

**BYLAWS
OF THE KANSAS SOCIETY
OF THE NATIONAL SOCIETY OF THE
DAUGHTERS OF THE AMERICAN
REVOLUTION**

**Revised by the Ninety-third KSDAR
Conference March 6, 1991
Amended 1992, 1993, 1994, 1995, 1996, 1999, 2000,
2003, 2005, 2006, 2007, 2009, 2010, 2014, 2015, 2016,
2017, 2018, 2019, 2021, 2022, 2023, 2024, 2025**

ARTICLE I - Name

The name of this society shall be the Kansas Society of the National Society of the Daughters of the American Revolution, hereinafter referred to as KSDAR.

ARTICLE II - Object

The objects of this Society shall be to promote the objects of the National Society of the Daughters of the American Revolution, hereinafter referred to as the National Society.

- (1) To perpetuate the memory and spirit of the men and women who achieved American Independence, by the acquisition and protection of historical spots and the erection of monuments; by the encouragement of historical research in relation to the Revolution and publication of its results; by the preservation of documents and relics, and of the records of the individual services of Revolutionary soldiers and patriots; and by the promotion of celebrations of all patriotic anniversaries;
- (2) To carry out the injunction of Washington in his farewell address to the American people, "to promote, as an object of primary importance, institutions for the general diffusion of knowledge," thus developing an enlightened public opinion, and affording to young and old such advantages as shall develop in them the largest capacity for performing the duties of American citizens;
- (3) To cherish, maintain and extend the institutions of American freedom; to foster true patriotism and love of country, and to aid in securing for mankind all the blessings of liberty.

ARTICLE III - Members

Section 1. Membership. The membership of the state society shall consist of the chapters in good standing of the National Society Daughters of the American Revolution in the State of Kansas.

Section 2. New Chapters. The Recording Secretary shall enroll a chapter newly confirmed by the National Society as a member of the Kansas Society upon receipt of the following information from the chapter: name of the chapter; the date of its organization; the names of its officers and of its members. This notification shall cause the newly confirmed chapter to be enrolled as a member of the Kansas Society and to belong to a District according to its location.

Section 3. Definition of a Kansas Daughter. Any DAR whose primary membership is maintained in a chapter within the state of Kansas shall be recognized as a Kansas Daughter.

ARTICLE IV - Fees and Dues

Section 1. Annual Dues. The annual state dues for each chapter shall be \$10.00 per member which shall be sent by the chapter treasurer and shall be postmarked no later than December 1. A chapter whose dues have not been paid before December 1 shall be notified by the state treasurer that the chapter shall not be entitled to representation at the state conference. The fiscal year of the Kansas Society shall be January 1 through December 31.

Section 2. Dues. Dues for a member admitted or reinstated on or after July 5 shall be credited for the upcoming dues year, which begins December 1.

Section 3. Additional Payments.

- (a) Each year, the State Treasurer shall set aside from the annual state dues received from each chapter member \$.25 (twenty-five cents) for the support of the Kansas State Society Children of the American Revolution. The KSDAR State Treasurer shall forward these funds to the K.S.C.A.R. Senior State Treasurer.

ARTICLE V - Officers

Section 1. Officers. The elected officers of the Kansas Society shall be a regent, a vice regent, a chaplain, recording secretary, a corresponding secretary, organizing secretary, treasurer, a registrar, a historian, a librarian, and reporter.

Section 2. Eligibility.

- (a) To be eligible for the office of State Regent or State Vice Regent, a member shall hold and have held membership in a chapter within Kansas for at least five (5) years prior to her election and have served a term as chapter regent. To be eligible for any other state office, a member of the National Society shall have held membership in a chapter within the state of Kansas for at least two years.
- (b) A member holding two or more offices each carrying a vote at an annual state conference shall be limited to vote only in one of the offices held by said member.
- (c) Any member seeking to serve as a State officer shall be a member in good standing from a Chapter in good standing and not in violation of NSDAR or KSDAR bylaws. (See Article XIII, Chapters, Section 1. Officers, paragraphs 2 and 3.)
- (d) No member, except the State Treasurer, shall be eligible to the same office for two successive terms, and no member who has served two terms in any state office shall be eligible to any other state office, except that of State Regent or State Vice Regent, until the expiration of at least one year. No member shall be eligible for any state office as a district officer elect.
- (e) A member having served more than one-half of a term in a state office shall be deemed to have served a term.

- (f) Any member seeking to serve as a State Officer shall possess working administrative, organizational and computer skills and will maintain at her disposal a working computer.

Section 3. Term. The officers of the Kansas Society shall hold office for three years or until their successors are elected. The term of office shall begin no earlier than at the close of the Continental Congress at which the Regent and Vice Regent are confirmed.

Section 4. Expenses. The expenses of the State Officers, as approved in the budget, shall be submitted as itemized statements in writing, with receipts, to the State Regent, who shall present them to the State Treasurer for authorized payment. Requests to be reimbursed for additional expenses shall be submitted as itemized statements in writing, with receipts, to the Executive Committee for its action.

Section 5. Vacancies. If the office of State Regent becomes vacant, the State Vice Regent shall become State Regent automatically provided she has been confirmed as State Vice Regent.

Vacancies in other state offices shall be filled by appointment of the Executive Committee, with the approval of the State Board of Management, until the next regular meeting of the State Conference, when the vacancy for the unexpired term shall be filled by the Kansas Society.

Section 6. Automatic Resignation. Any State Officer unable to carry out the duties of her office for a period of six months automatically relinquishes her position as a State Officer, unless ruled otherwise by the State Regent with the approval of the Executive Committee.

Section 7. Honorary State Regent. In recognition of valuable service to the Kansas Society, a member who has served as State Regent, upon her retirement from office, may be elected Honorary State Regent for life. Election shall be at State Conference and may be by voice vote. An Honorary State Regent is entitled to a vote at the State Conference.

ARTICLE VI - Nominations and Elections

Section 1. Election. The officers of the Kansas Society shall be elected at the State Conference every third year, coinciding with the year of election of National Executive Officers.

The election shall be by ballot unless there is but one nominee for each office, in which case, by general consent, the written ballot may be dispensed with and the vote for the entire ticket taken by voice. Should a written ballot be necessary, it shall be prepared by the chair of the Nominating Committee.

- (a) **Nominations.** During an election year for KSDAR state officers the announcement of upcoming elections and call for chapters to consider proposing nominations to state office shall be published in the September issue of the Cyber Sunflower.

Section 2. Nominating Committee.

- (a) **Members.** The Nominating Committee shall be composed of five members. The chair and an alternate shall be elected at the Fall Forum State Board of Management meeting during the third year of each administration. Each District shall elect one committee member and an alternate at its annual District meeting which follows.

In order to be eligible to serve as a District representative on the committee, the member must have held membership in the District, from which she is being nominated, for a minimum of three years, and have served at the state level in an appointed or elected position. She must be a member in good standing and not in violation of NSDAR or State Bylaws. (See Article XIII, Chapters, Section 1. Officers, paragraphs 2 and 3.)

No member shall be eligible to serve on the Nominating Committee for consecutive terms.

- (b) **Duties.** No later than one week after the nominating committee is elected, the chair of the nominating committee shall notify, by e-mail to the State Reporter and to all chapter regents, a reminder of the impending election and shall indicate where nominations are to be sent and the final date on which the names of members who consent to be considered for state offices shall be received from the chapters.

The notice shall also appear in the first regularly published issue of the Cyber Sunflower following the announcement.

- (c) The committee shall select one nominee for each office. In its selection of candidates, the committee shall endeavor to represent each of the four Districts.
- (d) A chapter may endorse more than one member for office. However, no chapter shall have more than one member serving as a State Officer at a time.
- (e) Any member desiring to be considered by the nominating committee for election to a state office must provide a fully executed chapter endorsement form, signed by the Chapter Regent and the Chapter Recording Secretary, and received by the chair of the nominating committee no later than December 15.
- (f) By January 15, the report of the Nominating Committee shall be sent to the State Officers, the Honorary State Regents, and the Chapter Regents. The report of the Nominating Committee shall be presented at the State Conference. The same report shall appear in the first regularly published issue of the Cyber Sunflower immediately following the January 15th date.
- (g) Nominations may be made from the floor, provided the consent of the floor nominee has been obtained and the nominee has the fully executed chapter endorsement form signed by the chapter regent and the chapter recording secretary ready for immediate submission to the nominating committee chair.

