTICLE IV. ELIGIBILITY FOR VOTING**

Voting is an essential component of the process used by the KANSAS SAR to authorize an official action. To ensure clarity as to the voting process, the KANSAS SAR adopts the following requirements to be applied whenever a vote is required.

- 1. A Member in Good Standing means any compatriot who has fulfilled the requirements for current membership in the KANSAS SAR, and who neither has voluntarily withdrawn from membership nor has been expelled or suspended from membership after appropriate proceedings consistent with lawful provisions of the constitution and bylaws.

2. A Compatriot, who is a member of KANSAS SAR and is in good standing, may cast one vote whenever a vote is required.
  - a. If the KANSAS SAR Compatriot belongs to another State's Sons of American Revolution Society, such other State membership will not invalidate the KANSAS SAR Compatriot's vote.
  - b. Any questions or issues concerning good standing will be decided by the Membership Secretary. The Membership Secretary will determine if the KANSAS SAR Compatriot is in good standing at the time of the vote. The Compatriot may appeal the decision to the KANSAS SAR Treasurer and two (2) available officers, other than the Membership Secretary.
3. A vote can be cast by the KANSAS SAR Compatriot in attendance at the meeting where the vote occurs.
  - a. If the KANSAS SAR meeting has and is using technological means for a Compatriot to attend the meeting electronically, the KANSAS SAR Compatriot attending electronically will be treated as attending and participating in the meeting. The use of an electronic method of attendance will not affect the validity of the vote cast by the Compatriot or the overall voting process.
  - b. Electronic methods to attend will include telephone, video or audio connections using a computer, tablet or cellphone, or any other technology where the moderator of the meeting can hear, see, or document the Compatriot's participation in the meeting.
  - c. While attendance and participation by Compatriots in KANSAS SAR functions and meetings are encouraged, the KANSAS SAR is not under an obligation to offer electronic attendance as a required option for any meeting or function.
  - d. The Board of Governors will notify KANSAS SAR Compatriots if electronic attendance will be available.
4. The KANSAS SAR Secretary, with the cooperation and assistance of the KANSAS SAR elected officials in attendance at the meeting, will record the vote for the official record of the meeting.

## **ARTICLE V. OFFICERS AND APPOINTEES**

1. Officers - Officers shall serve two years and shall hold office until a successor has been duly elected and installed. A Compatriot, other than the President, may serve in multiple

officer positions concurrently yet will only have one vote. The officers of the KANSAS SAR shall be:

- a. President
  - b. Vice-President
  - c. Assistant Vice-President, East
  - d. Assistant Vice-President, West
  - e. Recording Secretary
  - f. Membership Secretary
  - g. Treasurer
  - h. Registrar
  - i. Chaplain
  - j. Historian
  - k. Genealogist
  - l. Chancellor
  - m. Publicity Director
  - n. Delegate-at-Large
  - o. National Society Trustee from Kansas
  - p. Alternate National Society Trustee from Kansas
2. Appointees - The KANSAS SAR President may also appoint certain positions, including, but not exclusive to this list:
- a. Parliamentarian
  - b. Two (2) EXCOM members
  - c. Trust Fund Board of Trustee
  - d. Health Information Advisor
  - e. NSSAR Education Outreach Coordinator

## **ARTICLE VI. ANNUAL CONFERENCE AND SOCIETY SPECIAL MEETINGS**

1. Annual Conference
  - a. The KANSAS SAR Annual Conference shall be held in the state of Kansas in the month of March each year with a primary purpose to elect KANSAS SAR officers, to conduct general business, and to provide training.
  - b. There shall be elected or appointed one or more delegates to the Annual Congress of the National Society, as provided by the National Society.
  - c. A quorum shall consist of at least fifteen members with fifty percent of the members being from five or more chapters.
  - d. 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 designated by the KANSAS SAR President.

- e. If the Annual Conference must be rescheduled due to an emergency, the KANSAS SAR President shall coordinate rescheduling of the Annual Conference.
- f. Such electronic means include, but are not limited to, telephone conference calls, video teleconference, or other approved electronic methods as deemed necessary by the Board of Governors.
- g. A virtual meeting can include a combination of in-person and virtual participation via electronic means.

