

MINUTES

Minutes of a meeting should contain:

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 All main motions (except those withdrawn), points of order and appeal, and all other motions not lost or withdrawn.

CHAPTER ACTIVITIES

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

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

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

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

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Section 8 - Avery Washburn Membership Retention Award

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

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

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

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

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

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Section 9 - Colonial Soldier of the Year Award

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

ATTENDANCE IN UNIFORM

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

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

COLOR GUARD PARTICIPATION

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

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

PERFORM OR BE MAIN SPEAKER IN UNIFORM OUTSIDE OF SAR MEETINGS

- 3 points in all situations

PARADE PARTICIPATION

- 5 points per parade

TELEVISION APPEARANCE OR PICTURE IN PUBLICATION
(not LIBERTY BELL)

- 5 points each occasion

SUCCESSFULLY RECRUITING ANOTHER SAR TO PURCHASE AND WEAR UNIFORM

- 5 points per man

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

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

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Section 10 - George Washington Birthday Celebrations

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

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Section 11 - Kansas Heritage Fund

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

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

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

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

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

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Section 12 - Lewis H. Kessler Book Trust Fund

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

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

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

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Section 13 - Medals and Awards

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

EACH CHAPTER, should have a copy of the official NSSAR Handbook (August 1996 issue).

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

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

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

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

These awards may be requested from the KSSSAR Award Chairman.

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

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PREPARATIONS FOR HOSTING A KSSAR ANNUAL MEETING

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

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

PREPARATIONS FOR HOSTING A KSSAR BOARD MEETING.

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

- A. Determining a location for each quarterly meeting is the responsibility of the Kansas Society Board of Governors. Whenever possible it is preferred these meetings be held at various locations around Kansas to enable all members of the Kansas Society the opportunity to attend and participate as well as host a meeting.
- B. The hosting chapter representative will determine
 1. location and costs of the meeting place,
 2. room setup - adequate for presentation of the colors and a setup into a hollow square for the Board meeting,
 3. the menu selection and meal costs,
 4. podium, glasses, water and coffee for the meeting room,

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

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

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

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

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

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HANDBOOK DISTRIBUTION

KSSSAR Officers

1. President
2. Vice-President
3. Ass't Vice-President
4. Ass't Vice-President
5. Membership Secretary
6. Recording Secretary
7. Treasurer
8. Registrar's copy not issued
9. Chaplain
10. Chancellor's copy not issued
11. Historian
12. Publicity
13. Genealogist
14. Delegate-at-Large's copy not issued
15. National Trustee
16. Alternative Trustee's copy not issued

Chapter President and Secretary

17. Bennington
18. Bennington
19. Delaware Crossing
20. Delaware Crossing
21. Fort Hays
22. Fort Hays
23. Fort Scott
24. Fort Scott
25. Sons of the Plains
26. Sons of the Plains
27. Thomas Jefferson
28. Thomas Jefferson
29. Charles Robinson
30. Charles Robinson
31. Washington
32. Washington