Section 3. Vice President General. A candidate for Vice President General from Kansas shall be endorsed by a majority vote by ballot at a State Conference. No endorsement for Vice President General shall be made more than eighteen months in advance of the Continental Congress so designated in the motion.

Section 4. Emergency Situations. If an emergency situation is declared by the Executive Committee, then an anonymous vote conducted through the designated virtual service shall be deemed a ballot vote fulfilling any requirement in the bylaws or rules that a vote be conducted by ballot.

ARTICLE VII - Duties of Officers

Section 1. General Duties. The officers of the Kansas Society shall perform the duties prescribed by these bylaws, the Bylaws of the National Society and by its parliamentary authority.

Each State Officer shall prepare an annual report of less than 200 words: 10 days before the beginning of State Conference, one copy shall be sent to the State Regent and one copy to the State Recording Secretary. Reports may be submitted electronically. These annual reports shall be presented at the State Conference and shall be published in the *Annual Report and Proceedings*.

Within thirty days after Continental Congress, each retiring State Officer, with the exception of the State Recording Secretary, shall deliver to her successor a written procedure of the requirements of her office, a list of the KSDAR property in her custody, and all records and property of the Kansas Society, and she shall obtain a receipt for these items. A duplicate of the list of the KSDAR property in custody shall be sent to the State Regent. The State Recording Secretary's deadline shall be September 1.

Section 2. State Regent.

- (a) The State Regent shall preside at all meetings of the State Conference, the State Board of Management, and the Executive Committee.
- (b) She shall be the executive officer and shall have general supervision of the affairs of the Kansas Society. She shall ensure compliance with KSDAR Bylaws and NSDAR rulings in accordance with NSDAR Bylaw Article XV, States, Section 10.
- (c) She shall appoint all committees except the Nominating Committee, naming the chair of each; shall be ex officio a member of all committees except the Nominating Committee;
- (d) shall appoint a State Parliamentarian;
- (e) shall sign checks and authorization for checks drawn on the Kansas Society accounts;
- (f) shall plan the schedule for the Fall Forum and shall plan and prepare the program for the State Conference.
- (g) Signature cards for all bank accounts shall bear her signature.
- (h) She shall receive from the State Officers and the State Committee Chairs all statements of expenses, as approved in the budget, and present them to the State Treasurer for authorized payment.
- (i) She shall send each Chapter Regent the names and addresses of the State Chairs of the national committees and of any other appointees and shall notify the Chapter Regents of all changes in personnel and addresses of National and State Officers and appointees.
- (j) She shall notify the state recording secretary and state webmaster of the names and contact information for the chapter regents by August 1st for each year of her administration.

- (k) She shall endeavor to visit each chapter in the Kansas Society at least once during her term of office.
- (l) Prior to their publication, the State Regent shall approve the final copies of the “Kansas DAR News” and the *KSDAR Annual Report and Proceedings*.
- (m) The State Regent shall have the privilege of promoting a Patriotic, Historical, or Educational Project during her term of office.
- (n) The accumulated monies shall be deposited in a special fund designated by the State Regent. The allocated funds shall be limited to the actual cost of the project, except that Educational Projects shall be exempt from this rule. Should the original project of the State Regent be oversubscribed during her term of office, she shall have the privilege of specifying a state project to receive the oversubscription within ninety days of going out of office. No pledges or contributions to a State Regent’s Project shall be dated later than the last day of her administration.

Section 3. State Vice Regent.

- (a) In the absence or inability of the State Regent, the State Vice Regent shall perform the duties of the office of State Regent.
- (b) The State Vice Regent shall preside at the Chapter Regent’s function at the State Conference. She shall prepare the event, write the script, and provide the names of all participants to the conference committee with final approval by the State Regent
- (c) In addition, she may prepare for the recognition of the Outstanding Chapter and Chapter Regent according to the established Guidelines.
- (d) She shall receive from the Chapter Regents their annual lists of names and email addresses of Chapter Chairs of state and national committees; she shall collate for each State Committee Chair a listing of the Chapter Chairs of her committee.
- (d) She shall receive from Chapter Regents their chapter yearbooks, each year on or before September 1st.
- (e) She shall perform any other duties designated to her by the State Regent.

Section 4. State Chaplain.

- (a) The State Chaplain shall open and close meetings of the Kansas Society with the reading of scripture and prayer and conduct such religious services as occasion may require.
- (b) She shall conduct a Memorial Service at each State Conference; she shall prepare a list of members who have died since the previous State Conference and shall provide that list to the State Registrar; she shall prepare the memorial program, including member tributes as necessary, and provide it in a printable format to the State Recording Secretary. Programs shall be made available to all attending the Memorial Service and included in the *KSDAR Annual Report and Proceedings*.

- (c) She shall prepare the Necrology Report each year and provide the list to the State Regent and the State Recording Secretary. The Necrology Report shall be printed in the *KSDAR Annual Report and Proceedings*.
- (d) She shall provide the Report of Deceased DAR Member form for publication on the Kansas Society members only website.
- (e) She shall send notes of sympathy to the families of recently deceased members. She may send additional Sunshine Greetings to members on behalf of the State Society.
- (f) She shall be responsible for oversight and care of the Kansas Chapel at NSDAR to include: ensure annual updates to the Memorial Book are recorded; ensure sufficient inventory of information brochures are available; provide the NSDAR Beautification and Grounds Committee with required maintenance and repair needs; place a floral memorial in memory of Mrs. Guernsey during Continental Congress; she may, at the request of the State Regent, host a reception in the Kansas Chapel during Continental Congress;
- (g) She shall maintain a list of Kansas Daughters who are age 90 or older and send birthday greetings to each.
- (h) and any other duties as directed by the State Regent.

Section 5. State Recording Secretary.

- (a) The State Recording Secretary shall keep a record of the proceedings of the meetings of the Kansas Society, the State Board of Management, the Executive Committee, and the Finance Committee.
- (b) She shall notify State Officers, Chapter Regents and State Committee Chairs of any actions taken at these meetings affecting their duties.
- (c) She shall maintain the official membership roll of the State Board of Management.
- (d) She may cosign checks drawn on the Kansas Society accounts. She shall be a member of the Finance Committee.
- (e) Each year she shall maintain copies of the annual reports of State Officers, Chapter Regents, District Directors, and State Committee Chairs until published in the *KSDAR Annual Report and Proceedings*.
- (f) It shall be the duty of the State Recording Secretary to compile, edit and submit the proof of the Annual Report and Proceedings of the State Conference to the publisher 30 days before Fall Forum. A committee to assist with this duty may be selected by the State Recording Secretary. She shall provide to the State Regent, who presided at the State Conference, a final proof copy of the Proceedings prior to its publication.
- (g) She shall maintain a list of past State Officers.

Section 6. State Corresponding Secretary.

- (a) The State Corresponding Secretary shall maintain the official Kansas Society mailing list of the members who are to receive meeting notices, shall attend to all the correspondence of the Kansas Society, and shall assist the State Regent in her official correspondence.
- (b) She shall notify the State Officers and the delegates of any special meetings that may be called.
- (c) She shall send out notices of meetings of the State Board of Management at least thirty (30) days prior.
- (d) She shall send previous notice of proposed bylaws amendments to all chapter regents, voters, delegates, and alternates and post to the members' website no later than thirty (30) days before the state conference.
- (e) She shall prepare and distribute the official KSDAR stationery.
- (f) She shall assist in the preparation and distribution of award certificates.
- (g) Immediately after a State Conference at which an election is held, she shall send to each Chapter Regent the names and addresses of the newly elected state officers.
- (h) Sixty days before the beginning of State Conference, she shall send the official call for the State Conference to the State Officers, the National Officers whose membership is in the state, the Honorary State Regents, the Chapter Regents, the State Committee Chairs, and the District Directors.
- (i) Sixty days before the beginning of State Conference, she shall send each Chapter Regent one State Conference Credentials Form and one form for reporting chapter officers.
- (j) She shall mail by October 1, any *KSDAR Annual Report and Proceedings* received from the State Recording Secretary to members specified in the Standing Rules and to the members who placed prepaid orders.

Section 7. State Organizing Secretary.

- (a) The State Organizing Secretary shall assist the State Regent and Chapter Organizing Regents in the organization of new chapters.
- (b) She shall be responsible for the correspondence related to the organization of a new chapter, and she shall notify the Executive Committee the following information about a chapter newly confirmed by the National Society: name and location, date of organization, names and addresses of its chapter officers and members, and chapter code number. This notification shall cause the newly confirmed chapter to be enrolled as a member of the Kansas Society and a District assignment shall be made.
- (c) She shall work with state chairs of Chapter Development and Revitalization and Membership to develop programs to assist existing chapters in membership recruitment and retention.