## 2. Society Special Meetings

- a. KANSAS SAR Special Meetings may be called by the President, Vice-President if the President is incapacitated, or at the request of fifteen BOG members.
- b. The Special Meeting shall have a specific agenda and shall not replace the Annual Conference. This Special Meeting may be used for emergencies or if the President, Vice-President or BOG determines that one must be held.
- c. A quorum shall consist of at least fifteen members with fifty percent of the members being from three or more chapters.
- d. 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 Society Special Meeting may be held by electronic means as designated by the presiding officer.
- e. If the Special Meeting must be rescheduled due to an emergency, the presiding officer shall coordinate rescheduling of the Annual Conference.
- f. Such electronic means include, but are not limited to, telephone conference calls, video teleconference, or other approved electronic methods as deemed necessary by the Board of Governors.
- g. A virtual meeting can include a combination of in-person and virtual participation via electronic means.

## **ARTICLE VII. BOARD OF GOVERNORS**

- 1. The Purpose of the Board of Governors (BOG) is to oversee and manage the operation of the KANSAS SAR. BOG shall meet quarterly on the first Saturday of February, May, August, and November to conduct the affairs of the KANSAS SAR.

2. 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 SAR 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. If the meeting cannot be held electronically, the KANSAS SAR President may reschedule the meeting.
3. BOG shall consist of the Officers listed in Article V, each KANSAS SAR Chapter President, a designated member verified by the Chapter President or by the most senior Chapter officer present prior to the beginning of the meeting to the Secretary, past Presidents of the KANSAS SAR, and state committee chairmen designated by the KANSAS SAR President. Listed members in attendance at the BOG will have one vote. Proxy votes of members not in attendance shall not be authorized. A quorum requires twelve (12) members who represent at least 3 chapters or more. A BOG may not be held unless one of the following is present: President, Vice-President, Eastern VP, or Western VP. If one of the four positions noted is presented electronically, then that person will be in attendance.
4. BOG 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 3. Seven days' notice (including by electronic means) shall be given to all members of the BOG of such a meeting.
5. BOG is responsible for accomplishing the following tasks:
  - a. Approve the budget during the February BOG Meeting.
  - b. Review, approve, and ensure submission of the National Society annual reports.
  - c. Continually review the KANSAS SAR Handbook and identify needed updates.
  - d. Review and approve plans that require BOG oversight.
  - e. Review and approve plans for major KANSAS SAR investments.
  - f. Review and approve major gifts, including the terms of the gifts, and ensure compliance with the gifts to include the KANSAS SAR 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 SAR Handbook as allowed.
  - i. Provide and be prepared to receive and resolve issues that affect the KANSAS SAR.

- j. Replace BOG members as vacancies occur.
- k. Create committees 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 SAR.
- n. Support the chapters of the KANSAS SAR.
- o. Keep records of its activities.

## **ARTICLE VIII. EXECUTIVE COMMITTEE AND PRESIDENTS' ADVISORY COUNCIL**

### **1. EXECUTIVE COMMITTEE**

- a. EXCOM shall assist the BOG and its supervision of the business and affairs of the KANSAS SAR. It shall review proposed budgets; develop plans for the KANSAS SAR; confer with committee chairmen; receive various reports from committees and BOG members; and shall assist in promoting membership and organizing chapters. EXCOM shall have the authority to respond to an unforeseen issue, resolve urgent matters, or make decisions as required, including financial matters. Any vote made by EXCOM may be reviewed and/or rejected by the BOG.
- b. There shall be an Executive Committee (EXCOM) with a total membership of seven (7) Compatriots. The following Officers shall serve on the EXCOM: President, Vice-President, Recording Secretary, Treasurer, Chancellor. The final two EXCOM members shall be appointed by the President and must be members of BOG. In case of vacancy of these final two, the President shall fill said vacancy with the advice and consent of the EXCOM.
- c. The President, or Vice-President if the President is unable to, shall call an EXCOM as needed by announcing to the Committee the planned meeting through phone or electronic communication. The EXCOM may meet in-person, by phone, or virtually. The Recording Secretary will keep minutes of the meeting, including noting any voting decisions that are made. Decisions made in the EXCOM shall be announced during the next BOG meeting or through electronic communication if the matter is time-sensitive or serious. The EXCOM may meet with at least three (3) members; however, no votes may be held unless there is a minimum of five (5) EXCOM members.

- d. The Executive Committee shall not create regulations nor bylaws; however, the Executive Committee may formally propose revisions or amendments to the KANSAS SAR Handbook.

