












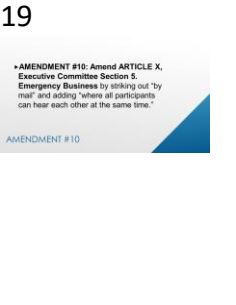
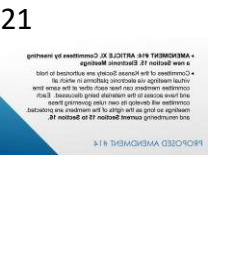
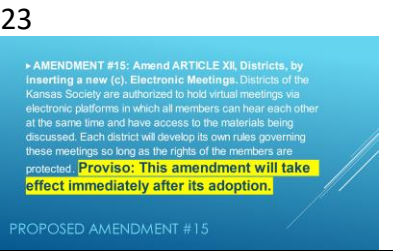

**SCRIPT FOR KSDAR PROPOSED BYLAW AMENDMENTS PRESENTATION
VIA ZOOM – March 24, 2021**


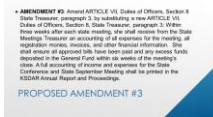


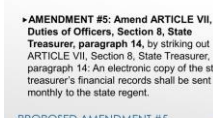
SLIDE	SCRIPT
<p align="center">1</p>	<p>Good evening! Thank you for joining me as I review the proposed 2021 KSDAR bylaw amendments.</p> <p>My name is Laura Kaiser and I have the honor of serving as KSDAR Bylaws Chair during our State Regent, Susan Metzger’s, administration.</p> <p>This presentation is being recorded so others, who weren’t able to join us tonight, can view it.</p>
<p align="center">2</p> 	<p>It is also an honor to work with such an exceptional bylaws committee: Carlotta Munson, Jean Pinick, Bobbi Scritchfield, and Renee Slinkard,</p> <p>Our State Parliamentarian, Lyn Patterson serves as our advisor.</p> <p>This has been wonderful group to work with! Thank you, ladies, for the many hours you have put into these proposed bylaw amendments!</p> <p>Our wonderful State Regent, Susan Metzger, will handle the Power Point slides for me.</p>
<p align="center">3</p>	<p>This presentation will be divided into 2 “Acts”. Act 1 will cover proposed amendments pertaining to electronic meetings in emergency situations.</p> <p>Act 2 will cover the rest of the proposed bylaw amendments.</p> <p>The bylaws are numbered in the order that they appear in our bylaws except for amendment #1.</p> <p>I’ll first go over our committee’s “charge” and our “frame of reference” for developing these amendments and then I’ll get into the amendments themselves.</p>
<p align="center">4</p> 	<p>This was the charge the bylaws committee received from State Regent, Susan Metzger March 25th 2020. We also received a request this year regarding the Friendship Fund and adding language for our Districts to meet virtually.</p>

<p>5</p> 	<p>Once we received this charge, the committee did a great deal of research, we held a lot of meetings and we sought expert opinions.</p> <p>Our State Regent also reached out to other DAR State Societies last Spring for examples of their work in this area.</p>
<p>6</p>	<p>Our committee was given a wealth of information from the National Association of Parliamentarians (NAP) to read.</p> <p>Lyn Patterson and I participated in 4 or 5 NAP webinars for NAP members pertaining to this subject (one given by one of the authors of RONR).</p> <p>After many months of work and Zoom meetings we had our work reviewed by Ann Rempel, PRP, CPP-T, Professional Registered Parliamentarian and past NAP Secretary and Board of Director member.</p> <p>Here’s her evaluation of them – “It looks like you and your committee have prepared amendments that cover quite well your need for electronic meetings.</p> <p>Over time members may discover a need, for one reason or another, to fine tune these amendments, but that seems to always be true with rules we write - - whether the rules are written by parliamentarians or by people with no parliamentary knowledge at all.</p> <p>I wish you much success in having your amendments adopted. Your work is very thorough and shows a lot of thought went into this project.”</p> <ul style="list-style-type: none"> ▶ I also asked an attorney last summer to search Westlaw records for any state statutes that might help our organization conduct meetings during COVID-19 – his search did not turn up anything that would help us.
<p>7</p> 	<p>This is a NAP document- called Sample Rules for Electronic Meetings - that we used extensively. It’s authored by the authors of <i>Roberts Rules of Order Newly Revised</i>. The contents are now included in the 12th edition of RONR.</p>
<p>8</p>	<p>This is a suggested bylaw amendment from that document that we used in our proposed amendments. The document also had</p>