- (d) She shall assist, if required in the disbanding or merging of chapters.

Section 8. State Treasurer.

- (a) The State Treasurer shall receive and take charge of all funds and securities of the Kansas Society.
- (b) She shall deposit them in the name of the Kansas Society Daughters of the American Revolution and
- (c) shall disburse these funds as directed by the State Board of Management or the State Conference.
- (d) The State Regent shall approve all expenditures.
- (e) Upon assuming the duties of her office, she may transfer the checking accounts to a convenient, federally insured banking institution, subject to the approval of the Executive Committee; this action shall be ratified at the next meeting of the State Board of Management.
- (f) Within three weeks after each state meeting, she shall receive from the State Meetings Treasurer an accounting of all expenses for the meeting, all registration monies, invoices, and other financial information. She shall ensure all approved bills have been paid and any excess funds deposited in the General Fund within six weeks of the meeting's close. She shall coordinate with the State Meetings Treasurer to provide a full accounting of income and expenses for the State Conference and Fall Forum to be printed in the *KSDAR Annual Report and Proceedings*. A full accounting of income and expenses for the State Conference and Fall Forum shall be printed in the *KSDAR Annual Report and Proceedings*.
- (g) She shall keep an itemized account of the receipts and expenditures, close the books on December 31, and submit them for audit to an audit committee.
- (h) She shall present the auditor's report annually.
- (i) She shall annually send the Kansas Society's audited financial statements, audit committee letter, and a copy of the state's Form 990, Form 990EZ, or proof of filing form 990N to the Office of the Treasurer General.
- (j) She may serve as the chair of the Finance Committee. (See Article XI, Section 5.)
- (k) The State Regent may appoint an Assistant Treasurer. The Assistant Treasurer shall not serve on the Executive Committee but may be appointed to serve on the Finance Committee.
- (l) Prior to the State Conference, she shall report to the State Credentials Committee Chair the number of votes to which each chapter is entitled. After the delegates and alternates are elected, she shall verify their eligibility for the State Credentials Committee.

- (m) She shall be bonded, along with other listed state officers, Assistant Treasurer, the State Meetings Treasurer in a Signature Officers Bond; the fee to be paid by the Kansas Society.
- (n) She shall be the custodian of all bonds, securities, and other evidence of invested funds.
- (o) Signature cards for all bank accounts shall bear the signatures of the State Regent, State Treasurer, and State Recording Secretary.
- (p) She shall retain the audited accounts and the tax records of the Kansas Society for a period of six years and shall be responsible for their transfer to her successor at the close of the term.

Section 9. State Registrar.

- (a) She shall maintain a current mailing list and provide the mailing list for the “Kansas DAR News.”
- (b) Following the monthly National Board of Management membership votes, she shall provide an updated mailing list to the State Regent, State Reporter, and State Chair of the Junior Membership Committee.
- (c) In coordination with the State Chairs of the Lineage Research and Volunteer Genealogists committees, she may assist chapters with genealogy research and preparation of membership applications.
- (d) She shall be an administrator of the Kansas Society Daughters of the American Revolution Facebook/Social Media Closed Group and will determine the membership status of women asking to join the group.
- (e) She shall coordinate with the State Lineage Research Committee Chair on sending requests for National Lineage Research Committee assistance via the PMD.
- (f) She shall update the State reporter and State VIS Chair of deceased and resigned members so they can be removed from Constant Contact.
- (g) She shall remove deceased and resigned members from the KSDAR private Facebook page after receiving email notifications.
- (h) She shall send the State Reporter the email and mailing addresses of active members as requested for the Kansas DAR News and CyberSunflower publication.

Section 10. State Historian.

- (a) The State Historian shall direct such historical work as may be required by the Kansas Society or suggested by the National Society.
- (b) She shall prepare and submit an annual report to the Historian General.
- (c) She shall keep a reference record and file of the State Historical Markers and Archives of the Kansas Society and, at the close of her term, shall prepare a copy of the inventory to be

published in the *Annual Report and Proceedings* and given to the following incoming officers: State Regent, State Vice Regent, and State Historian. She shall obtain two copies of the *Annual Report and Proceedings* to be placed in the KSDAR Archives.

- (d) At the close of the administration, she shall prepare a summary of the highlights of the past three years and the State Regent's biography to be published in the *Annual Report and Proceedings*.
- (e) She shall obtain a photograph of the KSDAR Outstanding Junior and the KSDAR Outstanding Chapter Regent, taken by the conference photographer at each state conference at the expense of the state society, for the purpose of maintaining a historical record. She shall provide a copy of each photograph to be placed in the KSDAR Archives.
- (f) She shall chair the Historical Markers and Archives Committee.
- (g) She shall promote and administer the state Outstanding Teacher of American History contest.

Section 11. State Librarian.

- (a) She shall list in her annual report all materials sent to the NSDAR Library and all those accepted from KSDAR chapters and members to the Wichita Public Library Advanced Learning Library. These lists shall be published in the *Annual Report and Proceedings* and will include the donor's name.
- (b) She shall serve as the KSDAR liaison with the Wichita Public Library Advanced Learning Library.
- (c) She shall have charge of receiving gifts, negotiating exchanges, and purchasing volumes for the Wichita Advanced Learning Library.
- (d) She shall maintain an updated book Wish List for the Wichita Advanced Learning Library.
- (e) She will maintain an updated list of the Kansas Daughters who are published authors.
- (f) She will maintain an updated list of all KSDAR Chapter book clubs operating in the state.

Section 12. State Reporter.

- (a) The State Reporter shall oversee the Kansas Society's Internet and related electronic publishing activity, including the "Kansas DAR News," *CyberSunflower*, Webmaster, websites, Volunteer Information Specialists and Public Relations and Media Committees;
- (b) and such other related duties requested by the State Regent.
- (c) She shall help maintain the distribution list for *CyberSunflower* and other correspondence.
- (d) She shall maintain the electronic mailing list for members to ensure members' records are added, deleted, and updated promptly.

- (e) She shall manage special lists for Chapter Regents, Juniors, Honorary State Regents, State Officers, Board of Management, and other groups as necessary.
- (f) She shall assist in monitoring the KSDAR Social Media accounts.
- (g) Along with the State Regent, she shall receive a final proof copy of each issue of the “Kansas DAR News” from its editor prior to its publication.

ARTICLE VIII - Meetings

Section 1. Annual Meeting. The annual meeting of the Kansas Society shall be known as the State Conference and shall be held in the Spring. The date and location of the State Conference shall be determined by the State Regent. The host District shall be determined by established rotation. The meeting shall be for the purpose of receiving reports of the State Officers, the State Board of Management, the Chapter Regents, the District Directors, and the State Chairs of all committees; the election of officers; and for any other business that may arise.

Section 2. Voting Members. The voting members for state meetings shall be:

- (a) the elected state officers as provided in these bylaws;
- (b) the national officers and honorary national officers whose membership is within the state;
- (c) the Chapter Regent or in her absence the First Vice Regent or her alternate;
- (d) the elected delegates or alternates of each chapter of the state entitled to representation at the Continental Congress or special meetings of the National Society;
- (e) Honorary State Regents.

Section 3. Qualifications. Each chapter entitled to representation at the Continental Congress, in accordance with the Bylaws and Standing Rules of the National Society, shall be entitled to representation at the State Conference, provided that its members' state dues are credited to the State Treasurer by December 1 and its State Credentials Forms have been completed in accordance with these bylaws and it is a chapter in good standing, not in violation of NSDAR or KSDAR bylaws, (See Article XIII, Chapters, Section 1. Officers, paragraphs 2).

Delegates and alternates to the State Conference shall be elected by their respective chapters prior to sixty days before the beginning of State Conference each year and reported by forty-five days before the beginning of State Conference on State Credentials Forms (See Article XIII, Section 4(b), of these bylaws).

A delegate or an alternate shall have been a member of her chapter for one year immediately preceding the State Conference to which she is elected and shall be in good standing with the National and Kansas Societies at the time of her election, as verified by the State Treasurer.

The Regent or First Vice Regent of a newly organized chapter may be a delegate.

Section 4. Chapter Delegates and Alternates.