## 2. PRESIDENTS' ADVISORY COUNCIL

- a. Presidents' Advisory Council (PAC) is a supportive and advisory capacity and does not hold governing authority but serves as a valued resource to the Executive Board and membership. PAC is composed of all former Presidents of the KANSAS SAR. The scope of the PAC is:
  - i. **Advisory role** – Offering guidance, historical perspective, and institutional memory to current leadership without directing day-to-day operations;
  - ii. **Continuity** – Helping ensure traditions, values, and long-term goals are maintained across leadership changes;
  - iii. **Mentorship** – Providing one-on-one support and coaching for current officers or emerging leaders;
  - iv. **Networking & goodwill** – Leveraging their connections to help with outreach, partnerships, and advocacy;
  - v. **Fundraising & special projects** – Using their experience and credibility to boost fundraising efforts or lead special initiatives;
  - vi. **Recognition & engagement** – Giving past presidents a meaningful way to be involved and be honored for their service.
- b. The PAC may meet at any time at the discretion of the PAC. A quorum of 50% or more of the current PAC members is not required for a discretionary meeting
- c. The PAC shall meet when called to meet by the current KANSAS SAR President or by a vote of the KANSAS SAR Board of Governors. When called to meet, the KANSAS SAR President and / or the KANSAS SAR Board of Governors shall state the specific question or issue in writing on which they are seeking advice. A quorum of 50% or more of the current PAC members is required for this type of meeting to occur.
- d. When providing advice on a specific question or issue for a meeting called under subsection (3) above, the PAC shall take a vote of the PAC members and only provide advice that is approved by 50% or more of all PAC members present at the called meeting. The PAC will advise the KANSAS SAR President or Board of Governors of the actual vote totals (both for and against) the advice without identifying the specific past president's identity.

- e. If desired, the PAC may, on its own, provide an annual report to the Kansas State Conference on issues or questions that it has identified as concerns that should be considered by the KANSAS SAR leadership. Such annual report will be included in the records for the KANSAS SAR Annual Conference.
- f. Neither Section A nor B restricts the President or other SAR compatriots from contacting any other KS SAR compatriot for advice and counsel.

## **ARTICLE IX. AMENDMENTS TO THE CONSTITUTION**

1. A Compatriot may propose an amendment to the KANSAS SAR Constitution to the Bylaws Committee at least sixty (60) days before an Annual or Society Special Meeting. This is the only means to initiate an amendment to the KANSAS SAR Constitution.
2. The Bylaws Committee will inform BOG of the proposed amendment. The Bylaws Committee will review the amendment so that a recommendation can be made at the Annual Meeting or Special Meeting. The Bylaws Committee may make changes to the amendment for clarity and structure; however, any changes must be presented to the Compatriot recommending the amendment for approval. The Bylaws Committee will provide an opinion on the recommendation to the BOG no later than thirty (30) days before the Annual Meeting or the Society Special Meeting.
3. Compatriots who are in good standing and voting at the KANSAS SAR Annual Conference or Society Special Meeting shall approve or disapprove the proposed amendment. A two-thirds majority shall be required for approval. The amendment shall not be amended or altered at the Annual Conference or Society Special Meeting. The voting for the amendment shall only be on the wording presented.
4. Notice for the Annual Conference or the Society Special Meeting where an amendment will be presented shall be given by electronic mail at least thirty (30) days before the meeting.

## **ARTICLE X. INTERNAL REVENUE SERVICE COMPLIANCE**

1. The KANSAS SAR is a chartered subordinate body of the National Society Sons of the American Revolution, which is an exempt organization under the current provisions of Section 501(c)(3) of the Internal Revenue Code. All the purposes stated in Article II of the Constitution are for educational purposes as provided in the current Section 501(c)(3) of the Internal Revenue Code, and any activity not permitted by the provision of that portion of the code is prohibited.
2. The KANSAS SAR Treasurer is responsible for ensuring compliance with the current Section 501(c)(3) of the Internal Revenue Code, with oversight and support by the officers of KANSAS SAR.

