

# **Delaware Crossing Chapter, Kansas Society Bylaws**

**Bylaws as approved by the chapter membership  
21 January 2023.**

**Bylaws  
of the  
DELAWARE CROSSING CHAPTER  
Kansas Society  
Sons of the American Revolution**

## Preamble

Delaware Crossing Chapter, Kansas Society of the Sons of the American Revolution has been chartered and organized as a patriotic, historical, and educational non-profit corporation, in accordance with United States 501(c)3, that seeks to maintain and extend the institutions of American freedom, and appreciation for true patriotism, a respect for our national symbols, the value of American citizenship, and to perpetuate the memory of the men who, in military, militia, or civil service by their actions helped achieve American Independence, and the unifying force of E Pluribus Unum. Other objectives of the Chapter are:

1. To keep alive the spirit of patriotism.
2. To foster devotion towards the institutions of our country.
3. To encourage historical research in relation to the American Revolution.
4. To preserve documents, artifacts, relics, landmarks, and individual records of the period surrounding the American Revolution.

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5. To seek to implement the injunctions of George Washington as outlined in his farewell address to the American people.
6. To promote and participate in public celebrations related to patriotic anniversaries.
7. To instill the importance of these objectives upon future generations.

### **Delaware Crossing Chapter, Kansas Society By-Laws**

#### **Article I**

#### **Membership and Dues**

##### **Section 1. Application for Membership**

An application for membership shall be made on one original acid free NSSAR watermarked application form for National and one reproduction copy on acid-free paper to be retained by the State and one copy on regular paper retained by the Chapter. The form used must be approved by National. The applicant must be sponsored by two members in good standing in the Kansas and National Societies. The application, together with a check in payment of the admission fees and the current National, State and Chapter dues, shall be submitted to the Chapter Treasurer that is to be submitted to the KSSAR Registrar; optionally one check shall be written to the Chapter for its dues and one check for the remainder of fees and dues written to the KSSAR which is to accompany the application.

##### **Section 2. Admission to Membership**

An applicant, who has fulfilled the qualification criteria of the National Society, shall become a member of the Delaware Crossing Chapter, Kansas Society, Sons of the American Revolution, when notice of

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approval of his application has been received from the National and State Societies, or by demonstrating satisfactory proof of an existing membership to the Registrar/Genealogist of the Chapter.

### **Section 3. Induction of New Members**

Upon notification of approval of an applicant's application for membership in the Society, the induction ceremony of the new compatriot may be held at the earliest meeting of the Chapter when the applicant can be present. If the new member is unable to attend due to physical difficulties, the induction ceremony will be conducted at a time, place and method convenient to the applicant. The induction ceremony will be in accordance with a ceremony approved by the Executive Committee.

### **Section 4. Dues**

- 4a) The membership year shall be from 1 January through 31 December.
- 4b) The amount of the annual Chapter dues shall be determined by the Chapter at any regular meeting of the Chapter after 30 days' notice by publication in the Chapter newsletter, and shall be due 1 January of the next year.
- 4c) Any member who fails to pay his annual dues before the deadline date established by National will be removed from the current membership rolls.
- 4d) Members who have reached their 90th birthday are excused from payment of Chapter dues beginning the following year.
- 4e) Members who have reached their 80<sup>th</sup> birthday, AND who are already a NSSAR & SAR "Life" member, or have submitted an application for said memberships are eligible to apply for and receive Delaware Crossing Chapter "Life" member status at a

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reduced rate of fifty percent of standard Chapter "Life" member dues.

- 4f) Chapter dues for any applicant whose application is registered by the National Society during the last three months of the membership year shall be applied to the remainder of the membership year in which the application is registered and to the following membership year.

### **Section 5. Reinstatement of Membership**

A former member may be reinstated by paying the required Chapter, State and National fees and dues to the Chapter Registrar/Genealogist. The Executive Committee reserves the right to review and accept or reject the reinstatement of a former member.

### **Section 6. Resignation**

A member may resign from the Chapter by notifying the Chapter Secretary in writing, but there shall be no refund of Chapter dues to a resigning member.

### **Section 7. Transfer of Membership**

A member may apply for transfer of his membership by submitting two copies of the application form and fee required by the National Society, subject to the approval of the State and National Societies.