- (a) The representation of a chapter at the State Conference or at any meeting of the Kansas Society during the year, beginning January 1, shall be based upon the number of members who's national and state dues for the current year have been paid by the December 1 preceding the State Conference, provided that the chapter meets the qualifications for representation in accordance with Section 3 of this Article. A member who's national and state dues are delinquent shall not be counted in determining representation at the meetings of the Kansas Society, shall not be entitled to vote for delegates or alternates to meetings of the Kansas Society, and shall not be entitled to act as representative or alternate at such meetings.
- (b) The representation of a chapter at the State Conference or at any other meeting of the Kansas Society shall be as follows:
- | | | |
|-------------------------|----------------------------|---------|
| 12 through 49 members | Regent and two delegates | 3votes |
| 50 through 199 members | Regent and five delegates | 6 votes |
| 200 through 299 members | Regent and eight delegates | 9 votes |
- (c) The number of alternates elected by a chapter shall not exceed twice the number of voters to which the chapter is entitled.

Section 5. Privileges.

- (a) Any member of the National Society who is a member in good standing of a chapter in the Kansas Society or a member-at-large residing in Kansas may attend the State Conference.
- (b) State Committee Chairs and District Directors who are not elected delegates shall have the privilege to speak without vote.

Section 6. State Conference Registration. Kansas members who attend any meeting or meal of the State Conference shall pay a registration fee, determined by the State Regent, not to exceed \$15.00. This fee shall be paid to the State Meetings Treasurer by the designated deadline. The registration fee shall be applied toward the expenses of the State Conference.

Section 7. Fall Forum. The date and location shall be determined by the State Regent. The plans for the Fall Forum shall be made by March 1, by the State Regent and State Vice Regent, in consultation with the host District Director. The host District shall be determined by established rotation. The meeting shall include the State Board of Management Meeting and may include the Annual District Meetings and functions for the purpose of education and leadership training for chapter regents, registrars, treasurers, and other interested members, as well as computer, genealogical and related workshops. The facility and other expenses of the Kansas Society's Fall Forum shall be allotted from the General Fund.

Section 8. Fall Forum Registration. Kansas members who attend any meeting or meal of the Fall Forum shall register and pay a fee not to exceed \$10.00 as determined by the State Regent. Reservation checks for meals and any other payments associated with the Fall Forum shall be sent to the State Meetings Treasurer by the designated deadline.

Section 9. State Meetings Chair and Treasurer. A State Meetings Chair and a State Meetings Treasurer shall be appointed by the State Regent.

- (a) The State Meetings Chair shall be responsible for planning and coordinating the arrangements of the State Conference and Fall Forum under the supervision of the State Regent and in cooperation with the host District.
- (b) For the Fall Forum, the preparation and printing of the program shall be the responsibility of the State Meetings Chair.
- (c) For the State Conference, after consultation with the State Meetings Chair, the State Regent shall appoint the committees deemed necessary and the members to assist the Credentials Committee Chair.
- (d) The State Meetings Chair shall assign the various functions at the State Conference to the chapters in the host District and shall serve as an advisor for their plans.
- (e) Along with the State Regent, she shall sign on vouchers for payments of State Conference expenses.
- (f) For the Fall Forum, the State Meetings Chair shall serve as an advisor and work in collaboration with the State Regent, State Vice Regent, and the host District Director to assist with organizing the various functions and tasks.
- (g) The State Meetings Treasurer shall receive the registration fees, meal reservations, and any other payments for the state meetings, and shall forward the same to the State Treasurer.
- (h) She shall recommend the payment of the bills which have been authorized by vouchers bearing the signatures of the State Regent and the State Meetings Chair.
- (i) She shall send a full accounting of income and expenses to the State Treasurer six weeks prior to the meeting's close.

Section 10. Special Meetings. Special meetings of the Kansas Society may be called by the State Regent and shall be called at the written request of five chapters. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least fifteen days' notice shall be given, and only the business specified in the call shall be transacted.

The delegates and alternates elected for the State Conference shall be the delegates and alternates for any special meeting of the Kansas Society, which may be held prior to the State Conference of the following year.

Section 11. Emergency Situations. In the case of a national, state, or local emergency, making meeting in person dangerous or impossible, the State Conference and/or the Fall Forum may be held in a virtual manner where all participants can hear each other at the same time (which may include electronic platforms).

The State Regent will call the meeting if the Executive Committee determines that an emergency situation exists. If possible, fifteen (15) days' notice shall be given.

The delegates and alternates elected for the State Conference shall be the delegates and alternates for any such designated meeting(s) of the Kansas Society, which may be held prior to the State Conference of the following year. Special Rules governing the meetings shall be adopted by the Executive Committee.

Any such rules adopted by the Executive Committee for the governance of such meetings shall supersede any conflicting rules in the parliamentary authority but may not otherwise conflict with or alter any rule or decision of the Society.

Section 12. Quorum. Twenty-five voting members, of which twenty shall be chapter representatives, shall constitute a quorum at the State Conference or any special meetings of the Kansas Society.

Section 13. Proxy Voting. There shall be no proxy voting at any state meeting.

ARTICLE IX - State Board of Management

Section 1. Members. The State Board of Management shall consist of the elected State Officers, the National Officers whose membership is within the state, and each Chapter Regent in the state or, in her absence, the Chapter Vice Regent.

The Chair of each State Committee, District Directors, and Honorary State Regents may attend the meeting of the State Board of Management with voice but no vote.

Section 2. Officers. The Officers of the Kansas Society shall be the officers of the State Board of Management.

Section 3. Meetings. Regular meetings of the State Board of Management shall be held at the call of the State Regent, at least twice a year. One meeting shall be held during Fall Forum preceding the Annual District Meetings and the second meeting shall immediately precede the State Conference. Except in cases of emergency, at least thirty days' notice of the time and location of the meetings shall be given.

Section 4. Authority. The State Board of Management shall have all power and authority over the affairs of the Kansas Society during the interim between meetings of the State Conference, except that of modifying any action taken by a regular or special meeting of the Kansas Society.

Section 5. Duties. The State Board of Management:

- (a) shall report annually to the State Conference;
- (b) shall ratify any decisions made by the Executive Committee;
- (c) and may make recommendations to the State Conference.
- (d) It shall approve any appointment made by the Executive Committee to fill a vacancy in a state office, except that of State Regent.
- (e) It shall assist the State Regent in ensuring compliance with NSDAR rulings in accordance

with Article XV, States, Section 10.

- (f) It shall elect the chair and an alternate of the State Nominating Committee at the Fall Forum State Board of Management meeting in the third year of an administration.
- (g) It shall approve the budget submitted by the Finance Committee, shall ratify any transfer of funds by the State Treasurer, and shall consider any recommendations concerning the finances of the Kansas Society.

Section 6. Special Meetings. Special meetings may be called by the State Regent and shall be called upon the written request of seven voting members of the Board. No business shall be transacted except that specified in the call, which shall be given at least fifteen days prior.

Section 7. Emergency Situations. In the case of a national, state, or local emergency, making meeting in person dangerous or impossible, the State Board of Management meeting(s) may be held in a virtual manner where all participants can hear each other at the same time (which may include electronic platforms). The State Regent will call the meeting if the Executive Committee determines that an emergency situation exists. If possible, fifteen (15) days' notice shall be given. Special Rules governing the meetings shall be adopted by the Executive Committee. Any such rules adopted by the Executive Committee for the governance of such meetings shall supersede any conflicting rules in the parliamentary authority but may not otherwise conflict with or alter any rule or decision of the Society.

Section 8. Quorum. Eleven members shall constitute a quorum at any meeting of the State Board of Management.

Section 9. Proxy Voting. There shall be no proxy voting.

ARTICLE X - Executive Committee

Section 1. Members. The elected officers of the Kansas Society shall constitute the Executive Committee.

Section 2. Meetings. The Executive Committee shall hold meetings prior to the regularly scheduled meetings of the State Board of Management, at the call of the State Regent, or upon the written request of three of its members.

Except in cases of emergency, at least ten days' notice shall be given.

Section 3. Authority. The Executive Committee shall have general supervision of the affairs of the Kansas Society between the meetings of the State Board of Management.

The Executive Committee shall be subject to the orders of the State Conference, and none of its acts shall conflict with action taken by the Kansas Society.

Section 4. Duties. The duties of the Executive Committee shall be:

- (a) to transact business between meetings of the State Board of Management and to report all actions and recommendations to the next meeting of the State Board.