## Article XI. COMMITTEES

1. The following Committees shall be maintained by the KANSAS SAR Board of Governors:
  - a. Americanism Report
  - b. Adams Americanism Brochure Contest
  - c. Americanism Elementary School Poster Contest
  - d. Audit
  - e. Chapter Development
  - f. Children of the American Revolution Liaison
  - g. Color Guard
  - h. Community Programs
  - i. Daughters of the American Revolution Liaison
  - j. Education Outreach Coordinator
  - k. King Eagle Scout Essay Contest
  - l. Event/Meeting Planning
  - m. Finance
  - n. Flag and Flag Retirement
  - o. Friends of the Library
  - p. Genealogy
  - q. George Washington Endowment Fund
  - r. Junior Reserve Officer Training Corps, Reserve Officer Training Corps
  - s. Handbook (Constitution, Bylaws, Processing Instructions and Administrative)
  - t. Heritage Trust Fund
  - u. Lawrence History Teacher of the Year Award (Elementary, Middle & High School Levels)
  - v. Knight Historical Essay Contest
  - w. Ladies Auxiliary
  - x. Liberty Bell Newsletter
  - y. Medals, Awards, Certificates, Streamers
  - z. Membership and Life Membership
  - aa. Nominating
  - bb. Partners in Patriotism
  - cc. Programs (Sons of the American Revolution)
  - dd. Public Service and Heroism
  - ee. Publicity
  - ff. Rumbaugh Historical Oration Contest
  - gg. Service Awards
  - hh. USS Stark Award
  - ii. Veterans Affairs and Veterans Awards
  - jj. Website/Social Media
  - kk. Wreaths Across America
  - ll. Youth Protection
  - mm. Youth Video Contest

2. The KANSAS SAR Board of Governors can authorize committees to be combined with a single Chairman.
3. The KANSAS SAR Board of Governors may authorize new committees, as deemed necessary.
4. Committees may meet in-person or electronically, as necessary.

## **ARTICLE XII. PEREODIC REVIEW OF THE KS SAR GOVERNING DOCUMENTS**

### **1. KSSAR Constitution**

- a. On a scheduled basis of a maximum 5-year period, or earlier as otherwise directed by the BOG, a review of the KANSAS SAR Constitution may be authorized the BOG, and through the effort of the KANSAS SAR Bylaws Committee, to conduct a comprehensive review of the KANSAS SAR Constitution.
- b. The purpose of the scheduled Constitution review is to validate operational consistency of KANSAS SAR current administrative policies, procedures, and technical functions against the adopted declarations contained therein.
- c. In the event the NSSAR should modify its administrative policies, procedures, and technical functions which may otherwise affect the KANSAS SAR Constitution, the KANSAS SAR BOG shall enlist the Bylaws Committee to draft appropriate revision(s) to the KANSAS SAR Constitution which shall be subsequently reviewed by KANSAS SAR membership with accepted edits being incorporated.
- d. Upon review and approval by the KANSAS SAR BOG, the proposed revised Constitution shall be presented to KANSAS SAR Membership for adoption.

### **2. KSSAR Bylaws**

- a. On a scheduled basis of a maximum 3-year period, or earlier as otherwise directed by the BOG, and through the effort of the KANSAS SAR Bylaws Committee, shall conduct a comprehensive review of the KANSAS SAR Bylaws.
- b. The purpose of the scheduled Bylaws review is to validate operational consistency of KANSAS SAR current administrative policies, procedures, and technical functions against adopted practices and usage of technical and operational systems.
- c. In the event the NSSAR should modify its administrative policies, procedures, and technical functions which may otherwise affect the KANSAS SAR Bylaws, the KANSAS SAR BOG shall enlist the Bylaws Committee to draft appropriate revision(s) to the KANSAS SAR Bylaws which shall be subsequently reviewed

by KANSAS SAR membership with accepted edits being incorporated.

- d. Upon review and approval by the KANSAS SAR BOG, the proposed revised Constitution shall be presented to KANSAS SAR Membership for adoption.

### **End of the Articles of the Constitution**

Approved and Adopted by the KANSAS SAR at the annual meeting on March 21, 2026, held at Chanute, KS.

## **PART II – BYLAWS**

### **Bylaw No. 1. Admission To Membership and Application Fees and Dues**

Application for membership or supplemental membership in the KANSAS SAR must be made on forms and watermarked paper approved by the National Society. Each application submission will include two original application forms, documents of proof of qualification, and payment of the application fee and dues.

### **Bylaw No. 2. Annual Dues**

1. Annual dues of the KANSAS SAR shall be determined by a majority vote at the Annual Conference and may be amended only by a majority vote at the Annual Conference.
2. Annual dues payments shall be remitted directly to the KANSAS SAR.
3. Annual dues shall be made via check or electronic payment methods established and approved by the KANSAS SAR BOG. Any overhead fees charged by the credit card processor will be added to electronic payment.
4. Annual dues must be postmarked to the KANSAS SAR no later than December 31st.
5. Members whose dues are postmarked after December 31st will no longer be a member in good standing. The member must be reinstated by the State Registrar.
6. The KANSAS SAR Membership Secretary will notify all KANSAS SAR members of annual dues requirement on or about September 1st.