## **Article II**

### **Election of Officers**

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## **Section 1. Election**

The elected officers of the President, Executive Vice-President, Vice-President for Programs, Secretary, Treasurer, Assistant Treasurer, and Registrar/Genealogist each at the January meeting (the Annual Meeting) of the Chapter by a majority of those present, to hold office for one year or until their respective successors are elected and qualified. The President of the Chapter may be re-elected for one additional consecutive term.

## **Section 2. Installation**

The president elect of the Chapter shall attend and be formally installed at the Annual Conference of the Kansas Society, Sons of the American Revolution. Any other Chapter officer-elect may attend the Annual Conference and be installed.

## **Section 3. Nominating Committee**

Before the November meeting the President shall appoint a Nominating Committee of three or more Chapter members to nominate candidates for the Chapter's elective offices, to serve for the ensuing year. If available, the immediate past President shall be asked to serve as the Nominating Committee Chairman.

## **Section 4. Nominations from the Floor**

Nominations for the Chapter elective offices may be made from the floor at the January meeting.

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## **Section 5. Consent to Nominations**

No member may be nominated for office unless that member has read the duties of that office in the Chapter By-Laws and has agreed to serve in the office to which he is proposed for nomination.

## **Section 6. Inaugural Ceremony for the Elected Officers**

The officers elected at the January meeting shall be recognized at the Chapter February meeting, with installation and acceptance of the Chapter officers at the annual meeting of the State Society in March.

## **Section 7. Vacancies**

Vacancies occurring during the term of office shall be initially filled by the Executive Committee subject to ratification at the next Chapter Meeting.

## **Article III**

### **Duties of the Elective Officers**

#### **Section 1. President**

The duties of the President are as follows:

- 1a) To preside at all meetings of the Chapter and of the Executive Committee.
- 1b) To appoint all committee Chairmen and to serve as an ex-officio member of all such committees except the nominating committee.
- 1c) To appoint members to the positions of Chancellor, Chaplain, Historian, Representative to the State Society and Sergeant-at-Arms, who shall serve for a period of one year, beginning and ending with the term of the appointing President, provided that no person shall be appointed to any appointive office unless that

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person shall have first read the duties of the office to which he is to be appointed and has agreed to serve.

- 1d) To attend all State Society meetings as the spokesman for and reporter of Chapter activities.
- 1e) To act as the liaison with other patriotic organizations, including but not limited to the Kansas City Missouri and Kansas Metropolitan Area SAR Chapters Washington Birthday Celebration Luncheon.
- 1f) To appoint an auditor from among the membership who is not presently serving as an elective officer of the Chapter for the purpose of auditing the records of the outgoing Treasurer.
- 1g) To sign checks in the absence of the Treasurer.
- 1h) To send a copy of all correspondence originating with the President to the Secretary.
- 1i) In the absence of a Chapter Chancellor, to be responsible for the drafting of amendments to the Chapter Constitution and By-Laws, and to oversee the up-dating and distribution of the amendments to the Chapter Membership.
- 1j) To perform such other duties as shall pertain to the office or which are assigned by the Executive Committee or Chapter.

### **Section 2. Executive Vice-President**

The duties of Executive Vice-President are as follows:

- 2a) To serve as President of the Chapter in the event of absence, disablement, resignation or death of the President.

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- 2b) To provide leadership in the planning and development of methods and programs as to how to integrate new members into the work and fellowship of the chapter.
- 2c) In cooperation with the President, he shall prepare a packet of orientation materials for presentation to each inductee as soon as possible.
- 2d) To be the directing and coordinating officer for the Chapter's community relations programs, as represented by, but not limited to the standing committees on the programs for the following:
  - 1) Joseph S. Rumbaugh Historical Patriotic Oration Contest,
  - 2) George and Stella Knight Research Paper Contest,
  - 3) Eagle Scout Recognition and Scholarship Program,
  - 4) JROTC Awards and Enhanced JROTC Award,
  - 5) Children of The American Revolution (C.A.R.) Liaison,
  - 6) Law Enforcement and Fire Safety Awards and such other community relations programs as may be adopted by the Chapter,
  - 7) Americanism Elementary School Poster Contest,
  - 8) Sgt. Moses Adams Memorial Middle School Brochure Contest,
  - 9) Daughters of the American Revolution (DAR) Liaison,
  - 10) Medal for Heroism.
- 2e) To serve as chairman of any task force appointed by the President such as recommending economies and exploring funding initiatives for community projects.
- 2f) To serve as an ex-officio member of all standing committees pertaining to community relations.