	<p>sample standing rules (which we used to develop our “guidelines” for the Executive Committee).</p> <p>As Ann Rempel said, “you just try to do the best you can, invariably, there will be future amendments – it never fails”</p>
<p>9 – Frame of Ref.</p> 	<p>Since we were charged with proposing bylaw amendments for electronic meetings in emergency situations, we realized such a situation may not present itself for another decade or more. Technology will have greatly changed by then, so we needed to make sure we didn’t use language that would tie us to current technology.</p> <p>Normally, we would have developed standing rules to accompany these bylaw amendments. But, standing rules should involve the technical aspects of conducting electronic meetings and anything we developed today would be obsolete next year. So, we made provisions in the proposed bylaw amendments allowing the Executive Committee to develop special rules. They would be the smallest body within KSDAR to develop special rules on short notice. To help them out, the bylaws committee developed “guidelines” based on the excellent resource that I previously mentioned.</p> <p>We, as a committee, decided it was best to put provisions within each Article that was affected rather than having a new Article added exclusively pertaining to electronic meetings in emergency situations. We felt, it would be easier to find the information needed (such as under “duties” of the E.C. for the E.C. responsibilities.</p> <p>We’ll now get on with the proposed amendments.</p>
<p>10</p> 	<p>Act 1 – will cover the proposed bylaw amendments pertaining to electronic meetings in emergencies situations. If you have the handout with these numbered amendments, these are the amendments numbers in red.</p> <p>All proposed amendments are numbered sequentially as they appear in the bylaws with the exception of #1. Since I will be addressing those that pertain to electronic meetings in emergency situations first, you will notice some gaps in the numbering. We have also added a proviso to most of the amendments in “Act 1” allowing them to take effect immediately upon adoption.</p>

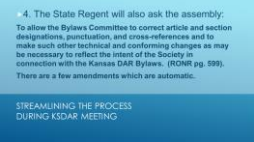

<p>11</p>  <p>PROPOSED AMENDMENT #1</p>	<p>Amendment #1 This new section under Article VIII. Meetings – would allow the KSDAR State Conference and/or State September Meeting to be held virtually if an emergency situation is declared by the KSDAR Executive Committee.</p> <p>The language is very similar to what we are proposing for our amendment for the State Board of Management.</p> <p>Stating “which may include electronic platforms” may be a little redundant, but we’ve been told time and time again that “electronic meetings” have to be specifically authorized in ones bylaws, so we decided to include it.</p>
<p>12</p>  <p>IF AMENDMENT #1 IS ADOPTED</p>	<p>If Amendment #1 is adopted, this is how the new section in Article VIII. Meetings would read</p>
<p>13</p>  <p>ENCLOSED VOTES/CHECKS #1</p>	<p>#2- ballot voting is addressed under Article VI: Nominations and Elections.</p> <p>We needed to provide wording that made it clear that anonymous virtual voting in an emergency situation fulfills the requirements of ballot voting.</p> <p>Particular considerations for selecting a virtual service for anonymous voting are including in our Guidelines for special rules for the E.C. to develop.</p>
<p>14</p>	<p>If Amendment #2 is adopted, this is how it would look in our bylaws.</p>
<p>15</p>  <p>PROPOSED AMENDMENT #8</p>	<p>Proposed bylaws amendment #8 allows the KSDAR State Board of Management Meeting to be held virtually if an emergency situation is declared by the KSDAR Exec Committee. You will notice the language is almost exactly the same as the language for meetings.</p>
<p>16</p>	<p>If Amendment #8 is adopted, this is what it would look like in our bylaws.</p>
<p>17</p>	<p>Amendment #9 – pertains to Article X. Executive Committee Section 4. Duties. This amendment stipulates the duties of the KSDAR Executive Committee in cases of an emergency situation and what constitutes an emergency situation.</p>