### **Bylaw No. 3. Election of Officers**

1. All KANSAS SAR officers shall be elected by secret ballot by a majority vote unless there is only one nominee for office at the Annual Conference. If there is only one nominee for an office, the President or chair of the meeting may declare a nominee elected by acclamation. Officers shall serve two years and shall hold office until a successor has been duly elected and installed.
2. All nominations for officers, including the recommended slate made by the Nominating Committee, shall be made from the floor, at the designated Annual Conference.
3. 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 BOG meeting with a majority vote.
4. 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.
5. The President and Vice-President shall be from different primary chapters. Terms of office for state offices will begin upon the installation of state officers.
6. The KANSAS SAR Secretary will notify the National Secretary General of the election and appointment of all KANSAS SAR officers, nominees for National Society Trustee and Alternate National Society Trustee, and the delegates authorized to represent the KANSAS SAR at each National Society Annual Congress. Additionally, the KANSAS SAR Secretary shall file a report with the Secretary General specifying the date on which the last meeting was held for the election of officers.
7. Any Member may hold multiple officer positions, unless otherwise noted.

#### **Bylaw No. 4. KANSAS SAR Officers & Appointees**

##### *Section 1: President*

The KANSAS SAR President shall preside at the KANSAS SAR Annual Conference, Board of Governors meetings, BOG Special Meetings, or Society Special Meetings. The KANSAS SAR President shall implement the decisions of these meetings and of the BOG. He shall be responsible for the adherence to and enforcement of the Constitution and Bylaws of the KANSAS SAR. He shall appoint committee chairmen and other appointees (i.e. trustees, parliamentarian, etc.) as he may deem necessary. He shall call meetings of the KANSAS SAR, BOG and EXCOM. He may require bonds to be given by a KANSAS SAR officer or member of the KANSAS SAR 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 the authority to recommend suspension of an officer who may refuse or neglect to acquire such bond when required to do so, or who neglects his duties as herein prescribed. A BOG majority vote of 2/3 is required to suspend the officer. The BOG suspension is not an ethics procedure nor does ethics due process apply.

## Section 2: Vice-President

The Vice-President 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 SAR BOG. He shall act as President in the absence of the President.

## Section 3: 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 southernmost part of the State of Kansas along United States Highway 77 through Wichita, Kansas tracking north along that line to the Kansas/Nebraska border.

## Section 4: Recording Secretary

The Recording Secretary shall be responsible for keeping and maintaining minutes of Board of Governors meetings and the annual meeting of the KANSAS SAR. The method and format for maintaining the minutes will be at the discretion of the Recording Secretary, but the method and format used will allow for inspections by others. The Recording Secretary 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 SAR; and shall perform all other duties assigned to such office.

## Section 5: Membership Secretary

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 following approval at the state level.

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

The Secretary shall also determine a member in good standing.

## Section 6: Treasurer

The Treasurer shall have custody of all funds and other financial assets of the KANSAS SAR.

The Treasurer shall prepare a proposed budget including line-item details of expenses and income for BOG Approval as directed or as required by KANSAS SAR governing documents.

He shall keep a correct account of all receipts and disbursements and shall make quarterly reports inclusive of expenditures against the BOG line items at the BOG meetings and an annual

report during the KANSAS SAR Annual Conference. The President may require more frequent reports. A majority vote of BOG may request additional reports.

He shall be a member of the KANSAS SAR Board of Trustees for the Kansas Heritage, Life Membership, Lewis H. Kessler Trust Fund, and any other trust funds of the KANSAS SAR.

The KANSAS SAR Treasurer is responsible for ensuring compliance with Section 501(c)(3) of the current Internal Revenue Code as amended, with oversight and support by the officers of the KANSAS SAR.

The KANSAS SAR 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.

The KANSAS SAR Treasurer shall be bonded with costs absorbed by KANSAS SAR.

#### Section 7: Registrar

The Registrar shall maintain a collection of all applications for membership in the KANSAS SAR. 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 8: Chaplain

The Chaplain should normally be an ordained minister but does not necessarily have to be. The Chaplain shall open and close meetings of the KANSAS SAR with such services as are usual and proper on such occasions. The Annual Memorial Service during the Annual Conference shall be planned in consultation with the Chaplain.