### **Section 3. Vice-President for Programs**

The duties of the Vice-President for Programs are as follows:

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- 3a) To serve as the Chapter program director for the planning of programs for the Chapter's monthly meetings, which programs shall be:
- 1) Scheduled in advance for the meeting year for which he was elected.
  - 2) Program selection consistent with the objectives and purposes of the Society.
- 3b) To serve in such other duties as may be assigned by the Executive Committee or by the President.

### **Section 4. Secretary**

The duties of the Secretary are as follows:

- 4a) To give written notice of all meetings of the Chapter membership, which may be through the monthly newsletter or by email.
- 4b) To give written, by email, notice of all meetings of the Executive Committee when directed by the President to do so.
- 4c) To keep the minutes of all meetings of the Chapter Executive Committee and of the Chapter, in accordance with the Order of Business stated in Article VI of the By-Laws, and in a format approved by the Chapter Executive Committee; to give a summary of each Chapter meeting at which business is conducted in the following monthly newsletter; to distribute a copy of the minutes of all Board meetings to each member thereof.

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- 4d) To handle all general correspondence of the Chapter and to keep copies thereof, together with copies of correspondence received from the President.
- 4e) To be responsible for the Chapter's monthly newsletter and photographs, provided that the President may appoint a newsletter editor and/or photographer in lieu of the Secretary.
- 4f) To keep a correct list of the members of the Chapter and their addresses for the Chapter's mailing list, together with the names and addresses
  - 1) former members
  - 2) prospective members
  - 3) A miscellaneous list of other SAR chapter and State Society officers and other patriotic organizations, as shall be consistent with the purposes of the Chapter.
- 4g) To cause to be maintained as to each member correct and updated personal information which can be used to publish a Chapter Roster, which roster shall be a part of the Chapter Handbook.
- 4h) To maintain and supervise a Secretary's Handbook, whose contents shall consist of three-hole punched 8.5 x 11 pages, with the subject matter to be presented in the following order:
  - 1) Current Chapter Officers, designating the Executive Committee by asterisks;
  - 2) A listing of past Presidents;
  - 3) A listing of the Chapter members who have distinguished themselves and the Delaware Crossing Chapter by having been elected to the Presidency of the State Society or to an office of the National Society;
  - 4) A short history of the National and State Societies;

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- 5) A short history of the Delaware Crossing Chapter;
- 6) The Constitution of the Chapter;
- 7) The By-Laws of the Chapter;
- 8) The Secretary shall submit to the Executive Committee for approval any change of forms consistent with current requirements.

### **Section 5. Treasurer**

The duties of the Treasurer are as follows:

- 5a) To have custody of all monies of the Chapter, which are to be deposited in a federally insured bank in the name of the Delaware Crossing Chapter, Kansas Society, Sons of the American Revolution.
- 5b) To maintain the Chapter's funds in an interest-bearing account, if available, with minimal expense to the Chapter.
- 5c) To deposit in the Chapter bank account all funds received on behalf of the Chapter, whether in cash or by check, within two weeks of receipt.
- 5d) To maintain three checking accounts, one for General Operating funds, one for the Color Guard Fund and one for the Veterans Services Fund.
- 5e) To promptly pay out money from Chapter funds when:
  - 1) Directed by an order or standing order of the Chapter or Executive Committee, as provided in the budget and per requirements of the managers of the funds.

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- 2) Directed by the President not to exceed \$100 without approval of the Executive Committee.
  - 3) Presented paid invoices from officers which are incurred in performing their appointed duties in accordance with National and State requirements as provided in the budget.
- 5f) To bill or cause the membership to be billed for annual dues in accordance with National and State requirements and to report the collection of annual dues to the Secretary of the State Society. In addition, the Treasurer shall send one copy of the annual dues report to the State Secretary, to the Chapter President, Chapter Registrar/Genealogist and the Chapter Secretary. Members shall be encouraged to pay dues prior to and in accordance with National and State requirements.
- 5g) To keep records of all funds received, deposited and/or disbursed by the Chapter on forms approved by the Executive Committee.
- 5h) To mail or cause to be mailed to former members who are delinquent in their dues a letter, together with a delinquent dues notice, on forms approved by the Executive Committee. This mailing should be sent on or near 1 April and 1 May of each year— and upon request thereafter.
- 5i) When received from the Registrar/Genealogist, or designee of the Registrar/Genealogist such as sponsoring member, all membership applications and from former members all applications for reinstatement, together with the appropriate check, for the purpose of forwarding to the State Membership Chairman with the appropriate check, retaining the Chapter dues. The forms used to forward the original application for

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membership and the application for reinstatement shall be on forms approved by the Executive Committee.

