

KANSAS SOCIETY
of the
SONS OF THE AMERICAN REVOLUTION

HANDBOOK

3/97

PART IV - ADMINISTRATION

SECTION 1 - NSSAR Annual Reports

A. General

1. KSSSAR submits a roster of all paid active members to National Headquarters as of April 1 each year along with the detail of changes in membership during the year. A copy of the report is attached as Exhibit XVI (note that only one page of the roster is included). The KSSSAR Membership Secretary is responsible for the preparation and submission of the report on a timely basis. This report is due at National Headquarters on April 1st each year.

B. Chapter Representative

1. The Chapter Representative will process all changes in membership throughout the year by promptly notifying the KSSSAR Membership Secretary in writing. Changes include transfers, reinstatements, deaths, changes of address, etc.
2. The Chapter Representative will provide the reconciliation of members for his chapter each year to the KSSSAR Membership Secretary.

C. KSSSAR Membership Secretary

1. New Member Application, Transfers, Reinstatements, and Dual Membership Applications are forwarded to NSSAR for approval by the Membership Secretary. Upon receipt of the Approval Letter, NSSAR, the Membership Secretary will update his records and send notification to KSSSAR Registrar, THE LIBERTY BELL newsletter address file, KSSSAR Treasurer, and the appropriate chapter.
2. Changes of Address, Death and Resignations as received by the Membership Secretary are used to update his records. Notification of these changes are then sent to NSSAR, THE LIBERTY BELL newsletter address file, KSSSAR Treasurer, and KSSSAR Chaplain (deaths)

3. The Membership Secretary will prepare the Annual Reports to NSSAR utilizing his updated records, the prior Annual Reports, the Chapter reports, the Transmittal of Dues reports and a final reconciliation of dues paid with the KSSSAR Treasurer, and submit to National Headquarters.

D. KSSSAR Treasurer

1. The Treasurer will update his records throughout the year and reconcile those who have paid dues for the next year to determine total active members and dropped members (for nonpayment of dues) at year end. These members will be reconciled with the Membership Secretary. When in agreement, the Treasurer will send a check for National dues to the Membership Secretary to be sent to National Headquarters with the Annual Reports. This check should be made payable to the Treasurer General, NSSAR.

KANSAS SOCIETY
of the
SONS OF THE AMERICAN REVOLUTION

HANDBOOK

1/97

Section 2 - Annual Meeting

A. General

Article V, of the KSSAR Constitution states:
"The Annual Meeting for the election of officers, as appropriate, and for the transaction of general business shall be held in the state of Kansas in the month of March each year. There shall also be elected or appointed one or more delegates to the Annual Congress of the National Society, as provided by the National Constitution. A quorum shall consist of at least 15 members, but a lesser number may adjourn to a future time. Each member in good standing shall be entitled to one vote."

A Vice President is charged by the Board of Governors to be responsible for selecting an appropriate site for the Annual Meeting and presenting it to the President and Board for approval. This should be done as early as possible each year prior to the Annual Meeting and certainly no later than the May meeting of the preceding year. Upon approval by the Board, the Vice President will confirm reservations with the hotel or facility (in writing with a copy to the President).

The President may serve as chairman of the arrangements for the Annual Meeting or may appoint a chairman but retain the responsibility of monitoring all progress reports.

Following is a listing of details that require special attention:

1. Hotel liaison, facilities, room cost, menus, cash bar
2. Banquet room decor, table arrangements, favors music, special entertainment
3. Dinner program, speaker, and invitation list
4. Addressing and mailing special invitations
5. Meeting program and printing costs
6. Operating Budget and Reservation list
7. Color Guard
8. Publicity
9. Hospitality for the ladies
10. Protocol, medals and awards
11. Friday evening dinner and entertainment
12. Special Memorial Service
13. Orations Contest
14. Eagle Scout Recognition

KANSAS SOCIETY
of the
SONS OF THE AMERICAN REVOLUTION

HANDBOOK

3/97

Section 3 - THE LIBERTY BELL newsletter

General

The LIBERTY BELL, is the official publication of the Kansas Society of the Sons of the American Revolution and is used to notify all members of news and business of the Society, including official notices as required by the KSSAR CONSTITUTION and BYLAWS.

THE LIBERTY BELL is issued four times a year:

Spring Issue (May) - Deadline for copy and pictures is the date of the Annual Meeting in March.

Summer Issue (August) - Deadline for copy and pictures is the date of the June Board of Governors' meeting.

Fall Issue (November) - Deadline for copy and pictures is the date of the August Board of Governors' meeting.