#### Section 9: Genealogist

The Genealogist shall assist Society Chapters with genealogical records for potential members and current Compatriots. The Genealogist shall report on the status of all applications received, approved, and pending at BOG.

#### Section 10: Chancellor

The Chancellor serves as legal advisor to the KANSAS SAR. The Chancellor shall render legal opinions on KANSAS SAR matters upon request by the President and shall report on legal matters of concern to the President. The Chancellor shall be a licensed attorney-at-law in good standing within the State of Kansas.

#### Section 11: Historian

The Historian shall store and safeguard all KANSAS SAR genealogical papers, manuscripts, and documents belonging to the KANSAS SAR, and shall keep a complete record of the same. This may be in the form of electronic documents.

Section 12: Publicity Director

The Publicity Director shall publish the Liberty Bell newsletter every quarter of each year. The Publicity Director shall engage as appropriate with the media, including television, newspapers, and online media outlets.

Section 13: National Trustee

The Trustee of the National Society shall perform all duties that are prescribed in the Bylaws and Constitution of The National Society of the Sons of the American Revolution, and such other duties as may be assigned to him by the President or Board of Directors of the KANSAS SAR.

Section 14: Alternate National Trustee

The Alternate National Trustee shall, in the absence or incapacity of the National Trustee to exercise his office, become the acting Trustee with all the rights and obligations of the office.

Section 15: Delegate-At-Large

The Delegate-At-Large attends the Annual Congress to represent the KANSAS SAR.

Section 16: Parliamentarian

The KANSAS SAR Parliamentarian shall be appointed by the President, if desired. The Parliamentarian shall serve at the discretion of the President. A parliamentarian is a consultant whose duty is to advise the President and other officers, committees, and members on matters of parliamentary procedure. The parliamentarian shall have knowledge of RONR and the bylaws and standing rules of the NATIONAL SAR and KANSAS SAR. The parliamentarian assumes the non-participant role of a fair and neutral consultant and does not speak to issues nor vote. The parliamentarian speaks only when requested to provide an opinion regarding a question. Such opinions are conducted in private conversations between the presiding officer and the parliamentarian. The parliamentarian may express an opinion to the presiding officer, but only the presiding officer may rule on a question. During meetings, the parliamentarian must be seated near to the presiding officer. The parliamentarian shall bring a copy of Robert's Rules of Order Newly Revised to each meeting. The Parliamentarian may also be a member of the Constitution and Bylaws Handbook Committee. The Parliamentarian may attend BOG meetings, special meetings, and the Annual Meeting, as determined by the President.

Section 17: District Advisor

KSSAR BOG shall identify a geographical area of Kansas as a District before appointing Advisor(s). BOG shall appoint no more than 2 advisors per established District.

The District Advisor will be responsible for advocating, providing support and guidance to existing Chapters within a District, and shall assist and mentor new chapter development in the assigned District. Advisory activities may include, but not limited to, developing means and methods to increase membership, promoting SAR events and publicity within the District, and being a resource to the Chapters. Duties include mentoring, development support and methods, or to otherwise serve as a general resource to Chapters within a District. On a periodic basis, all District Advisors may convene to assess current activities, interests, lessons learned, or issues encountered in the capacity as Advisor.

A Chapter Development Committee will consist of the KSSAR Vice-President and the District Advisors.

#### Section 18: Health Information Advisor

The Health Information Advisor (HIA) will be a trained healthcare professional (physician, nurse, nurse practitioner, physician assistant, pharmacist, etc.). Their primary role is to be a resource to the KANSAS SAR President, EXCOM, and BOG, providing information on requested health-related topics relevant to the membership. The HIA may also raise topics of current health interest. The HIA shall be a credentialed medical professional in good standing within the State of Kansas.

The HIA is not expected or required to diagnose and treat disease as part of their position.

#### Section 19: Education Outreach Coordinator

In addition to coordinating in-state education opportunities on behalf of KANSAS SAR, the Education Outreach Coordinator shall also be designated by the KANSAS SAR President to be the KANSAS SAR contact for the NSSAR Education Outreach Committee.

#### **Bylaw No. 5. 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 SAR President shall appoint the four members and recording secretary.

The purpose of the nominating committee is to find the best qualified candidate willing to serve for each elected KANSAS SAR office. Persons serving on the Committee may be nominated for office. The Nominating Committee interviews and considers candidates for KANSAS SAR Officers.