5j) To give a verbal Treasurer's report at each Chapter meeting and electronically distribute a written Treasurer's report to each Executive Committee member prior to the Executive Committee Meeting, and at such other times when requested by the President on a form approved by the Executive Committee.

5k) To keep the records of the prior Treasurer for two years after the same have been audited.

5l) To record the attendance and to collect the appropriate charges for the payment of all meals and other expenses incurred in connection with meetings of the Chapter on a form approved by the Executive Committee.

5m) Maintain and update required forms, such as IRS-990N FORM.

### **Section 6. Assistant Treasurer**

The duties of the Assistant Treasurer are as follows:

To perform the duties of the Treasurer in his absence or at his request.

### **Section 7. Registrar/Genealogist**

The duties of the Registrar/Genealogist are as follows:

7a) To work in close cooperation with the Membership Chairman.

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7b) To provide leadership direction and assistance to all who seek help in the completion of membership applications and tracing of genealogical lines.

7c) To be the initial Chapter officer to receive all applications for Society membership; and in regard to such applications:

- 1) To decide all questions of a genealogical nature (consulting with such members as he deems best) as to the completeness of each application as to context, number of copies and the proper amount of payment to be made with such application. If only one copy of an application has been received, he makes two more on acid-free paper.
- 2) After approval of such application, to forward to the Chapter Treasurer two copies of the application along with the documents and check for payment of fees and dues.
- 3) To retain one copy of each application until such time that the same is approved by the National Society and until the Chapter Registrar/Genealogist has reached the end of his term in office, at which time it shall be transmitted to the Chapter Historian, or, if the application has not yet been approved, passed on to the successor of the Registrar-Genealogist.
- 4) Presents Registrar's report of membership to the Executive Committee on a regular basis.
- 5) To send the name and address of each membership applicant to the Chapter Secretary for the Chapter mailing list.

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- 6) Presides at Chapter meeting when no other chapter officer is present.

### **Article IV**

#### **Appointive Officers and Their Duties**

The Chapter shall have the following appointive offices to serve during the terms of the President, to-wit: Chancellor, Historian, Chaplain, Representative to the State Board of Governors, Sergeant-at-Arms, Membership Chairman, Parliamentarian, Chairman of Invitations -George Washington Birthday Celebration Planning Committee, Publicity and Public Relations Chairman, Commander of the Color Guard, Veterans Services Chairman, and Web Master.

Their duties are as follows:

##### **Section 1. Chancellor**

The duties of the Chancellor are as follows:

- 1a) To provide guidance as to legal matters which may confront the Chapter.
- 1b) To be responsible for the drafting of amendments to the Chapter Constitution and By-Laws, and to oversee the up-dating and distribution of the amendments to the Chapter membership.
- 1c) To assist the Executive Vice-President and the chairmen of the standing committees on the Rumbaugh Historical Patriotic Orations Contest, Knight Historical Essay Contest and the Law Enforcement Award committee in the conduct of their programs.

##### **Section 2. Historian**

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The duties of the Historian are as follows:

- 2a) To compile and maintain permanent files of matters pertaining to the, history of the Chapter, including but not limited to the following:
  - 1)All Chapter newsletters.
  - 2)All minutes of the Chapter and Executive Committee which are over one year of age.
  - 3)All Chapter rosters.
  - 4)Any suitable mementos of Chapter activities in a form and manner suitable to the memento, for example: Scrapbook, Americanism results.
  - 5)An index of the Chapter's records and mementos.
  - 6)A copy of the application for membership or reinstatement of membership of each Chapter member, after each has been approved by the National Society.
- 2b) To be responsible for the appropriate recording of Chapter events for both internal and media purposes.