 <p>AMENDMENT #9</p>	
<p>18</p>	<p>And – here is what it would look like inserted in the bylaws if adopted.</p>
 <p>AMENDMENT #10</p>	<p>Amendment #10 came to our attention while working on electronic meeting amendments. Using postal mail does not fit the criteria that all participants must be able to hear each other at the same time (which is essential to the deliberative character of the meeting).</p> <p><i>Ref. RONR pg.</i></p>
<p>20</p>	<p>If amendment #10 is adopted, this is what it would look like in our bylaws.</p>
 <p>AMENDMENT #14</p>	<p>Amendment #14 – Proposed amendment to ARTICLE XI. Committees – gives KSDAR Committees the ability to meet virtually any time – not just in emergency situations. Per RONR this must be authorized in the bylaws for the committees to meet virtually.</p>
<p>22</p>	<p>And, this is the way that amendment would look in our bylaws if adopted.</p>
 <p>PROPOSED AMENDMENT #15</p>	<p>Amendment #15 – if adopted would allow Districts to meet electronically. The language is similar to that for committees and does not limit electronic meetings to emergencies.</p>
<p>24</p>	<p>If Amendment #15 is adopted, Article XII, Districts would have a new section c which would read...</p>
 <p>ACT 2: ALL OTHER PROPOSED BY-LAW AMENDMENTS</p>	<p>Now on to Act 2 for the rest of the proposed amendments! Most of these came to our committee from the Executive Committee. After receiving these requests in January 2020 from the Executive Committee, the Bylaws Committee met 5 times via Zoom to have these finished in time for Spring Conference. You will notice that a lot of these proposed amendments deal with safe deposit box requirements. KSDAR does not have a need for a safe deposit box.</p>

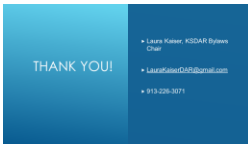
	<p>This January, in addition to addressing District’s ability to meet virtually, we were also asked to address the KSDAR Friendship Fund.</p>
<p>26</p>  <p>PROPOSED AMENDMENT #2</p>	<p>Amendment #3 – This section deals with the State Regent. The committee felt it was easier to just substitute a new paragraph 4 that would simply say “Signature cards for all bank accounts shall bear her signature” The Treasurer’s signature on the signature card is referenced under the section pertaining to her.</p>
<p>27</p>	<p>If adopted, it would look like this in the bylaws.</p>
<p>28</p>  <p>PROPOSED AMENDMENT #3</p>	<p>Amendment #4 – This section deals with the State Treasurer. We sought her input during refining of the new paragraph. The practice of maintaining a separate account to collect funds for the State Meetings is no longer used. The State Treasurer collects the checks, but they are deposited in the KSDAR Checking Account.</p>
<p>29</p>	<p>That paragraph currently reads like this. You can see reference to a State Meetings Fund. That fund no longer exists.</p>
<p>30</p>  <p>IF ADOPTED WILL READ:</p>	<p>If approved, this is how the bylaws will read. *NOTE – linger a bit to let them read slide</p>
<p>31</p>	<p>Amendment #5 – This amendment eliminates references to the safe deposit box, which is no longer needed.</p>
<p>32</p>  <p>PARAGRAPHS 10 & 11 CURRENTLY READ:</p>	<p>This is how paragraphs 10 and 11 currently read under “State Treasurer”</p>
<p>33</p>	<p>If Amendment #5 is adopted, this is how the bylaws will read.</p>
<p>34</p>  <p>PROPOSED AMENDMENT #5</p>	<p>Amendment #6 – again dealing with the State Treasurer – deleting paragraph 14. Since 2019 online access to QuickBooks has been available to both the State Regent and State Treasurer. Therefore it is no longer necessary to submit the financial reports monthly to the State Regent.</p>
<p>35</p>	<p>If adopted, the bylaws will read like this.</p>
<p>36</p>	<p>Amendment #7 - it was brought to our attention that language was unclear in Article IX. State Board of Management, Section 1.</p>