#### **Bylaw No. 6. Life Membership**

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

and the KANSAS SAR, 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 BOG and the KANSAS SAR at any regularly scheduled meeting thereof.

**Bylaw No. 7. The Funds of the KANSAS SAR (Operating and Restricted)**

*Section 1*

1. Operating Funds shall consist of all funds used for the purpose of operating the KANSAS SAR. This includes checking, savings, money market account, or other financial instruments considered to be used for the short term.
  - a. 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 signatories required on each account. The Vice-President shall also be considered as a signatory in case of incapacity by either the President or Treasurer.
  - b. All operating funds shall be deposited with a federal government insured financial institution.
  - c. The disbursements of operating funds shall be made in accordance with the budget approved at the KANSAS SAR Annual Conference.
  - d. KANSAS SAR BOG may authorize expenditures beyond the approved total Annual Budget of the KANSAS SAR with a two-thirds majority vote.
  - e. KANSAS SAR may not engage in an annual deficit budget, unless approved by the BOG.
2. Restricted Fund Members are the Kansas Heritage Trust Fund, the KANSAS SAR Life Membership Trust Fund, the Louis H. Kessler Fund, and any future restricted funds of the KANSAS SAR. The restricted fund investment governance shall be at the discretion of the KANSAS SAR Trust Fund Board of Trustees. The Trustees must invest in federal government insured Certificates of Deposit and United States Government Securities.
  - a. Annually on January 10th, the KANSAS SAR Treasurer shall compute the pro rata amounts of each fund as to the total Restricted Funds. Each Restricted Fund member shall receive as their income for the year those pro rata shares as computed.
  - b. The KANSAS SAR Trustees may elect to move the investment of these Restricted Funds at any time from one form of investment to another, as they evaluate it necessary or prudent to improve the return on the investment or safety of these funds.
  - c. Between January 1st and January 31st, the KANSAS SAR Treasurer shall invest in designated Life Membership Funds from the Operating Funds all new Life Membership

monies collected during the past calendar 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 SAR 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 2 - 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 SAR 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 KANSAS SAR Annual Conference, the President 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 3 - Distribution of Assets on Dissolution

In the event the KANSAS SAR 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 KANSAS SAR, 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 4 - Assets of Inactive, Reinstated, or Reorganized Chapter

In the event any chapter of the KANSAS SAR shall become inactive, for any reason, then all monetary assets held in the name thereof shall be transferred to the KANSAS SAR and such assets shall be placed into an appropriate escrow or holding account.

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 in the escrow account of such inactive 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 SAR. 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.

All physical property (i.e. executive or meeting minutes, etc.) or physical assets (i.e. muskets, flags, etc.) of the chapter shall be disposed of at the chapter's discretion in collaboration with the KANSAS SAR.

### **Bylaw No. 8. Compensation for Services**

The KANSAS SAR may provide such compensation for services that it deems to be advisable upon approval of the BOG with a majority vote.

### **Bylaw No. 9. Order of Business**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the KANSAS SAR BOG meetings, Annual Conference, and Special Society Meetings to which they are applicable and in which they are not inconsistent with its Constitution, these bylaws, and any special rules of order the KANSAS SAR may adopt.

Meeting Minutes shall be kept and maintained by the Recording Secretary.

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. Internal KANSAS SAR Matter
- i. Past KANSAS SAR Presidents Comments
- j. Officer Reports
- k. Committee Reports, including EXCOM Reports
- l. Chapter Reports
- m. Old Business (applies to BOG meetings only)
- n. New Business
- o. Review of Important and Upcoming Events/Dates
- p. Additional Business
- q. Benediction

- r. Retirement of the Colors
- s. Sons of the American Revolution Recessional
- t. Adjournment

This order of business may be changed by majority vote of the members present.

Training may occur as deemed necessary.