### **Section 3. Chaplain**

The duties of the Chaplain are as follows:

- 3a) To give the invocation at the beginning of each Chapter meeting, and the benediction at the closing of Chapter meetings.
- 3b) To be responsible for the Chapter's fraternal obligations to the membership as to sickness, disabilities and deaths among the Chapter's members and families.

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- 3c) To cooperate with the Registrar/Genealogist and Sergeant-at-Arms in introducing both new and old members into the fellowship of the Chapter.

### **Section 4. Representative to the State Board of Governors**

The requisites and duties of the Representative to the State Board of Governors are as follows:

- 4a) That the person fulfilling this position shall have served as Chapter President.
- 4b) To attend all meetings of the State Society with the Chapter President, and in the absence of the Chapter President, make the Chapter report at the State Society meeting.
- 4c) To keep the Chapter informed of the activities of the State Society by way of the Chapter's newsletter or by oral reports at Chapter meetings.
- 4d) To perform such other duties as may be assigned to him by the Executive Committee and/or the Chapter President.

### **Section 5. Sergeant-at-Arms**

The duties of the Sergeant-at-Arms are as follows:

- 5a) To have custody and charge of the placement and distribution of membership badges, flags, pledge cards, plaques and such other material as are or may be used at Chapter meetings.
- 5b) To cooperate with the President and the sponsoring member in introducing both old and new members into the fellowship of the Chapter.

### **Section 6. Membership Chairman**

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The duty of the Membership Chairman is as follows:

To recruit or cause to be recruited new members to the Society and shall be performed in cooperation with the Registrar/Genealogist with all members of the Chapter being members of the Membership Committee.

### **Section 7. Parliamentarian**

The duties of the Parliamentarian are as follows:

- 7a) To advise the Chair in all parliamentary procedure questions.
- 7b) To serve on any committee appointed to revise or amend the Chapter Constitution and By-Laws.

### **Section 8. George Washington Birthday Celebration Planning Committee**

The duties of the G.W.B.C. Planning Committee Chairman are as follows:

- 8a) Concurrently sits on the George Washington Birthday Celebration Planning Committee that operates under the authority of the Kansas Society of the Sons of the American Revolution and the Missouri Society Sons of the American Revolution.

### **Section 9. Publicity and Public Relations Chairman**

The duties of the Publicity and Public Relations Chairman are as follows:

- 9a) To obtain the widest possible media coverage of Chapter events and in events in which the Chapter or its members participate.

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- 9b) To act as media liaison upon behalf of the Chapter; and to and to coordinate the publicity arrangements with the Chapter officers and Committee Chairmen in the Chapter activities.

### **Section 10. Commander of the Color Guard**

The duties of the Commander of the Color Guard are as follows:

- 10a) Recruit members to the Color Guard.
- 10b) Maintain chapter flags, organize flag display.
- 10c) Maintenance of extra color guard uniforms.
- 10d) Organize the color guard at events and meetings.

### **Section 11. Veterans Services Chairman**

The duties of the Veterans Services Chairman are as follows:

- 11a) To coordinate and plan events and visits for Veterans sponsored by the chapter.
- 11b) To recognize and reward veterans for meritorious service.

### **Section 12. Web Master**

The duties of the Web Master are as follows:

- 12a) Make payments to the domain company vendor. The cost of the email and web domain expenses will be reimbursed to the web master by the treasurer.
- 12b) Update the chapter web pages, web pictures, and [web-based](#) documents and instructions.
- 12c) Provide support to the secretary for the email capability.

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- 12d) Maintain a list of duties, passwords, and instructions for follow-on Web Masters.

## **Article V**

### **Standing Committees and Their Duties**

#### **Section 1. Standing Committees**

The Chapter shall have the following Standing Committees to give effect to the chapter's programs:

- 1a) Budget and Planning Committee
- 1b) Rumbaugh Historical Oration Contest Committee
- 1c) Knight Historical Research Paper Contest Committee
- 1d) Eagle Scout Recognition and Scholarship Program Committee
- 1e) JROTC Awards Committee
- 1f) Children of the American Revolution Committee
- 1g) Public Safety Awards Committee
- 1h) Kesler Youth Endowment Fund Board of Trustees
- 1i) Youth Poster Contest Committee
- 1j) Wreaths Across America Committee

And such other standing committees as shall be deemed necessary by the President.

#### **Section 2. Committee Membership**

Each standing committee should consist of at least **two** members appointed by the Chairman, plus the ex-officio members who shall be non-voting members.