- (b) It shall approve the State Regent's standing and special committee appointments.
- (c) It shall declare a vacancy in any state office or committee for failure to perform stated duties;
- (d) shall rule on any exception to an automatic resignation of a State Officer;
- (e) shall fill any vacancy in a state office, except that of State Regent, subject to the approval of the State Board of Management.
- (f) It shall approve any transfer of funds made by the State Treasurer.
- (g) It shall receive and act upon requests for reimbursements of additional expenses submitted as itemized statements in writing, with receipts, by the State Officers and the State Committee Chairs.
- (h) It shall declare an emergency situation if meeting in person for any KSDAR meeting or conference is dangerous or impossible.
- (i) It shall adopt special rules for the governance and conduct of the meeting(s) which will be held in a virtual manner where all participants can hear each other at the same time (and may include electronic platforms).
- (j) The Executive Committee shall select meeting platform(s) that support anonymous voting and support visible displays identifying those participating, identifying those seeking recognitions to speak, showing (or permitting the retrieval of) the text of pending motions, telephone capabilities and showing the results of votes.

Section 5. Emergency Business. When necessary, the Executive Committee may conduct business by telephone or electronic communication where all participants can hear each other at the same time.

Section 6. Quorum. Seven members shall constitute a quorum at any meeting of the Executive Committee.

Section 7. Proxy Voting. There shall be no proxy voting.

ARTICLE XI - Committees

Section 1. Standing Committees. The standing committees of the Kansas Society shall be Audit, Bylaws, Credentials, Finance, Investment, Kansas DAR News, Kansas DAR Scholarship, Resolutions and Historical Markers and Archives.

Section 2. Audit Committee. Each administration, a committee of three qualified members shall be appointed by the State Regent for the purpose of examining the books and providing an annual audit report.

- (a) The committee shall meet at least once to review the financial documents and prepare the annual audit report.

Section 3. Bylaws Committee. The Bylaws Committee shall be composed of a chair and four members, all appointed by the State Regent.

- (a) It shall be the duty of the Bylaws Committee to consider all properly submitted proposals for amendments and to present amendments and recommendations concerning the Bylaws to the State Conference for action.
- (b) Amendments and recommendations from the chapters, the Executive Committee, the State Board of Management, or the previous State Conference shall be presented to the committee ninety (90) days prior to the State Conference. (See Article XV, Section 1.)
- (c) The committee may have the right to edit proposed amendments and the right to originate amendments.
- (d) The Bylaws Committee shall forward prepared bylaws amendment proposals to the executive committee as requested for review. Prepared bylaws amendment proposals shall be submitted to the executive committee for final review no later than sixty (60) prior to State Conference
- (e) Previous notice of all proposed amendments from the Bylaws Committee shall be distributed by the State Corresponding Secretary.
- (f) The bylaws committee shall review the state bylaws for compliance with NSDAR bylaws and maintain updates of amendments from the National and State level.
- (g) The bylaws committee may be authorized to correct article and section designations, punctuation, and cross-references and to make other such technical and conforming changes as may be necessary, but do not alter the meaning or the intent of the society.

Section 4. Credentials Committee. The Credentials Committee Chair shall be appointed by the State Regent. She shall be assisted by members of the host District for State Conference and shall be advised by the State Treasurer and the State Registrar.

- (a) It shall be the duty of the chair to supply the State Credentials Forms to the State Corresponding Secretary, to advise chapters of the number of delegates and alternates to which they are entitled and to receive their State Credentials Forms each year, electronically or, showing a Federal Postal Service or other carrier cancellation date no later than forty-five days before the beginning of State Conference.
- (b) She shall examine the returned forms and shall verify with the State Treasurer and State Registrar the eligibilities of the delegates and alternates listed.
- (c) She shall have charge of the registration and its committee at the State Conference and shall submit credentials reports to the assembly.

- (d) It shall be the duty of the Credentials Committee to have the responsibility for the proper identification and registration of the delegates and the alternates attending the State Conference.

Section 5. Finance Committee. The Finance Committee shall be composed of the State Treasurer, who may serve as chair; the State First Vice Regent; the State Recording Secretary; and two members appointed by the State Regent.

- (a) It shall be the duty of the Finance Committee to prepare an annual budget to be submitted to the State Board of Management at its meeting preceding the State Conference. The recommended budget shall be submitted to the State Conference for action.
- (b) The Finance Committee shall report any recommendations concerning the finances of the Kansas Society to the State Board of Management.

Section 6. Investment Committee. The KSDAR Investment Committee shall be a standing, administrative committee, comprised of three members appointed by the State Regent, at least one of whom shall be a member of the Finance Committee and whose oversight shall be the Executive Committee.

- (a) The KSDAR Investment Committee shall define investment objectives for approval by the Executive Committee and execute strategies toward achieving those objectives.
- (b) No member shall serve more than two consecutive terms.

Section 7. Kansas DAR News. The Chair of the Kansas DAR News Committee shall be the editor of the “Kansas DAR News”.

- (a) She shall prepare the newsletter and oversee its printing.
- (b) She shall provide to the State Regent a final proof copy of each issue of the “Kansas DAR News” prior to its publication.
- (c) The mailing list is provided by the State Registrar.

Section 8. Kansas DAR Scholarship Committee. The Kansas DAR Scholarship Committee:

- (a) shall be composed of a chair and two members, all appointed by the State Regent.
- (b) It shall be the duty of the Kansas DAR Scholarship Committee to select the recipients of the Kansas DAR Scholarship, the Judd Smith Brooks Scholarship, and the Elizabeth M. Hill Kessler Scholarship from the eligible applicants.
- (c) Funds for the Kansas DAR Scholarship and the Kansas DAR Good Citizens Scholarship are provided from interest on designated investments.
- (d) The committee shall follow the guidelines set forth in the section concerning Scholarships.

Section 9. Historical Markers and Archives Committee. The Historical Markers and Archives Committee:

- (a) shall be chaired by the State Historian and composed of one representative from each district that shall be appointed by the State Regent.
- (b) The committee is to establish guidelines for the care of the markers and monuments that have been placed by the state Society, which includes markers placed by disbanded chapters, and future markers placed by KSDAR.
- (c) An established schedule shall be prepared to ensure physical checks for necessary repairs and maintenance of the markers, with written recommendations made to the Executive Committee.
- (d) A digital file will be maintained to assist in recognition of each marker with an accompanying history.
- (e) The committee will determine what should be held as part of the KSDAR Archives. Guidelines will mirror the NSDAR Archival Processing Manual and references to the Society of American Archivists.

Section 10. Other Committees. Such other committees, standing or special:

- (a) shall be appointed by the State Regent as the Kansas Society may authorize or as the National Society may require.
- (b) The State Regent shall be ex officio a member of all committees except the Nominating Committee.

Section 11. Committee Appointments. Appointments of committee chairs and members shall be concurrent with the term of the appointing State Regent.

Section 12. Expenses. State Committee chairs shall receive prior authorization from the State Regent for any expense for which they plan to seek reimbursement. Approved expenses shall be submitted as itemized statements in writing, with receipts, to the State Regent, who shall present them to the State Treasurer for authorized payment.

Section 13. Reports. Each State Committee Chair:

- (a) shall prepare an annual report of less than 200 words. 10 days before the beginning of State Conference, one copy shall be sent to the State Regent and one copy to the State Recording Secretary. Reports may be submitted electronically. These annual reports shall be presented at the State conference and shall be published in the *Annual Report and Proceedings*.
- (b) Each State Committee Chair shall prepare and send by the designated deadline a report to the Vice Chair of the South- Central Division of her committee. A copy of this report shall be sent to the State Regent.

Section 14. Transfer of Records and Property. At the completion of her term, each State

Committee Chair shall deliver to the State Regent or, if so instructed, to the newly appointed State Chair of her committee:

- (a) a written procedure of the requirements of her chair position;
- (b) a list of the KSDAR property in her custody;
- (c) and all records and property of the Kansas Society;
- (d) and she shall obtain a receipt for these items.
- (e) She shall provide a duplicate of the list of the KSDAR property in her custody for the State Regent.

Section 15. Electronic Meetings. Committees of the Kansas Society are authorized to hold virtual meetings via electronic platforms in which all committee members can hear each other at the same time and have access to the materials being discussed. Each committee will develop its own rules governing these meetings so long as the rights of the members are protected.

Section 16. Proxy Voting. There shall be no proxy voting.

ARTICLE XII - Districts

Section 1. Names. The Kansas Society shall be divided into four Districts: The Northeast District, the Northwest District, the Southeast District, and the Southwest District. The chapters in each District are designated in the Standing Rules.

Section 2. Jurisdiction. The four Districts are under the jurisdiction of the Kansas Society. Each District shall have the privilege to allow for any traditional procedures and courtesies, provided that they shall not conflict with the Bylaws and Standing Rules of the National and Kansas Societies.