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

#### **Bylaw No. 10. Amendments to Bylaws**

1. A Compatriot may propose an amendment to Bylaws to the Bylaws Committee at least sixty (60) days before an Annual or Society Special Meeting. This is the only means to initiate an amendment to the KANSAS SAR Bylaws.
2. The Bylaws Committee will inform BOG of the proposed bylaw. The Bylaws Committee will review the proposed bylaw so that a recommendation can be made at the Annual Meeting or Special Meeting. The Bylaws Committee may make changes to the proposed bylaw for clarity and structure; however, any changes must be presented to the Compatriot recommending the proposed bylaw for approval. The Bylaws Committee will provide an opinion on the recommendation to the BOG no later than thirty (30) days before the Annual Meeting or the Society Special Meeting.
3. Compatriots who are in good standing and voting at the KANSAS SAR Annual Conference or Society Special Meeting shall approve or disapprove the proposed bylaw. A two-thirds majority shall be required for approval. The proposed bylaw shall not be amended or altered at the Annual Conference or Society Special Meeting. The voting for the proposed bylaw shall only be on the wording presented.
4. Notice for the Annual Conference or the Society Special Meeting where a proposed bylaw will be presented shall be given by electronic mail at least thirty (30) days before the meeting.

#### **Bylaw No. 11. New Chapter, Application for Charter**

BOG is authorized to form new chapters in Kansas with the approval of the National Society of the Sons of the American Revolution and said chapters shall operate as a subsidiary of the KANSAS SAR.

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.

#### **Bylaw No. 12. Code of Conduct, Ethics and Conflict of Interest**

Section. Guiding Principles.

A. KANSAS SAR acknowledges and adopts as its guiding principles for its Code of Conduct, Ethics and Conflict of Interest the following statements.

1. A Compatriot should display truthfulness, integrity, respect, responsibility, and trustworthiness when they represent the KANSAS SAR or NATIONAL SAR.
2. Compatriots, when dealing with other Compatriots or the public at large, should act as citizens of good repute.
3. Compatriots, as citizens of good repute, will follow local, state, or federal law and regulation. This principle does not include a Compatriot's conscientious objection to a specific law if the Compatriot should decide to engage in a conscious act of peaceful civil disobedience.
4. Compatriots, as citizens of good repute and acknowledging the not-for-profit charitable corporate status of the KANSAS SAR, shall act in a manner that supports the public's trust in the KANSAS SAR. As example, a Compatriot, while acting as a representative of a chapter or the KANSAS SAR or the NATIONAL SAR, will not publicly endorse a political candidate or party since that could undermine the KANSAS SAR's or NATIONAL SAR's corporate status as a not-for-profit charitable organization.
5. Compatriots, as citizens of good repute, will act in a respectful and dignified manner towards other Compatriots and the general public to the best of their physical and mental abilities. Honest disagreement, if done respectfully, is within this principle. Bullying, foul or abusive language, or acts amounting to discrimination due to religion, race, ethnicity, or age are outside of this principle and will not be tolerated by a Compatriot or KANSAS SAR.
6. Compatriots should understand and follow the governing documents and policies of the KANSAS SAR and the NATIONAL SAR to the best of their abilities. If a Compatriot, by verbal, written, or electronic means, states a disagreement or concern about those documents or policies in an open and official session of KANSAS SAR or NATIONAL SAR, such disagreement or concerns does not violate this principle if the Compatriot acts in a respectful manner.
7. A Compatriot who is entrusted with chapter, KANSAS SAR or NATIONAL SAR property or funds shall not use such property or funds for their personal gain.
8. A Compatriot shall be vigilant of situations that create or may create the appearance of a conflict of interest. Examples would include situations where the Compatriot or

a friend, relative or business associate of the Compatriot would benefit financially, socially, or materially from a KANSAS SAR decision being promoted by the KANSAS SAR Compatriot. A Compatriot should openly declare any conflicts of interests to the KANSAS SAR as they become aware of such situations. If the KANSAS SAR, by an action of its governing body involving a motion made in an open session with subsequent affirmative vote, finds no conflict of interest, then the Compatriot may act.

9. A Compatriot shall immediately advise the President or Registrar of the KANSAS SAR of any criminal conviction or civil status that would affect his KANSAS SAR membership or the Compatriot's ability to be involved with KANSAS SAR or NATIONAL SAR activities, particularly KANSAS SAR or NATIONAL SAR youth activities. Of particular concern under this principle would be Compatriots or applicants for membership who have been adjudicated as sexual or violent offender and are currently on an official governmental list of such offenders. A failure to advise the KANSAS SAR of such a conviction or status would be cause for the KANSAS SAR to deny membership in the KANSAS SAR by an applicant, disciplinary action, or refuse reinstatement against a current Compatriot. Disciplinary action will be taken by the Ethics Committee following the procedures in a subsequent volume.

### **End of the Articles of the Bylaws**

Approved and Adopted by the KANSAS SAR at the annual meeting on March 21, 2026, held at Chanute, KS.