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## **Section 3. Initial Meeting and Program Draft**

Each standing committee shall hold its initial meeting as soon as possible after its appointment by the Chairman, to draft its program for the ensuing year; which draft shall be submitted to the President before the Chapter's first monthly meeting of the year for which the committee is appointed.

## **Section 4. Committee Assignments**

The committee assignments should be as follows:

**4a) Budget and Planning Committee** Shall consist of the Chapter Executive Committee, who shall recommend to the Chapter at its annual meeting in January of each year the plans and programs, budget and dues for the ensuing year.

### **4b) Rumbaugh Historical Oration Contest Committee**

To arrange with high schools, public, private, and home-schooled students, in Johnson and Wyandotte counties for the participation of their students in the Joseph S. Rumbaugh Historical. Out of district students may become "at large" entrants at the Kansas State level. Oration Contest, provided however that volunteer students from other counties in Kansas will be accepted as contestants.

### **4c) Knight Historical Research Paper Contest Committee**

To arrange with high schools, public, private, and home-schooled students, in Johnson and Wyandotte counties for the participation of their students in the George and Stella Knight Essay Contest, provided however that volunteer students from other counties in Kansas will be accepted as contestants. Out of district students may become "at large" entrants at the Kansas State level.

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### **4d) Eagle Scout Recognition and Scholarship Program Committee**

To encourage Eagle Scouts in the local scout council who belong to Kansas troops to participate in the SAR Eagle Scout Recognition and Scholarship Program, and to select a Chapter winner to enter the state contest.

**4e) JROTC Award Program Committee** To arrange with the high school JROTC officials for the award of SAR JROTC medals at appropriate ceremonies.

### **4f) Children of the American Revolution Committee**

Will act on behalf of the Chapter to support this youth program in an appropriate manner. The chairman of this committee shall be the liaison.

### **4g) Public Safety Awards Committee**

Will act on behalf to recommend recipients of the following Public Service Awards.

#### **1) Law Enforcement Award**

Will act on behalf of the Chapter to honor law enforcement officers with the SAR Law Enforcement Commendation Medal when justified by their bravery, length of service or contribution to the community, at an appropriate ceremony conducted in accordance with and approved by the Chapter Executive Committee.

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## **2) Fire Safety Award**

Will act on behalf of the Chapter to honor fire service professional, researchers, and volunteers for outstanding accomplishments and/or who make outstanding contributions to any area of fire safety and service. It may be presented only to an individual and only once at an appropriate ceremony conducted in accordance with, and approved by the Executive Committee.

## **3) Emergency Medical Service Award**

Will act on behalf of the Chapter to honor Emergency Medical Service professionals for the preservation of life and health under emergency conditions and/or performing beyond the duties normally called for within the Emergency Medical Services profession. The award is to be presented at an appropriate ceremony conducted in accordance with and approved by the Chapter Executive Committee.

## **4h) Kesler Youth Endowment Fund Board of Trustees**

Will act on behalf of the Chapter to meet, publicize, provide reports to members, invest the corpus of the fund and distribute income to the chapter. For specific definition of duties and purposes of the endowment fund, refer to the document entitled: "Kesler Youth Endowment Fund".

Initial trustees to be appointed by the Chapter President to serve until the next annual election at which time trustees will be nominated serve 1, 2, and 3-year terms. The trustees elected then choose their chairman for the ensuing year. The Chapter President shall submit a suggested trustee name to the nominating committee. In case of a vacancy, the

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Chapter President shall appoint a trustee to serve until the next election at which time a trustee nominee shall be elected to fill the remainder of the term for which he was appointed. The Chapter President shall be an ex-officio member of this committee and shall call meetings, may receive gifts and will acknowledge gifts. If the Chapter President is also a trustee at the time of holding the Chapter President's office, he may perform both duties or appoint a vice-president to represent him at the trustees' meetings.

### **4i) Youth Poster Contest Committee**

Will act on behalf of the Chapter to arrange with elementary, public, private, and home-schooled students, in Johnson and Wyandotte counties for the participation of their students in a Poster Contest. This committee will maintain the entry rules and forms, and organize the contest events.

### **4j) Wreaths Across America**

Will act on behalf of the Chapter with a local cemetery Coordinator for Wreaths Across America for the Chapters members participation as a Sponsoring Group in the annual Wreaths Across America event for the purchasing and honorably laying of wreaths at the graves of person who served in the Armed Forces of the United States of America.

