

Henry Leavenworth Chapter
Sons of the American Revolution



By Laws

Chapter Website: <https://hl-sar.com>

Chapter Facebook:

[The Henry Leavenworth Chapter, Sons of the American Revolution | Facebook](#)

Approved Date: 02/26/2026

PREFACE

The Henry Leavenworth Chapter of the Sons of the American Revolution is proud to present these bylaws, which guide our chapter's governance, operations, and mission. These bylaws reflect our dedication to the principles and objectives of the National Society of the Sons of the American Revolution (NSSAR) and the Kansas State Society. They establish the structure for our leadership, define membership requirements, and outline each officer and member's responsibilities in service to our community.

The primary purpose of these bylaws is to ensure that our chapter functions efficiently and consistently while remaining true to the values of patriotism, history, and education. We are committed to honoring the memory of our Revolutionary War ancestors, fostering fellowship among their descendants, and promoting a deeper understanding of the ideals on which our nation was founded. Our programs and initiatives aim to educate the public, recognize civic contributions, and support veterans.

The Executive Committee has carefully reviewed and approved these bylaws to provide clear guidance and uphold our chapter's integrity. These bylaws will serve as a living document, subject to amendment as necessary, to ensure that our chapter continues to grow and adapt while remaining faithful to our founding principles.

Respectfully submitted,

The Executive Committee
Henry Leavenworth Chapter
Sons of the American Revolution

BYLAWS OF THE HENRY LEAVENWORTH CHAPTER OF THE NATIONAL SOCIETY OF THE SONS OF THE AMERICAN REVOLUTION

ARTICLE I.

Name

The name of this chapter shall be the Henry Leavenworth Chapter of the National Society of the Sons of the American Revolution, hereinafter referred to as the National Society. Henry Leavenworth Chapter is chartered under the auspices of the Kansas State Society of the Sons of the American Revolution.

ARTICLE II.

Purposes

The goal of this chapter shall be to promote the purposes of the National Society of the Sons of the American Revolution, which are declared to be patriotic, historical and educational.

Section 1 - Patriotic Purposes

1. To perpetuate the memory of those patriots who, by their services or sacrifices during the War for the American Revolution, achieved independence for the American people.
2. To unite and promote fellowship among their descendants.
3. We inspire the community with the principles on which our nation was founded.
4. We carry out the promises expressed in the Preamble to the Constitution.
5. We provide recognition for public service.
6. We respect and support veterans, especially those confined to residential and hospital facilities provided by the Department of Veterans Affairs (VA).

Section 2 - Historical Purposes

1. To encourage historical research in relation to the American Revolution.
2. To acquire and preserve the records of the individual services of the patriots of the American Revolutionary War, as well as documents, relics, and landmarks.
3. To celebrate the anniversaries of the prominent events of the Revolutionary War and of the Revolutionary Period.
4. To sponsor and present historical presentations and exhibits on American history, emphasizing the Revolutionary War era.

Section 3 - Educational Purposes

1. We sponsor youth awards programs based on historical and patriotic themes, including essay and oration contests for students.
2. We assist the National Society in distributing history curriculum and educational media resources throughout our communities.
3. We inform the community about the events and philosophical bases of the American Revolution and the Constitution. We portray important events and persons of the Revolutionary period for students and the public at large.
4. We help people locate and evaluate genealogical records. Our State Society and the Henry Leavenworth Chapter have genealogists who are prepared to assist members and others who have an interest.

ARTICLE III.

Members

Section 1. Eligibility. As defined by the National Society, Sons of the American Revolution.

Section 2. Classes of Members. As defined by the National Society, Sons of the American Revolution.

Section 3. Guests who wish to support the purposes and activities of the Chapter may pledge to assist in our programs through a Revolutionary War Patriot who is a relation or a Patriot who has no known progeny. Such standing guests will be known as Defenders of Freedom.

ARTICLE IV.