<p>•AMENDMENT #7: Amend ARTICLE IX, State Board of Management, Section 1, Members, second paragraph, by striking "State Chair of Committees" and inserting "The Chair of each State Committee"</p> <p>PROPOSED AMENDMENT #7</p>	<p>Members. Years ago, "Chairman/Chairmen" was changed to "Chair/Chairs". When that happened this particular section became unclear.</p>
<p>37</p>	<p>It currently reads "State Chair of Committees,..." That sounds like there is one state chair for committees. It is supposed to mean to "Chair of each State Committee" and thus the proposed amendment.</p>
<p>38</p> <p>IF ADOPTED WILL READ:</p>	<p>If adopted this is how our bylaws will read.</p>
<p>39</p> <p>•AMENDMENT #11: Amend ARTICLE XI, Committees, Section 2, Audit Committee, by adding "The committee shall meet at least once to review the financial documents and prepare the annual audit report."</p> <p>PROPOSED AMENDMENT #11</p>	<p>Amendments #8, 9 & 10 were already covered in this presentation as they pertained to electronic meetings.</p> <p>Amendment #11 – This suggestion came from the Executive Committee and formalizes the meeting of the entire Audit Committee.</p>
<p>40</p>	<p>If adopted, our bylaws will read like this.</p>
<p>41</p> <p>•AMENDMENT #12: Amend ARTICLE XI, Committees, Section 7, Kansas DAR Scholarship Committee, paragraph 1, 2nd sentence, by inserting after "Kansas DAR Scholarship" the following ", the Judd Smith Brooks Scholarship."</p> <p>PROPOSED AMENDMENT #12</p>	<p>Amendment #12 – pertains to the Kansas DAR Scholarship Committee. The Judd Smith Brooks Scholarship was not included in this section. This amendment corrects that omission.</p>
<p>42</p>	<p>If adopted, this is how the bylaws will read.</p>
<p>43</p> <p>•AMENDMENT #13: Amend ARTICLE XI, Committees, Section 12, Expenses, by substituting a new Section 12: 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.</p> <p>PROPOSED AMENDMENT #13</p>	<p>Amendment #13 – This came from the Executive Committee who recommends prior authorization be received from the State Regent for any expense for which State Committee Chairs seek reimbursement.</p>
<p>44</p>	<p>If adopted, Section 12 dealing with Committee expenses, will read:</p>
<p>45</p> <p>•AMENDMENT #15: Amend ARTICLE XII, Districts, Section 3, Meetings, by adding: (c) Minutes of the meetings and any changes to the District Guidelines shall be submitted to the State Recording Secretary by October 1.</p> <p>PROPOSED AMENDMENT #15</p>	<p>Amendment #16 – this amendment informs the Districts and the KSDAR Recording Secretary of the due date of these documents.</p>
<p>46</p>	<p>If adopted, our bylaws will read.</p>