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## **Article VI**

### **Youth Protection Training**

Every Elected Officer, appointed officer and Committee Chairmen of any Youth Activity Committee shall successfully complete the NSSAR's Youth Protection Training and keep their certification current. That training can be found on the NSSAR website under NSSAR's Youth Protection Training. All Delaware Crossing members who plan to participate in any manner in any youth programs shall have successfully complete the subject training and have current certification. Per NSSAR Handbook III. The Board of Trustees concluded that the National Society owes it to the children we interact with and their parents, as well as the Compatriots running these programs, to keep these interactions safe for all involved. The Youth Protection Training is available in the eLearning portal at [www.sar.org](http://www.sar.org). Upon completion of the training, a Compatriot will receive a certificate good for three years."

## **Article VII**

### **Meetings**

#### **Section 1. Order of Business**

The order of conduct of all monthly and special Chapter meetings and Executive Committee Meetings, are as follows for the Chapter officer or officers who shall preside or report, with minutes being kept of the entire Executive Committee Meeting and the Business Portion of the Chapter Meeting, and with minor changes by presiding officer due to schedule of guests:

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Order of Conduct for Chapter Meeting				
Para. Number	Activity	Spokes Person or Group	Appointed by	Notes
1a)	<b>Opening Ceremonies:</b>			
	<b>Call to Order</b>	<b>President</b>		
	<b>Presentation of the Colors</b>	<b>Color Guard</b>		
	<b>Invocation</b>	<b>Chaplain</b>		
	<b>Pledge of Allegiance</b>	<b>Compatriot</b>	<b>President</b>	
	<b>Pledge to the SAR</b>	<b>Compatriot</b>	<b>President</b>	
	<b>Post Colors</b>	<b>Color Guard</b>		
	<b>Color Guard Recessional</b>	<b>Color Guard</b>		
	<b>Welcome</b>	<b>President or his Designee</b>		
1b)	<b>Introduction of Scheduled Guests</b>	<b>President</b>		
1c)	<b>Introduction of Compatriot Guests by Table</b>	<b>Compatriot</b>		
1d)	<b>Breakfast Buffett</b>	<b>Order of tables per meeting conductor.</b>		
1e)	<b>Induction of New Members</b>	<b>President &amp; Sponsor</b>		
1f)	<b>Program</b>			
	<b>Introduction of Program</b>	<b>VP for Programs or Presidents Designee</b>		
1g)	<b>Introduction of Special Presentations &amp; Awards</b>	<b>President</b>		<b>Items added at discretion of President</b>
1h)	<b>Minutes of Previous Meeting as Necessary</b>	<b>Secretary</b>		<b>Items added at discretion of President</b>
1i)	<b>Treasurer's Report</b>	<b>Treasurer</b>		<b>Verbal Report</b>
1j)	<b>Officers, Standing Committee and Special Committee Reports</b>	<b>Officers, Chairmen of Standing and Special Committees</b>		<b>Item added at discretion of President</b>
1k)	<b>Executive Committee Meeting Summary</b>	<b>President</b>	<b>President</b>	<b>Verbal Report</b>
1l)	<b>Unfinished Business</b>	<b>President</b>	<b>President</b>	<b>Item added at discretion of President</b>
	<b>New Business</b>	<b>President</b>	<b>President</b>	<b>Item added at discretion of President</b>
1m)	<b>Announcements</b>	<b>President &amp; Attendees</b>	<b>Recognized by President</b>	

## Delaware Crossing Chapter, Kansas Society Bylaws

<b>1n</b>	<b>Elections and Appointments</b>	<b>President</b>		<b>Item added at discretion of President</b>
<b>1o)</b>	<b>Benediction</b>	<b>Chaplain</b>		
<b>1p)</b>	<b>SAR Recessional</b>		<b>President</b>	