Winter Issue (February) - Deadline for copy and pictures is the date of the November Board of Governors' meeting.

Each of the four issues includes information in a timely manner about the National Congress, the National Trustees' meetings, the South Central District meetings, the Kansas Society's Annual Meeting and its Board of Governors' meetings.

To keep the publication as interesting and readable as possible, chapters are urged to submit their reports on a regular basis along with reproducible quality photos, with each picture completely identified: who, what, when, why, where, how. Each chapter is asked to name a reporter who will stay in touch with THE LIBERTY BELL editor.

The newsletter editor is responsible for seeing that all the functions are handled: collecting the news and announcements, writing the material, editing, proofreading, laying out the pages, printing, folding, labeling the newsletter, sorting and mailing on a timely basis.

The Membership Secretary will supply a current set of mailing labels to THE LIBERTY BELL editor upon request.

The newsletter editor is responsible for submitting copies of THE LIBERTY BELL to the proper persons at National Headquarters for competition with other newsletters.

The mailing list for each issue of the LIBERTY BELL will include the following:

President General, NSSAR

Secretary General, NSSAR

Vice-President General, South Central District, NSSAR

Chairman, Newsletters and Periodicals Committee, NSSAR

Librarian, NSSAR Library

Selected libraries in Kansas

KANSAS SOCIETY
of the
SONS OF THE AMERICAN REVOLUTION

HANDBOOK

3/97

Section 4 - NSSAR Rules of Protocol

A. General

This set of rules of protocol is provided for your information and should be especially followed on the occasion of a visit by the President General.

GENERAL RULES OF PROTOCOL
(Revised 8-91)

Observance of established rules of protocol will increase the prestige and dignity at SAR functions. The basic principles of protocol are to observe rules of ranking of office, courtesy and sound judgment.

The President General is the ranking officer of the National Society and should be regarded as the honor guest at all SAR functions. The State Society President is the highest ranking officer in his State Society and should receive such recognition. In his State he outranks a Vice President General. The Chapter President is the ranking officer and the ranking principle applies at Chapter functions.

In sequence of seniority, the National Society is first, the State Society is second, followed by the Chapter.

The ranking of National Society officers may be used as a guide for State Societies and Chapters:

President General, Former Presidents General,
Vice Presidents General, Secretary General,
Treasurer General, Registrar General, Historian
General, Chancellor General, Surgeon General,
Chaplain General, Genealogist General and
Librarian General.

The ranking of State Society officers and Chapter officers is the responsibility of those units.

When National Society officers and State Presidents and/or officers of other organizations are present at SAR functions, their place may be determined by the office held and the organizational date of the respective society.

A guide at precedence for a possible State Society function:

State Society President
President General
Governor of State or his Representative
United States Senator
United States Representative
Mayor of City
Former Presidents General
National SAR Officers in order of seniority
Visiting State Society Presidents
Active Host State Society Officers
Former National Society Officers
National Presidents of other organizations
State Presidents of other societies

SEATING

At National Society functions the President General, as presiding officer, occupies the place at the center, The order of precedence is as outlined above.

The place on the right of the President General is the next highest seat and the place on the left is the next highest seat, and down the line, alternating right to left.

For State Society functions, the State Society President, as presiding officer, occupies the center place. The highest ranking officer present is on the right, the next ranking officer on the left, following the precedence.

At luncheon and banquets, the number of people attending should determine the size of the head table in a reasonable ratio to the assemblage. If ladies are included at the head table, the ladies and gentlemen should be alternated in seating. If possible a lady should not be seated in the last chair at either end of the table.

A reserved front table can serve for a minister, musician, and lower ranking officer.

GREETINGS AND RECOGNITION

The highest ranking guest should be introduced for any greeting with others in order of precedence.

It is wise to limit the number of greetings. It is unfair to the speaker and to the audience to have lengthy and many greetings. In many cases a quick recognition will suffice.

When introducing the head table or other special reserved tables, announcement should be made to withhold applause until all are introduced.

REQUEST FOR VISITS BY THE PRESIDENT GENERAL

Requests for visits by the President General should be made:

1. As soon as possible after his election. His schedule is normally set by September.
2. A letter of invitation should be sent to the President General with a copy to the Executive General.
3. The President General will attempt to visit each of the Districts of the National Society' during his term of office. Vice-Presidents General of contiguous districts should confer to coordinate the invitations to the President General to allow the best coverage and minimize travel duplications.