Fees

Section 1. The admission (referred to as admission and application in the National Bylaws) fee to the Society shall be as determined by the Annual Congress of the SAR. It shall be as prescribed by the Bylaws of the National Society.

Section 2. The Annual Congress of the SAR shall fix the fee for Family applications and shall be as prescribed by the Bylaws of the National Society.

Section 3. The Annual Congress of the SAR shall fix a fee for supplemental applications, as prescribed by the National Society's bylaws.

Section 4. The application fee, which accompanies an application for membership or supplemental ancestral lines, may be retained by the National Society to reimburse the cost of reviewing the application.

Section 5. A new member shall pay National Society dues for the calendar year in which his application is approved.

Dues

Section 1. The annual chapter dues shall be \$12.00 plus the amount required by the National Society and Kansas State Society, payable in advance on or before December 1st of each year, as determined by the Kansas State Society.

Section 2. Any member who has paid chapter dues for regular membership, not including any dues for Junior Membership, for fifty years shall be designated an *Emeritus* Member of the chapter and forever exempt from paying membership dues to the Chapter.

Section 3. The dues and fees for readmission of a member whose membership has been terminated for any cause shall be as prescribed by the Bylaws of the National Society.

ARTICLE V.

Officers

Section 1. Officers. The chapter's elected officers shall be a President, Vice President, Secretary, Treasurer, and Chaplain. No one member shall hold the office of chapter president and chapter treasurer at the same time.

Section 2. Nomination. In the year of an election, a nominating committee of at least three members shall be elected at the preceding Regular Meeting in October. It shall be the duty of this committee to nominate a candidate, whose consent to serve has been obtained, for each office to be filled. Additional nominations shall be made from the floor by anyone who is a primary or dual member of the Henry Leavenworth Chapter, provided the nominee's consent shall first have been obtained.

Section 3. Eligibility. To be eligible for the office of President or Vice President, a member shall have belonged to the chapter for one continuous year before his election.

Section 4. Term of Office. Officers shall be elected by ballot for two years or until their successors are elected. A majority vote shall elect. If there is only one nominee for any office, the election for that office may be by voice vote. The term of office shall begin at the close of the Annual Meeting. No member shall serve more than two consecutive terms in the same office except treasurer and registrar. A member who has served more than half a term in any office shall be considered to have served a term. Appointed positions may serve for an unspecified period at the discretion of the President.

Section 5. Vacancies. In case of a vacancy in the office of Chapter President, the Vice President shall become President. Vacancies in other offices shall be filled by the Executive Committee until the next Annual Meeting, at which point the chapter shall elect a candidate to the vacancy for the unexpired term.

Section 6. Appointed Positions. The standing appointed positions are Registrar, Genealogist, Sergeant at Arms, and Quartermaster. The President may appoint additional positions from time-to-time with the approval of the Executive Board.

ARTICLE VI.

Duties of Officers

Section 1. The officers shall perform the duties prescribed by these bylaws, by the Bylaws of the National Society, the Kansas State Society, by the parliamentary authority, and such other duties as shall be ordered by the chapter.

Section. 2. The President shall:

- a. Preside at all meetings of the chapter and of the Executive Committee and supervise the chapter's affairs.
- b. Act as the chief executive officer of the chapter.
- c. Appoint all committees with exception of the nominating committee. The President appoints the previous President as Nominating Committee Chair and that person selects the remaining members.
- d. Serve as an ex-officio member of all committees except the nominating committee.
- e. Prepare and submit the chapter's annual report to the State Recording Secretary, with a copy to the State President.
- f. Submit all required reports per the KSSAR calendar.
- g. The President will comply with the spending limit as established by the Executive Committee.
- h. The President must submit a copy of all official actions to the Secretary for the record.