<b>Order of Conduct for Executive Committee Meeting</b>				
<b>Para. Number</b>	<b>Activity</b>	<b>Spokes Person of Group</b>	<b>Appointed by</b>	<b>Notes</b>
<b>1a)</b>	<b>Call to Order</b>	<b>President or Appointed Officer</b>	<b>President per Constitution</b>	
<b>1b)</b>	<b>Presentation and Approval of Minutes of Immediately Previous Executive Committee</b>	<b>Secretary</b>		<b>Distributed prior to meeting.</b>
<b>1c)</b>	<b>Chapter Meeting Reservations Status</b>	<b>Secretary</b>		
<b>1d)</b>	<b>Color Guard Participants</b>	<b>Color Guard Commander</b>		
<b>1e)</b>	<b>Treasurer's Report</b>	<b>Treasurer</b>		
<b>1f)</b>	<b>Other Officer Reports as Necessary</b>	<b>Elected and Appointed Officers</b>		<b>Item added at discretion of President</b>
<b>1g)</b>	<b>Consent Agenda</b>	<b>Motion to Approve if one exists.</b>		<b>Item added at discretion of President</b>

## Delaware Crossing Chapter, Kansas Society Bylaws

1h)	Committee Reports or additions to those previously submitted by email.	Standing and Appointed Committee Chairs	President	Item added at discretion of President
1i)	Unfinished Business	President		Item added at discretion of President
1j)	New Business	President		Item added at discretion of President
1k)	Adjournment	President		

### Section 2. Parliamentary Procedure

- 2a) The Rules contained in Robert's Rules of Order, newly revised, shall govern the Delaware Crossing Chapter, Kansas Society, Sons of the American Revolution, in all cases to which they are applicable, and in which they are not inconsistent with the By-Laws of this Chapter, the State, or National Societies.
- 2b) The order of business for any meeting may be changed by a majority vote of the members present and voting.

### Section 3. Program or Agenda of Meetings

- 3a) A printed program should be created by the President or his designated presider and distributed at each monthly Chapter Meeting prior to the Call to Order.
- 3b) A printed agenda should be created by the President or his designate presider and distributed by email prior to an Executive Committee Meeting.

## Article VIII Amendments

### Section 1. Amendments and notice thereof:

## **Delaware Crossing Chapter, Kansas Society Bylaws**

These By-Laws may be amended or altered at any meeting of the chapter by a majority of the members present and voting, provided that notice of such amendment or alteration be given to the membership in writing from the Secretary at least ten days prior to the meeting.

### **History of Changes**

<b>Date</b>	<b>Description</b>
13Feb 1993	By-Laws First Adopted
15 Jan 2000	Amendments Approved
18May 2001	Technical alterations made by Exec Committee; section 2a of the Historian updated.
17Oct 2011	Sect 1 -4e added
13Nov2018	Added Preamble, corrected tab paragraph alignment; updated Article 1, Section 1, 2, 3, & 4; updated Article II, Section 1, 2, & 4; updated Article III Section 1e, Section 2d, Section 4e about photographer; updated Article III Section 5; added statement about "will complete" youth protection training course; updated Article IV, added Section 10 Commander of the Color Guard, Article IV Section 8, added Section 10, Section 11 Veteran Services Chairman, and Article IV Section 12 Web
15Dec2018	Amendments Approved

## Delaware Crossing Chapter, Kansas Society Bylaws

21 January 2023	<p>List of Amendments Approved; for precise deletions, changes and additions to Articles, Section and subsection refer to walk over document titled “DXSAR By-Laws-Proposed Amendments for 21 January 2023 with Notations-16 November 2022 Draft” on file with Chapter. The following items were amended.</p> <p>Preamble, Sections 5 &amp; 7.</p> <p>Article I, Section 1., Section 2., Section 4 subsection 4c) and 4f), Section 7.</p> <p>Article II, Section 1, Section 4 Executive Committee deleted and Section renumbered, and Section 7.</p> <p>Article III, Section 4., subsection 4a), 4c) and 4h) subsections correctly renumbered. Section 5. Subsections 5c),5d), 5e), 5i), 5j) and 5l); Section 8 deleted.</p> <p>Article IV description last sentence deleted. Section 1. 1c), Section 8.</p> <p>Article V, Section 1. Subsection 1g, 1h and 1j; Section 2; Section 4 subsection 4g), statements 1), 2), and 3); and subsection 4i).</p> <p>Article VI, new NSSAR Youth Protection Training requirement.</p> <p>Article VII was Article VI, Section 1. description of meeting revised to two meeting descriptions, one for the Chapter Meeting and one for the Executive Committee Meeting; Section 3 augmented. Former Article VII changed to VIII, Section 1,</p>
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