The President General and his wife, if she accompanies him, are always guests of the inviting State Society or Chapter, which will arrange for hotel and other accommodations which should be the expense of the host organization. Meals are also the responsibility of the host.

The President of the State Society or Chapter inviting the President General for the visit should appoint an aide or host to meet the President General upon his arrival and assist him during his visit. The President General should be informed in writing of the arrangements made for him. Such notification should be explicit in regard to the expected participation by the President General in the program and if he is to speak, how long and other relevant details.

Normally, the President General is the guest of honor and will be the principal speaker at the function.

The type and purpose of the function is the responsibility of the host State Society or Chapter. At a dinner meeting with black tie for the officers and head table guests, formal dress may be optional for other members and guests, enhancing the dignity and importance of the occasion.

In a receiving line, the presiding officer and his wife should be at the head of the line with the President General and wife next to him so that he may introduce the guests to the President General. The remainder of the receiving line should be in the order of precedence given previously in this section.

The President General and his wife are to be escorted to the head table last, with everyone standing in respect to the office. The presiding officer stands in his position, sits, and nods for everyone to be seated.

FLAG PROTOCOL
UNITED STATE CODE
Revised 1985
99th Congress, 1st session

During rendition of the National Anthem when the flag is displayed, all present except those in uniform should stand at attention facing the Flag with their right hand over the heart. Men not in uniform should remove their headdress with their right hand and hold it at the left shoulder, and hand being over the heart. Persons in uniform should render the military salute at the first note of the anthem and retain the positions until the last note. When the Flag is not displayed, those present should face the music and act in the same manner they would if the Flag were displayed there.

The Pledge of Allegiance to the Flag, "I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all," should be rendered by standing at attention facing the Flag with the right hand over their heart. When not in uniform, men should remove their headdress with their right hand and hold it at their left shoulder, the hand over the heart. Persons in uniform should remain silent, face the Flag, and render the military salute.

DISPLAY OF THE FLAG

It is the universal custom to display the Flag only from sunrise to sunset on stationary flag staffs in the open. The Flag should be hoisted briskly and lowered ceremoniously.

The Flag, when carried in a procession with another flag or flags, should be either on the marching right, that is, the Flag's right, or, if there is a line of other flags, in front of the center of the line.

The Flag should not be displayed on a float in parade except from a staff.

No other Flag or pennant should be placed above or, if on the same level, to the right of the Flag of the United States of America, except during church services conducted by naval chaplains at sea, when the church pennant may be flown above the Flag during church services for the personnel of the Navy.

The Flag of the United States of America, when it is displayed with another flag against a wall from crossed staffs, should be on the right, the Flag's own right and its staff should be in front of the staff of the other flag. The Flag of the United States of America should be at the center and at the highest point of the group when a number of flags of states or localities or pennants of societies are grouped and displayed from staffs.

When displayed either horizontally or vertically against a wall, the union should be uppermost and to the Flag's own right, that is, to the observer's left. When displayed in a window, the Flag should be displayed in the same way, with the union or blue field to the left of the observer in the street.

When the Flag is displayed over the middle of the street, it should be suspended vertically with the union to the north in an east and west street, or to the east in a north and south street.

When used on a speaker's platform, the Flag, if displayed flat, should be displayed above and behind the speaker. When displayed from a staff in a church or public auditorium, the Flag of the United States of America should hold the positions of superior prominence, in advance of the audience, and in the position of honor at the clergyman's or speaker's right as he faces the audience. Any other flag so displayed should be placed on the left of the clergyman or speaker or to the right of the audience.

The Flag should form a distinctive feature of the ceremony of unveiling a statue or monument, but it should never be used as a covering for a statue or monument.

The Flag when flown at half-staff should be first hoisted to the peak for an instant and then lowered to the half-staff position. The Flag should be again raised to the peak before it is lowered for the day. On Memorial Day, the Flag should be displayed at half-staff until noon only, then raised to the top of the staff.

When the Flag is used to cover a casket, it should be so placed that the union is at the head and over the left shoulder. The Flag should not be lowered into the grave or allowed to touch the ground.

RESPECT FOR THE FLAG

No disrespect should be shown to the Flag of the United States or America; the Flag should not be dipped to any person or thing. Regimental colors, state flags, and organizational or institutional flags are to be dipped as a mark of honor.

The Flag should never be displayed with the union down, except as a signal of the dire distress in instances of extreme danger to life or property.

The Flag should never touch anything beneath it, such as the ground, the floor, water or merchandise.

The Flag should never be carried flat or horizontally, but always aloft and free.