<p>47</p> <p>• AMENDMENT #16: Amend Special Scholarships, Number 5, by adding: The DAR Good Citizens scholarship may be awarded to one male student and one female student.</p> <p>PROPOSED AMENDMENT #16- LAST AMENDMENT!</p>	<p>Amendment #17 is to allow the DAR Good Citizens Scholarship to be awarded to one male and one female.</p>
<p>48</p>	<p>If adopted, our bylaws will read like this.</p>
<p>49</p> <p>AMENDMENT #18: Amend Standing Rules by inserting a new Number 34 into Standing Rules: Friendship Fund and renumbering the existing Number 34 to Number 35. The new Number 34 will read: 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 to make to 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 on or before 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 draw the two requests to present to the Finance Committee. The Finance Committee will approve the funds during the vote at the next conference 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 returned from the Friendship Fund to the State General Fund. Number 34: At any State Conference, these rules may be adopted or amended by a majority vote and may be amended by a majority vote with notice, or a two-thirds vote without notice.</p> <p>PROPOSED AMENDMENT #18-</p>	<p>Amendment #18 – adds a new number 34 to Standing Rules (the current standing rule #34 will be renumbered to 35). KSDAR has had a Friendship Fund since 1968. By placing the information in Standing Rules, it will be more visible to members, the members will have the ability to approve the guidelines for the fund and it codifies the procedures. <i>(linger on slide so they can read it)</i></p>
<p>50</p> <p>1. Proposed bylaws amendments will be sent out to all Chapter Regents at least 30 days prior and they will be posted on KSDAR Members website. 2. Proposed amendments will be available at the meeting and will be projected on a screen for all to see.</p> <p>STREAMLINING THE PROCESS DURING KSDAR MEETING</p>	<p>I know this is a lot of proposed amendments and our State Regent is very cognizant of that. Per our bylaws Chapter Regents will receive copies of these at least 30 days in advance of the meeting where they will be voted on.</p> <p>To expedite the approval process, we will try something new this year – if the delegates approve. Paper copies will be available at the State Meeting and the proposed amendments will be projected onto a screen for all attendees to see.</p>
<p>51</p>	<p>Our State Regent will ask the assembly before the proposed amendments are presented if there is any objection to only reading the number of the amendment, not the entire amendment.</p> <p>If the assembly approves, this will greatly cut down on the amount of time needed to read each proposed amendment in full and then repeat it several times. We are hoping the assembly approves this.</p> <p>We consulted with NSDAR Parliamentarian Linda Sehart and she said “<i>. If granted permission by the membership, using the number is permissible instead of reading the entire amendment.”</i></p> <p><u>Reference</u> (if needed)– NSDAR Parliamentarian- Linda Sehart (3/3/2020) – “<i>.from what I am reading, all of the suggestions are workable. Member rights will not be violated. You have things well thought out for presentation. You are asking for consent from the members. I am assuming you have several amendments.</i></p> <p><i>I like the idea of the overhead screen. If granted permission by the membership, using the number is permissible instead of reading the entire amendment. Approving by consensus or in gross with the option to pull out amendments for discussion is permissible. Making sure everyone understands</i></p>

	<p><i>what the procedure is and their individual rights is important. You have thought this out. Sounds like you have a good handle on this already! It will be important that your Regent has a good script and different scenarios so she knows exactly how to process discussion and secondary amendments.</i></p> <p><i>I think you've got this!</i> Linda”</p>
<p>52</p> 	<p>The State Regent will also ask the assembly to allow the Bylaws Committee to correct article and section designations, punctuation, and cross-references and to make such other technical and conforming changes as may be necessary to reflect the intent of the Society in connection with the Kansas DAR Bylaws. (RONR pg. 567 57:19).</p> <p>There is a handout of those bylaw changes that fall under this category (amendments #19 through 24)</p> <p>Those will posted on the KSDAR Members website at least 30 days prior to the meeting.</p>
<p>53</p>	<p>Here’s an example of such a correction – if authorized by the assembly</p> <p>Per our charter, our official name is “Kansas Society of the National Society of the Daughters of the American Revolution” NOT Kansas State Society. “State” is found in several areas of our current bylaws and must be removed to conform with our Charter.</p>
<p>54</p> 	<p>There are a few amendments which are automatic. They are unnumbered.</p> <p>This example is an automatic update as our bylaws may not conflict with NSDAR Bylaws.</p> <p>These will also be posted on the KSDAR Member’s website.</p>
<p>55</p>	<p>Q & A</p> <p>We have a few minutes for questions if you have some.</p> <p>For those viewing this presentation in recorded format, please don’t hesitate to call or email me if you have questions.</p>

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I'd like to extend a HUGE thank you to my wonderful committee and our advisor, Lyn Patterson!

Thank you for joining me this evening.

Good night!