District officers shall be responsible for complying with NSDAR directives in regard to their District's finances. (See Article VII, Section 8, Paragraph 10.)

Section 3. Meetings.

- (a) The meetings of the Districts shall be held for the general purpose of expanding the programs of the National and Kansas Societies, to provide instruction and inspiration to chapter members, and to acquaint them with the State Officers and the State Committee Chair. The District Directors shall work with the State Regent in planning the District Meetings.
- (b) The Annual District Meetings shall be held during Fall Forum, following the State Board of Management, for the purpose of receiving the reports of its officers and conducting the business of the District. In the second year of an administration, each District shall elect a District Nominating Committee, and in the third year of an administration, each district shall elect a member and an alternate to represent the district on the State Nominating Committee. Results of these elections shall be submitted to the State Recording Secretary within one week after the conclusion of the Fall Forum. District officers shall be elected

at the Annual District Meeting during the third year of an administration. The schedule for the meetings shall be published in the "Kansas DAR News."

- (c) Electronic Meetings. Districts of the Kansas Society are authorized to hold virtual meetings via electronic platforms in which all members can hear each other at the same time and have access to the materials being discussed. Each district will develop its own rules governing these meetings so long as the rights of the members are protected.
- (d) Minutes of the meetings and any changes to the District Guidelines shall be submitted to the State Recording Secretary by October 1.

Section 4. Officers.

(a) The officers shall be a Director, an Assistant Director, and a Secretary-Treasurer. Officers shall be elected for a term of three years at the Annual District Meeting preceding the election of the State Officers and shall assume the duties of their office at the close of Continental Congress in the year they are elected. No member shall be eligible to succeed herself in the same District office. A member may serve consecutive terms in the three offices of her District; such consecutive service shall be limited to three terms.

(b) To be eligible to serve as a District Director or Assistant District Director a member must have been a member in good standing in her District for a minimum of two years, and from a Chapter in good standing, not in violation of NSDAR or State Bylaws (See Article XIII, Chapters, Section 1. Officers, paragraph 2.)

(c) Anyone nominated for office in their District will be vetted by the committee prior to election to ensure they comply with KSDAR and NSDAR rules regarding good standing.

Section 5. State Conference. The Districts shall host the State Conference by rotation in the following order: The Northwest District, the Northeast District, the Southeast District, and the Southwest District. If necessary, the rotation order may be altered. The chapters in the host District shall be assigned responsibilities for the State Conference by the State Conference Chair.

ARTICLE XIII - Chapters

Section 1. Officers. The chapters shall elect their officers by February 1 of the year in which they elect officers. Newly elected chapter officers shall assume the duties of their offices after they are installed.

The chapter officers reported to the National Society and recognized for the transaction of business with the National Society shall be the Regent, the First Vice Regent, the Recording Secretary, the Treasurer, and the Registrar. Each chapter shall have these five officers, and no member shall hold two of these offices, except in chapters with thirty (30) or fewer members. No one member in any chapter shall hold the office of chapter regent, chapter recording secretary and chapter treasurer at the same time. (See NSDAR Bylaws, Article XIII, Chapters, Section 6 (a)).

A chapter may elect such additional officers as it deems necessary and is authorized to adopt bylaws

and rules for the transaction of business provided that they do not conflict with the Bylaws of the National Society or of the state organization. (See NSDAR Bylaws, Article XIII, Chapters, Section 6 (d)).

Section 2. Chapter Officer Report Forms. Each year before April 1, the Chapter Regent shall report the names and addresses of the chapter officers for the ensuing year. This report shall be made on forms from the office of the Organizing Secretary General, Chapter Services, which are furnished to the chapters by the State Corresponding Secretary or may be printed electronically from the NSDAR Members' Web Site and shall include the names and addresses of all chapter officers whether newly elected or completing the term of election; the date of election; the date on which office is assumed; and the length of term. The completed form shall be returned to the State Organizing Secretary and the Organizing Secretary General by the April 1 deadline. The forms may be submitted electronically.

Section 3. Provision for Fees and Dues in Chapter Bylaws. A chapter may provide in its bylaws for fees and dues for chapter use in addition to national and state dues but may not levy assessments in excess of the requirements of its bylaws. The bylaws of a chapter shall prescribe a date for collection of chapter dues sufficiently in advance to meet the requirements for payment to the National and Kansas Societies before December 1.

Section 4. Representation and Return of Credentials Forms.

- (a) Delegates and alternates to the Continental Congress shall be elected on or before the first day of the second month preceding the month of Continental Congress of each year. Using blanks furnished by the National Society, the name of the Chapter Regent and First Vice Regent and a list of the delegates and alternates must be completed and submitted in the manner and by the date specified by the National Society.

Only a chapter member in good standing, whose credentials have been completed in accordance with the Standing Rules of the National Society, shall be eligible to represent her chapter at meetings of the National Society. (See National Bylaws, Article VIII, Section 2(e)).

- (b) Delegates and alternates to the State Conference shall be elected prior to sixty days before the beginning of State Conference of each year. (For number and qualifications of delegates and alternates to State Conference, see Article VIII, Section 3 and 4 of these bylaws.) The name of the Chapter Regent and Vice Regent and a list of the delegates and alternates and the date of their election shall be printed on the State credentials Form, which is furnished to the chapter by the Kansas Society in a mailing from the State Corresponding Secretary and shall be photocopied and sent to the State Registrar, the State Treasurer, and the State Credentials Committee Chair forty-five days before the beginning of State Conference.

Only a chapter member in good standing with the National and Kansas Societies, whose state credentials have been completed in accordance with these bylaws, shall be eligible to represent her chapter at meetings of the Kansas Society.

Section 5. Chapter Regent. Annually, before September 1, each Chapter Regent shall send to the State Vice Regent a listing of names and e-mail addresses of her chapter's chairs of national and state committees.

The Chapter Regent is responsible for completing and returning by the stated deadlines the copies of the chapter credentials forms after the election on or before February 1 of the chapter representatives to the State Conference.

The Chapter Regent is responsible for completion of the chapter credentials form after the election of the chapter representatives as prescribed in NSDAR Bylaws, Article XIII, Chapters, Section 9. The form must be completed in the manner and by the date specified by the National Society.

Each Chapter Regent shall prepare an annual report of less than 200 words: 10 days before the beginning of the State Conference, one copy shall be sent to the State Regent and one copy to the State Recording Secretary. Reports may be submitted electronically. These annual reports shall be published in the *Annual Report and Proceedings*.

Section 6. Chapter Chaplain. The Chapter Chaplain shall report deaths immediately to the State Chaplain. Information about the deceased member shall include her name and national number, date of death, name and address of next of kin, and any offices held in the chapter or in the State and National Societies.

Section 7. Chapter Treasurer.

- (a) Each year the Chapter Treasurer shall remit to the Office of the Organizing Secretary General the annual national dues of \$45.00 per chapter member, payable to the Treasurer General NSDAR, showing a Federal Postal Service, or other carrier, cancellation date no later than December 1. With the remittance of fees and dues to the National Society prior to the December 1 deadline the Chapter Treasurer shall include the chapter dues computer printout furnished by the Office of the Organizing Secretary General.
- (b) For each remittance of fees and dues to the National Society after December 1 the Chapter Treasurer shall include a remittance form listing the members with their national numbers to whom payment should be credited. Remittance Blanks may be ordered free of charge from the Office of the Organizing Secretary General or printed electronically from the NSDAR Member's Web Site.
- (c) Each year the Chapter Treasurer shall remit to the State Treasurer the annual state dues of \$10 per chapter member, payable to Kansas Society DAR, showing a Federal Postal Service, or other carrier, cancellation date no later than December 1.
- (d) Only a member whose state dues have been paid by December 1 shall be eligible to serve as a delegate or an alternate at the State Conference.
- (e) Each year by November 15, the Chapter Treasurer shall also send to the State Treasurer all chapter contributions for the National Society and the Kansas Society, including the required payments designated in the KSDAR Standing Rules, accompanied by the State Treasurer's Remittance Form.
- (f) Only payments received by the State Treasurer postmarked by the November 15 deadline will be processed for that year's reporting period; payments "postmarked" after November 15 will be applied to the succeeding calendar year.