Section 3. The Vice President shall:

- a. Perform the duties and responsibilities of the President in his absence or inability to serve.
- b. Perform other duties as assigned by the Chapter President.
- c. Notify the State Membership Secretary of any changes in membership status, including transfers, reinstatements, deaths, and address changes.
- d. Act as joint host with the president to greet members, guests, and visitors and to perform any required introductions during the Social Hour.
- e. He shall ascertain the names for visiting DAR officers and any other VIP's that should later be introduced. These names should be given to the President with all pertinent information.
- f. He will continually monitor and work with other members of the chapter to have continued sponsorship of educational programs by the chapter to include all youth awards granted by the state society.
- g. He shall recommend new educational activities to the board of executives that he believes are worthwhile and compatible with the NSSAR, KSSAR, and chapter goals and objectives.

h. He shall, with the concurrence of the Executive Committee board of executives, set the theme for the monthly meeting programs, recruit speakers, obtain and forward to the communications director, speaker biographies and other information as required for publicity purposes.

i. The Vice President must submit a copy of all official actions to the Secretary for the record.

Section 5. The Secretary shall:

a. Record the proceedings of the chapter meetings and the Executive Committee.

b. Send draft minutes to the Chapter President and, upon his consent, send a draft copy to the membership at least seven days before the next meeting;

c. Be custodian of all records.

d. Maintain a Chapter Membership email address list.

e. Make a backup of all electronic files.

f. Conduct correspondence as requested by the President or required by action of the chapter or the Executive Committee.

g. Send notices, both internally and externally, of upcoming meetings.

h. Notify the State Membership Secretary, Chapter President and Vice President of any membership status changes, including transfers, reinstatements, deaths, and changes of address.

Section 6. The Treasurer shall:

a. Receive all chapter funds and deposit them in a bank or banks as may be approved by the Executive Committee.

b. Disburse funds as directed by the chapter or Executive Committee, and pay only those bills authorized by a majority vote of the Executive Committee.

c. Prior to the first day of January, ensure national, state, and chapter dues are submitted to the State Treasurer.

d. Receive chapter dues from the State Treasurer.

e. Serve as Chairman of the Finance Committee and prepare the annual operating and investment budgets prior to January 1 of the following calendar year.

f. Submit required IRS documentation.

g. The Treasurer must submit a copy of all official actions to the Secretary for the record.

Section 7. The Chaplain shall:

- a. Conduct such religious services as required.
- b. Communicate, whenever possible, with members who are ill or in distress.
- c. Plan memorial services for deceased members.
- d. Send information as requested by the State Chaplain.
- e. The Chaplain must submit a copy of all official actions to the Secretary for the record.

Section 8. The Registrar shall:

- a. Maintain the chapters' rolls, including the Chapter Muster Book.
- b. Respond to enquiries and requests for assistance from the State Registrar.
- c. Provide new members with the approved application, the insignia of the SAR, and the SAR Certificate.
- d. Maintain a Chapter file of all approved NSSAR Regular and Supplemental Applications.
- e. Plan and execute induction ceremonies.
- f. The Registrar must submit a copy of all official actions to the Secretary for the record.

Section 9. The Genealogist shall:

- a. Assist all prospective members in familiarizing themselves with the chapter's activities, the bylaws, and the requirements for their membership application.
- b. Provide genealogical support and administrative support to the prospective member.
- c. Review and approve the finished application and forward it to the State Registrar.
- d. Provide new members with the approved application, the SAR insignia, and the SAR Certificate.
- e. The Genealogist must submit a copy of all official actions to the Secretary for the record.

Section 10. The Sergeant-at-Arms shall:

- a. Secure Chapter Flags, lanterns, Chapter property, Steins, and recognition items as directed by the Executive Board.
- b. Coordinate to ensure that the Chapter property required for meetings are delivered and returned for safekeeping.
- c. Assist the President with the planning, set-up, and execution of Chapter meetings.
- d. The Sergeant of Arms must submit a copy of all official actions to the Secretary for the record.

ARTICLE VII.