Bunting of blue, white and red, always arranged with the blue above, the white in the middle, and the red below, should never be used for covering a speaker's desk, draping in front of the platform, and for decoration in general.

The Flag should never be used for advertising purposes in any manner whatsoever.

No part of the Flag should ever be used as a custom or athletic uniform. However, a Flag patch may be affixed to the uniform of military personnel, firemen and members of patriotic organizations. The Flag represents a living country and is itself considered as a living thing. Therefore, the lapel Flag, being a replica, should be worn on the left lapel near the heart.

The Flag, when it is in such condition that it is no longer a fitting emblem for display, should be destroyed in a dignified way, preferably by burning.

HOISTING, LOWERING AND PASSING THE FLAG

During the ceremony of hoisting or lowering the Flag, or when the Flag is passing in a parade or in review, all persons present except those in uniform should face the Flag and stand at attention with the right hand over the heart. Those present in uniform should render the military salute. When not in uniform, men should remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Aliens should stand at attention. The salute to the Flag in a moving column should be rendered at the moment the Flag passes.

KANSAS SOCIETY
of the
SONS OF THE AMERICAN REVOLUTION

HANDBOOK

3/97

Section 5 - Color Guard

The KSSSAR Color Guard consists of all KSSSAR members who own uniforms or who wear the uniforms owned by their Chapters or who may be in borrowed uniforms that conform to the specifications of the KSSSAR Color Guard.

Specifications are: navy and buff Revolutionary War style; long white stockings; white gloves; black shoes with buckles; black tri-corner hat with special Kansas cockade.

Properties include: one Brown Bess musket; two drums with carrying belts; five fifes; one U.S. flag; one SAR flag; one Kansas State flag; one large stationary KSSSAR banner with streamers; a large Betsy Ross flag; two small red and white parade banners; three flag-carrying belts; miniature U.S., SAR and Betsy Ross flags and flag bases for table-tops.

Each chapter is encouraged to have its own color guard to present the Colors at each meeting and to participate in all local affairs and events that are appropriate to place the SAR to its best advantage in the public's eye. A leader should call for study of flag protocol and practice drill maneuvers for varied physical circumstances (table arrangements, room size and shape, etc.).

In addition to local events, as many as possible KSSSAR Color Guard personnel should plan to participate in these two major annual events: The KSSSAR Annual Meeting in March and the NSSAR Congress in June or July.

The Kansas Color Guard is one of the largest in all of SAR with more than 29 men with uniforms.

Color Guard procedure for presenting the Colors:

1. March in with the U.S. flag upright -no dipping except through the entry way. If marching two abreast, the Flag is on its own right.
2. Upon arriving in position, face the audience with the Flag at the speaker's right.
3. Hold the Flag upright for Invocation, Pledge to the Flag and Pledge to the SAR.
4. Leader commands, "Post the Colors".
5. Upon doing so, march out of the room and return to be seated.
6. Reverse the procedure to retire the Colors.

KANSAS SOCIETY
of the
SONS OF THE AMERICAN REVOLUTION

HANDBOOK

1/97

SECTION 6 - Membership Fees and Dues

A. General

The admission fee for membership, including Youth Life Membership, in the Sons of the American Revolution, shall be \$35.00 except otherwise provided. The fee, except for that of Youth Life Membership, shall be waived if the male applicant has not attained the age of 22, is a member in good standing of the Children of the Revolution, or the Washington Guard, has been elected a member of a state society of SAR and presents a transfer card to the Registrar General.

It is further provided that a son, grandson, brother, nephew, or grandnephew of a member of the SAR, DAR or SR may, before attaining the age of 25, be admitted to the Society upon payment of \$5.00 for his membership certificate; provided that the relative upon whose membership his application is based, or if deceased, was at the time of death, a member in good standing and has been elected to membership in the Society if the application follows the some established lineage of said member.

NEW MEMBER APPLICATION FEE AND DUES -

National Society application fee.....	\$35.00	
First Year's dues.....	17.00	
Kansas Society annual dues.....	7.00	
Chapter dues.....		
Total		\$

SUPPLEMENTAL APPLICATION FEE -

National Society application fee.....	\$20.00	
Kansas Society application fee.....	10.00	
Total		\$30.00

ANNUAL DUES

National Society dues,.....	\$17.00	
State Society dues	7.00	
Chapter dues		
Total		\$

Annual membership dues are due December 31 annually.

Members who have not paid their dues are automatically dropped from membership rolls April 1st.

When an application for membership has been completed, prepare one check for the total amount and make it payable to the Chapter Treasurer/KSSAR. He will handle the proper distribution of the funds.