- (g) The state deadline of November 15 is necessary to ensure payments are provided to NSDAR before their posted deadline.
- (h) All Checks remitted to the Kansas Society shall be made payable to the Kansas Society DAR.
- (i) The Chapter Treasurer shall report all changes in membership as they occur to her Chapter Registrar.
- (j) Each year following the end of the fiscal year the Chapter Treasurer shall submit to the State Treasurer the chapter's annual financial report by the March 1 deadline.
- (k) Each year following the end of the fiscal year the Chapter Treasurer shall file the appropriate version of the 990 Form with the Internal Revenue Service.
- (l) She shall notify the State Treasurer of the filing's completion by April 1.

Section 8. Chapter Registrar.

- (a) The Chapter Registrar shall report to the Organizing Secretary General, in writing, all changes in membership, marriages, divorces, deaths, resignations, transfers, and changes of address as they occur (Bylaws of the National Society, Article XIII, Section 10).
- (b) These reports of membership changes shall be made on Membership Change Forms and directed to the Office of the Organizing Secretary General, Membership Office. Membership Change Forms may be obtained from the Membership Office.
- (c) The Chapter Registrar shall report all changes in membership, in writing, to the State Registrar. She shall report all information necessary for the State Registrar to keep her records exact.
- (d) Changes in membership by admission, transfer, resignation, removal for nonpayment of dues, reinstatement, death, marriage or divorce, and changes of name or address shall be reported on State Registrar's Report Forms.
- (e) Information about newly admitted members shall include full name, including maiden name, and if married, husband's full name; full date of admittance; national number; name of chapter; name and rank of ancestor, with the name of the child through whom the lineage is traced; and colony, or state.
- (f) Information about members transferring into the Kansas Society from out of state shall include, in addition to the information required for newly admitted members, the name and location of former chapters and dates of transfers.

ARTICLE XIV - Compliance

Compliance. In accordance with NSDAR bylaws, Article XV, States, Section 10., compliance by Kansas Society members and chapters to NSDAR rulings will be ensured by the State Regent and the State Board of Management.

- (a) **Members.** Any KSDAR member seeking to serve in an office or on a committee at the State or District level, must meet any bylaws qualifications and must also be a member in good standing and from a Chapter in good standing.
- (b) **Chapters.** Any KSDAR chapter seeking to submit a KSDAR bylaw amendment proposal, nominate a chapter member for state office, or to be represented at State Conference with delegates must be in good standing; that is non-violation of NSDAR rulings. (See NSDAR Bylaws Article XIII, Chapters, Section 6., paragraph (a)).
- (c) NSDAR and its chapters may not discriminate against an eligible applicant based on race, religion, sexual orientation, national origin, age disability, or any other characteristic protected by applicable law.

ARTICLE XV - Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with the bylaws, standing rules, or rulings of the National Society Daughters of the American Revolution, these bylaws, or any special rules of order the organization may adopt.

ARTICLE XVI - Amendments of Bylaws

Section 1. Notice. These bylaws may be amended by a two-thirds vote of those voting at any annual State Conference, provided that a copy of the proposed amendment has been sent to all chapters of the Kansas Society at least thirty days prior to the State Conference, and that the amendment has been proposed by the State Bylaws committee, the State Board of Management, the previous State Conference, or by a chapter of the Kansas Society in good standing and not in violation of NSDAR or State Bylaws. (See Article XIII, Chapters, Section 1. Officers, paragraphs 2 and 3.)

Section 2. Effective. Unless otherwise provided prior to its adoption or in the motion to adopt, an amendment shall take effect at the close of the State Conference at which it is adopted.

Section 3. Mandatory Amendments. Any amendment to the bylaws of the National Society shall become the law of the state without further notice.

ARTICLE XVII - Dissolution

Although the period of duration of the state organization is perpetual, if for any reason the state organization is to be dissolved or otherwise terminated, no part of the property of the state organization or any of the proceeds shall be distributed to or inure to the benefit of any of the officers or members of the state organization. Upon the dissolution of the state organization, assets shall be distributed by the Board of Management and/or the Executive Committee to and only to the National Society Daughters of the American Revolution.

STANDING RULES
Revised by the Ninety-second KSDAR Conference
March 17, 1990
Amended 1992, 1993, 1995, 1996, 1997, 1999, 2000, 2001, 2002,
2003, 2005, 2006, 2010, 2014, 2015, 2016, 2019, 2021, 2022, 2023, 2024

Number 1. The report of the Kansas Society shall be known as the *Annual Report and Proceedings* of the Annual State Conference of the Kansas Society of the National Society of the Daughters of the American Revolution. The report shall be made available by the Recording Secretary in either an electronic or hard copy as follows: State Regent, State Officers, Chapters, Honorary State Regents, State Chairs of National and State Committees, District Directors, the Kansas Society DAR Archives in the Wichita Public Library Advanced Learning Library (two (2) copies), the Historian General and the Kansas State Historical Society. Chapter Regents may receive a free hard copy by special request made before June 1. Other members desiring copies may place a request for a hard copy by June 1 with the Recording Secretary with a prepaid order for costs per copy.

Number 2. At least two issues of the “Kansas DAR News” shall be published each year and sent to each member. For those members with known email addresses, the newsletter will be sent electronically. For those members without a known email address, the newsletter will be sent through the United States Postal Service. The printing and mailing expenses shall be borne by the state society. *The Cyber Sunflower* shall be published and distributed electronically each month.

Number 3. The sum of five thousand dollars (\$5,000) shall be allowed to the State Regent each year for expenses incurred while fulfilling the responsibilities of her work in addition to office expenses. This amount is to be paid quarterly in one thousand two hundred fifty-dollar (\$1,250) increments. The sum of one thousand five hundred dollars (\$1,500) shall be allowed to the State Regent if she completes the NSDAR School Tour during the first year of the new NSDAR Administration.

Number 4. Twenty-five dollars (\$25) shall be allowed to each State Officer to partially defray her State Conference expenses.

Number 5. Forty dollars (\$40) shall be allowed for the courtesy of flowers for the Kansas State Regent at Continental Congress; and forty dollars (\$40) shall be allowed for the courtesy of flowers for the Kansas State Regent-elect; arrangements shall be made by the State Treasurer.

Number 6. Three hundred dollars (\$300) shall be allotted to the State Regent for Kansas Pages at Continental Congress.

Number 7. Page Patron Fund. The Page Patron Fund is funded strictly by donation and stands separate and apart from any other funds used to provide assistance to Kansas Daughters. The Page Patron Fund is to be utilized at the State Regent’s discretion for the purposes of financially assisting Kansas Daughters who serve as pages during Fall Forum, State Conference, and Continental Congress in accordance with the following guidelines:

- a) Kansas Daughters serving as pages at Fall Forum and State Conference may be financially assisted through the Fund to help defray costs of meals and lodging.

b) Kansas Daughters serving as pages at Continental Congress may be financially assisted through the Fund, providing they serve a minimum of four events during Continental Congress.

c) The Fund is to be exhausted annually via the outlined assistance by the close of each Continental Congress and will begin anew at each Fall Forum.

d) Only in the event that no Kansas Daughters attend Continental Congress, to serve as pages, shall any remainder funds be retained. Remainder funds shall be exhausted during the following Fall Forum.

This Standing Rule may not be suspended. It can only be amended by a two-thirds vote of the State Conference delegate assembly, with a minimum of 30 days' notice.

Number 8. Funds budgeted for membership development workshops approved by the State Regent shall be used for presentation materials, a master workshop packet, room rental fee not to exceed one hundred fifty dollars (\$150.00), IRS volunteer mileage submitted with odometer readings, and turnpike tolls for the workshop leaders per year.

Number 9. Each year, the State Treasurer shall set aside from the General Fund one dollar (\$1) per chapter member for the State Conference expenses. Any money remaining after the expenses of the State Conference are paid shall be returned to the General Fund of the Kansas Society.

Number 10. Each chapter will pay five dollars (\$5) per year toward the cost of Web hosting for the KSDAR Web site.

Number 11. As Certificates of Deposits held by KSDAR mature and are considered for renewal, the State Treasurer shall investigate bank ratings and transfer those funds to other FDIC-insured institutions to diversify funds and reduce potential risk of exceeding the FDIC limit at one banking institution.

Number 12. Annually, names of deceased members will be entered into the Memorial Book in the Kansas Chapel at NSDAR Headquarters. Non-KSDAR names may be placed in the Memorial Book for a fee of ten dollars (\$10).

Number 13. Each year, on or before September 1st, each chapter shall provide electronic or hard copies of its chapter yearbook to the State Vice Regent for distribution to the State Officers, the Director of its District, the State Parliamentarian, and the State Chair of the Membership Committee.