Meetings

Section 1. The chapter's regular meetings shall be held on the fourth Thursday of each month, unless otherwise ordered by the chapter or Executive Committee.

Section 2. The regular meeting in February shall be known as the Annual Meeting. It shall be to receive reports of officers and committees, elect officers, and for any other business that may arise.

Section 3. Special meetings may be called by the President or by the Executive Committee and shall be called upon the written request of ten members. Except in cases of emergency, five days notice shall be given. The business transacted at any special meeting shall be limited to that stated in the call to the meeting.

Section 4. Ten members of the chapter shall constitute a quorum.

ARTICLE VIII.

Executive Committee.

Section 1. The elected and appointed officers of the chapter, including the most recent Past President, shall constitute the Executive Committee.

Section 2. The Executive Committee shall have general supervision of the chapter's affairs between meetings and shall make recommendations to the chapter. The Executive Committee is subject to the chapter's orders, and none of its acts shall conflict with action taken by the chapter.

Section 3. The Executive Committee's meetings shall be at the president's call or upon the written or email request of four members.

Section 4. A majority of the members of the Executive Committee shall constitute a quorum.

Section 5. With the consent of the members of the Executive Committee, the President may invite Chapter Chairmen to attend meetings of the Executive Committee and to participate in discussion. Chapter Chairmen shall neither make motions, second motions, or vote.

ARTICLE IX.

Committees

Section 1. The President may appoint a Program Committee of up to three members. The Vice President shall serve as the chairman.

Section 2. The president may appoint a finance committee consisting of the Treasurer and two members to consider requests for non-budgeted funds exceeding \$200.00, prepare a budget, and submit it to the Executive Committee for approval at the summer executive committee meeting. This Committee shall also act as the internal auditor to ensure an accurate accounting of chapter funds.

Section 3. Such other committees, standing or special, shall be appointed by the President as the chapter may authorize or as the National Society or the Kansas State Society may require.

ARTICLE X.

Representation

Section 1. The representation of the chapter at the Annual Congress shall be as provided in the Bylaws of the National Society.

Section 2. The chapter's representation at the Kansas State Society meetings shall be as provided in the bylaws of the Kansas State Society.

ARTICLE XI.

Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the chapter in all cases to which they are not inconsistent with the bylaws or any rulings of the National Society of the Sons of the American Revolution, or any special rules of order of the Kansas State Society or of this chapter.

ARTICLE XII.

Amendment to Bylaws

Section 1. These bylaws may be amended at any regular meeting of the chapter by a two-thirds vote, provided the proposed amendment has been submitted in writing at the previous meeting. Unless otherwise provided before its adoption or in the motion to adopt, an amendment shall take effect immediately upon its adoption.

Section 2. Any amendment adopted by the National Society or by the Kansas State Society affecting the work of this chapter shall become the law of the chapter without further notice.

ARTICLE XIII.

Dissolution

Although the period of duration of the chapter is perpetual, if for any reason the chapter is to be dissolved or otherwise terminated, no part of the property of the chapter or any of the proceeds shall be distributed to or inure to the benefit of any of the officers or members of the chapter. Upon the chapter's dissolution, assets shall be distributed by the Executive Committee to and only to the state organization, per State and Federal Laws.

Standing Rules:

Number 1. The meeting will begin unless otherwise indicated at 6:00 p.m. with a Dutch treat dinner.

Number 2. The meeting shall be held at the location announced by the Chapter President.

Number 3. The chapter will award medals to cadets at Leavenworth High School and each High School participating in a JROTC High School program within the geographical area of the Henry Leavenworth Chapter as determined by the Executive Committee. Medals will be presented by a member of the Henry Leavenworth Chapter at the annual JROTC Awards ceremony.

Number 4. Monetary award amounts shall be approved during the budgeting process.

Number 5. New members shall be provided a copy of the Chapter Bylaws, current program, and a SAR Rosette.