DUAL STATE MEMBERSHIP -

National Society dues (paid in home state) ..	\$ -0-	
State Society dues ... (Kansas)	7.00	
Chapter dues		
Total		\$

LIFE MEMBERSHIP -

National Society dues	\$500
KSSAR	\$150

All Dues to be paid together at the time of application.

KANSAS SOCIETY
of the
SONS OF THE AMERICAN REVOLUTION

HANDBOOK

3/57

Section 7 - Chapter Organization and Operation

A. General

1. The NSSAR BYLAWS and Handbook as well as the KSSAR CONSTITUTION and BYLAWS have the rules, regulations, operating suggestions, guidelines, etc. for organizing and operating a Chapter of the Kansas Society of the Sons of the American Revolution.

B. NSSAR

1. BYLAW 2, Section 6

"Each State Society shall endeavor to promote growth in membership and interest in the objects of the Society and, to that end, shall aid in establishing local Chapters with such powers as it may deem proper, with this Constitution and Bylaws.

2. Handbook, VII - Organization of Chapters

CHAPTER OFFICERS

"The duties of chapter officers closely parallel those of the national and state counterparts, except that their work is limited to the chapter, and that they are elected or appointed in accordance with chapter bylaws."

FORMING A CHAPTER

"The local chapter is the most important link between the individual compatriot and the state and national societies. It is through the local chapter that the work of the national society is performed at the community level. Membership should be continually emphasized and whenever possible new chapters should be organized. The information presented here is designed as a guide for those compatriots who undertake the formation of a local chapter.

Obtain a list of those compatriots residing in a designated area and call them together for a pre-organizational meeting. Invite local members of the DAR who indicate an interest in being of assistance, especially in recruiting new SAR members."

"When a sufficient number of members, as specified by the state society bylaws, desire to form a chapter, they may apply for a charter to the Membership Secretary of the state society. Most state societies require a minimum of 15 members, but if there are several prospective eligible candidates for membership, a dispensation may be granted for a lesser number.

Following application to the state society, a charter may be issued by that body. If desired, the charter may be kept open for a reasonable period of time to permit prospective members to file their applications and sign as "charter members".

Upon notification of the issuance of a charter by the state society, an organizational meeting should be held, at which time the new chapter officers are duly installed by the President of the state society, and the charter is formally presented. If possible, the ceremonies should be accompanied by a dinner, to which members and guest are invited. The institution of a new chapter is an important event, and it is essential that ceremonies be conducted with dignity and impressiveness. A suggest ritual is available upon request from National Headquarters."

CHAPTER MEETINGS

"Experience has proven that the most successful chapters are those which meet on a regular schedule. Monthly meetings at a convenient location with adequate parking space is recommended. Due to the effect of vacation periods upon attendance, many chapters do not meet during July and August. Attendance at meetings is dependent upon the type of programs offered. It is often not necessary to transact all of the business of the chapter at the regular meetings. An executive committee consisting of the chapter officers and two or three compatriots from the general membership can ably manage normal affairs.

Reports by the President, Secretary, Treasurer and Registrar should be furnished at reasonable intervals. Action affecting chapter policy and projects should be submitted to the membership for a majority decision. To stimulate chapter growth, a membership committee should be appointed, and it should be its duty to contact and assist eligible prospective members into membership."

Programs should be arranged by a program committee to insure interesting and constructive meetings, thus resulting in a greater attendance. Publicity for the chapter is of vital importance, and it should be sought for every SAR meeting and event. Special attention should be accorded the manner in which chapter meetings are conducted. Regardless of the purpose for which it is called, every meeting should be characterized by adherence to a uniform and proper procedure.

A United States Flag should always be displayed to the right of the presiding officer or principal rostrum. The SAR flag and the state flag should be placed to the left, in the same relative position. The following procedure for chapter meeting has been used by many chapters:

1. Call to Order by the presiding officer. A gavel should always be used.
2. Invocation by the Chaplain or compatriot designated by the presiding officer.
3. Pledge of Allegiance to the Flag.
4. Pledge to the SAR.
5. Reading and approval of the minutes.
6. Officers' reports.
7. Committee reports.
8. Introduction of new members and guests.
9. Unfinished business.
10. New business and correspondence.
11. Introduction of speaker or program.
12. Presiding officer's remarks and thanks to speaker or program principal.
13. Motion to adjourn.
14. SAR Recessional.
15. Benediction by the Chaplain or a designee.
16. Adjournment.