Number 14. The State Regent, State Vice Regent, and Historian shall have the custody of the Kansas Society DAR Archives which is located in the Wichita Public Library Advanced Learning Library and shall at the end of their term give a list of the contents of the file to the incoming Regent, to the Vice Regent, and to the Historian. No one shall have access except in the presence of one of these three officers.

Number 15. The State Regent may send a report of the October National Board Meeting to each chapter of the Kansas Society.

Number 16. The State Regent's Pin and jeweled insignia shall be self-insured for replacement cost by the State Society.

Number 17. The Library Collection and Archives Fund shall support the Kansas DAR Library Collection and Archives. Monies contributed to the Fund shall be under the jurisdiction of the State Treasurer.

Number 18. At the Conference Opening, the State Regent shall appoint a committee to approve the minutes of the State Conference.

Number 19. The hospitality of the following persons, if attending the Fall Forum or the State Conference at the official invitation of the State Regent, shall be a meeting expense: Candidates for the office of President General, NSDAR; National Executive Officers or National Appointees appearing as speakers; two members of the National Board of Management; representatives of the DAR schools, Approved Schools and Indian Schools; or any other designated speaker for a Special program or event.

Number 20. The Registration Fee shall be waived for members serving as state meetings Pages.

Number 21.

(a) A ten-dollar (\$10) limit shall be placed on awards at the State Conference given by each committee chair or state officer.

(b) Interest accrued annually from the Mary Lempenau Permanent Trust of seven hundred fifty dollars (\$750) shall pay monetary awards at the State Conference.

Number 22. The Kansas State Outstanding Junior shall be awarded one hundred fifty dollars (\$150) if she attends Continental Congress, to be paid from the general fund.

Number 23. Each national winner sponsored by a Kansas chapter who attends Continental Congress to receive their award shall be reimbursed two hundred fifty dollars (\$250) for transportation expenses. The reimbursement shall be from the General Fund.

Number 24. The Kansas Society shall present to the State Regent an Ex-State Regent's Pin or, if she has been elected Honorary State Regent, an Honorary State Regent's Pin at the end of her term of office, providing that she served two-thirds of her elected term. The pin shall be ordered by the State Treasurer and presented by the State Vice Regent.

Number 25. An Honorary State Regent who becomes a candidate for national office shall be extended the courtesy of one full-page, black-and-white advertisement in the Daughters of the American Revolution Newsletter; donations from Districts, chapters, and individuals may be solicited, but the Kansas Society shall be responsible for any remaining balance of the expense of the advertisement to be paid from the general fund. The candidate shall be responsible for, and bear the expense of, the preparation of the advertisement for publication. .

Number 26. A pilgrimage to a historically significant Kansas site may be held annually. Local chapters may act as hostesses. A sum not to exceed fifty dollars (\$50) shall be allotted to the committee in charge of the pilgrimage.

Number 27. The chapters in each District are as follows:

NORTHEAST - Atchison, Betty Washington, Captain Jesse Leavenworth, Ephraim Basehor, James Ross, John & Hattie Possum, John Haupt, Mission Hills, Olathe, Prairie Flint Hills, Prairie Rose, Quivira Crossing, Sagamore, Samuel Linscott, Shawnee Mission, Three Trails West, Tomahawk, Topeka, Wyandot.

NORTHWEST - Abilene, Arthur Barrett, Courtney-Spalding, Desire Tobey Sears, Good-Land, John Athey, Jonathan Gilbert, Mary Wade Strother, Nathan Edson, Polly Ogden, Sarah Steward, Smoky Hill.

SOUTHEAST - Cofachique, Council Oak, Emporia, Esther Lowrey, Four Winds, General Edward Hand, Isabella Weldin, Jane Dean Coffey, Marais des Cygnes, Molly Foster Berry, Oceanus Hopkins, Susannah French Putney, Where the Trail Divides.

SOUTHWEST - Cimarron River Valley, Dodge City, Eunice Sterling, Flores del Sol, Fort Larned, Kanza, Little Arkansas, Martha Loving Ferrell, Martha Vail, Mary Draper, Newton, Randolph Loving, Uvedale, Wichita, William Wilson.

Number 28. The chapters of the host district shall contribute an amount set by the Executive Committee, not to exceed fifteen dollars (\$15). These monies are to be paid to the State Treasurer, to be used for decorations, table favors, hospitality and/or door prizes at both state meetings. Surplus funds will be sent to the State General Fund.

Number 29. Friendship Fund:

- (a) Available to all KSDAR chapters for members who are no longer able to pay dues. Only two awards will be issued per year, with no more than one per chapter. No member may use the fund more than once.
- (b) Request is made by the Chapter Regent to the State Treasurer if there are no chapter funds available to cover the dues. Request must be submitted to the State Treasurer no later than November 1.
- (c) If more than two applications are received in one year, the State Treasurer and one member of the Finance Committee will randomly select the two recipients to present to the Finance Committee. The Finance Committee will approve via email, ratifying the vote at the next committee meeting.
- (d) If approved, a check for the national dues (not the chapter dues) will be sent to the chapter. The state dues will be transferred from the Friendship Fund to the State General Fund.

Number 30. Scholarships (Revised by the KSDAR Executive Committee March 12, 2003, 2005, 2015, Revised by the 123rd KSDAR State Conference, April 24, 2021)

- (a) The Genevieve Pendleton Memorial Endowment Scholarship shall be given in the third year of each KSDAR administration to a high school senior who is entering a two or four-year college or university. The selection shall be based on an essay relative to the broad

aspect of national defense, the patriotic awareness of the candidate, two references as to the applicant's character and integrity, and an acceptable academic record. Selection shall be made by the State Scholarship Committee Chair, the State National Defense Committee Chair, and the State Regent. The Scholarship started in 1980-1981 with the original amount of \$2,100.00.

- (b) The Elizabeth M. Hill Kessler Scholarship shall provide a college scholarship for a girl graduating from high school. The recipient of this scholarship shall have acceptable scholastic ability, show financial need, be a citizen of the United States of America and be eligible for membership in the DAR. The Kansas DAR Scholarship Committee shall select the recipient. The Scholarship started in 1985-1986 with the original amount of \$2,515.41. The Elizabeth M. Hill Kessler Scholarship will be closed after the remaining principal balance plus interest is paid out in equal amounts over three years. The established criteria for presenting the award should be followed according to the original intent of the grantor.
- (c) The Gladys E. Routh Memorial Scholarship, in memory of her parents, Albert Jesse Jones and Mabel Clare Early Jones, shall be awarded to a deserving boy or girl, preferably one who is at least ¼ Pottawatomie Indian. If a deserving individual of Pottawatomie heritage is not available, another Indian heritage may be substituted. The scholarship winner must attend an accredited college or university. Members of the scholarship committee who will supervise the awarding of the scholarship shall consist of the KSDAR Scholarship Committee Chair, the KSDAR American Indians Committee Chair and a member of the Eunice Sterling Chapter. This Scholarship started in 1987-1988 with the original amount of \$3,000.00. The Gladys E. Routh Memorial Scholarship fund will be closed after the remaining balance plus interest is paid out in equal amounts over three years. The Kansas State Scholarship Committee may establish and cooperate with the Scholarship Director of the Prairie Band Potawatomi Nation Tribe in Mayetta, Kansas, to identify a qualified student, male or female, who meets the established criteria of the scholarship consistent with the intent of the original grantor of the scholarship.
- (d) A Kansas DAR Scholarship shall be awarded annually to a high school student who has DAR eligibility or is a member of DAR. Proof of enrollment in a two or four-year accredited college or university shall be required. Members of the state DAR Scholarship Committee shall select the recipient.
- (e) A Good Citizen scholarship shall be awarded annually following the rules set forth by the NSDAR National Good Citizen Scholarship Committee.
- (f) The Judd Smith Brooks Scholarship shall be awarded annually to a male senior high school student who is a descendant of a proven DAR line. The scholarship will be funded by the State Regent's Project of Brenda Dooley with one thousand dollars (\$1,000) to be awarded each year until all funds (dollars raised and interest) have been expended. Proof of enrollment in a two or four-year accredited college or university shall be required. Members of the state DAR Scholarship Committee shall select the recipient.
- (g) In the event that no applications are received for the scholarships offered during any year of the term, applications will be accepted for those scholarships the following year in addition to those regularly scheduled to be awarded.

(h) Special Scholarships.

Number 31. At any State Conference, these rules, with exception, may be adopted or suspended by a majority vote and may be amended by a majority vote with notice, or a two-thirds vote without notice.