

**Ladies Ancient Order of Hibernians Inc JUNIOR DIVISIONS**

**GENERAL INFORMATION BOOKLET**

**REVISED August 1, 2014**

**St. Louis, MO National Convention**



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**CONSTITUTION AND BY-LAWS OF THE JUNIOR DIVISION**

**TO THE LADIES ANCIENT ORDER OF HIBERNIANS, INC.**

**MOTTO:** Friendship, Unity and Christian Charity

**PREAMBLE:**

The members of the Junior Divisions to the Ladies Ancient Order of Hibernians, Inc. shall strive to promote a love for Irish History, Literature and Music. All members shall show loyalty and respect for the Roman Catholic faith, the United States of America, families, and each other.

# **ARTICLE I**

Section 1 – This organization shall be known as the “Junior Division to the Ladies Ancient Order of Hibernians, Inc.”

Section 2 – The Juniors shall obey the laws of the Ladies Ancient Order of Hibernians, Inc. and be proud of their heritage and faith.

Section 3 – In order to organize and maintain a junior division, there must be a minimum of 5 members.

# **ARTICLE II**

Section 1 – Any Roman Catholic girl between the ages of 6 and 18, Irish by birth, descent, or adoption, with the consent of parents or guardian, shall be eligible for membership.

Section 2 – Standard application for membership will be made available through the Ladies Ancient Order of Hibernians, Inc. Candidate shall be accepted for membership with the approval of the LAOH, Inc. Division Vice-President or Junior Coordinator.

Section 3 – The initiation fee shall not be less than One Dollar. The dues shall be at the discretion of the LAOH, Inc. Vice-President or Coordinator.

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# **ARTICLE III**

No Division shall be organized without consent of the County Vice President or State Vice President where no County Board exists. After its organization, it shall be under the jurisdiction of the organizing Board’s or Division’s Vice President or Junior Coordinator.

# **ARTICLE IV**

Section 1- The officers shall be as follow:

\*President \*Irish Historian

\*Vice-President Mistress-at-arms

\*Recording Secretary Sentinel

\*Treasurer Office of Missions & Charities

Financial Secretary Office of Catholic Action

All asterisk (\*) offices are mandatory.

Section 2 – The officers shall attend all meetings of the division. If unable to attend a meeting, they shall contact the coordinator.

Section 3 – All monies and properties of the division shall be returned at the end of the officers’ term to the coordinator.

Section 4 – In the election of officers, the Junior Division will be governed by the laws as prescribed for the LAOH, Inc.

# **ARTICLE V**

COORDINATOR – The LAOH, Inc. Vice-President or Coordinator shall organize, advise, and facilitate all meetings and activities. She shall maintain all funds of the Junior Division. At the end of her term, all monies and properties shall be turned over to her successor.

PRESIDENT – The President shall preside at all meetings of the Junior Division

VICE-PRESIDENT – The Vice-President shall assist the President in doing her duties and run the meeting in the absence of the President.

RECORDING SECRETARY – The Recording Secretary shall keep the minutes of the meeting and take a roll call of all members. In the absence of the President and Vice-President, she shall run the meeting.



TREASURER – The Treasurer along with the Coordinator shall keep correct accounts of all monies received and spent.

FINANCIAL SECRETARY- The Financial Secretary shall collect initiation fees and dues. She shall turn all monies over to the Treasurer at the close of each meeting.

IRISH HISTORIAN – The Irish Historian shall read a selection of Irish or Irish-American history or poetry. She shall encourage participation in the National LAOH, Inc. Irish History Writing Contest.

OFFICE OF MISSIONS AND CHARITIES – The office of Missions & Charities shall collect all Missions and Charities funds and turn the funds over to the Treasurer.

OFFICE OF CATHOLIC ACTION- The Office of Catholic Action shall encourage participation in LAOH, Inc. Catholic Action activities.

MISTRESS-AT-ARMS – The Mistress-at-arms shall assist the President in preserving order, escort the members-elect to be initiated, and perform such other duties as may be requested.

SENTINEL- The Sentinel shall guard the entrance to the meeting. She shall not allow members to leave the meeting place without the consent of the Coordinator, and under no circumstances shall she admit anyone during the opening or closing of the meeting or initiation of members or reading of the minutes, except members of the clergy.

## ARTICLE VI

All funds of the Junior Division shall be deposited in a bank account to be maintained by the LAOH, Inc. Division Vice-President and/or Coordinator.

## ARTICLE VII

When a member of a Division shall reach between the ages 16 and 18, she may on her own application, be transferred to any Division of the LAOH, Inc.

## ARTICLE VIII

Members shall not discuss the business of the meeting with anyone who is not a member.

## ARTICLE IX

Section 1 - Upon disbanding of a Junior Division, all funds, and property of the same shall revert to the LAOH, Inc. Division or County or State Board sponsoring said Junior Division.



## ARTICLE X [revised at 2014 Natl Convention)

***Section 1 - There shall be NO National per capita tax for Junior Divisions; effective with the the 2014 yearend reports.***

***Section 2 - The annual Junior secretary (membership) reports with updated membership list should be forwarded from the Division Vice President / Junior Division Coordinator to the next highest level of the LAOH, Inc. The State Vice President will forward annual secretary (membership) report to the National Vice President. The Annual Secretary Report will include a ‘Protecting God’s Children’ Certification Log Sheet which must be signed by the Division President and Vice President.***

***Section 3 - The annual Junior treasury report should be forwarded from the Division Vice President / Junior Division Coordinator to the Division Treasurer to be filed with the divisions yearend treasury report to the next highest level of the LAOH, Inc. The state treasurer shall forward the treasury report to the National Treasurer.***

## ARTICLE XI

An audit of the Juniors’ records shall be conducted annually prior to submitting Annual Reports to the State/County Treasurer by January 15th.



RITUALS

JUNIOR DIVISION TO THE

LADIES ANCIENT ORDER OF HIBERNIANS, INC.

-A statue of St. Brigid together with the Irish Flag and a United States of America Flag shall be placed in a position that may be seen by the entire membership.

-Election and installation of officers shall be taken up under the heading of New Business.

-No member shall leave or enter during opening or closing prayer, reading of the minutes, or initiation.

-Silence must be observed during the meeting.

## OPENING

**President**: Call the meeting to order with one rap of the gavel. “The Division will please come to order. Members, the meeting will begin. The officers will take their places. The Sentinel will close the door and admit no one during prayer, reading of minutes or initiation. The Mistress-at-Arms will escort prospective members out of the room until the time for initiation. Vice President, what is the motto of our organization?”

**Vice President**: “Friendship, Unity and Christian Charity”

**President**: “Irish Historian, what is the purpose of our organization?”

**Irish Historian**: “The members of the Junior Divisions to the Ladies Ancient Order of Hibernians, Inc. shall strive to promote a love for Irish History, Literature, and Music.



All members shall show loyalty and respect for the Roman Catholic faith, the United States of America, families, and each other.”

**President**: “We shall now ask God to bless the work of this meeting.”

**All**: (Stand)

**President**: “Holy Brigid, Patroness of our order obtain for us the grace to faithfully perform our duties, so that our work will reflect positively upon ourselves and those around us.”

**All**: Say the Our Father.

Say the Hail Mary.

Say the Glory Be to the Father.

Say the Pledge of Allegiance.

**President**: (Places right hand over her heart, bows her head in greeting to the members saying) “Please be seated”

## ORDER OF BUSINESS

1. Roll Call and reading of minutes
2. Reading of applications for memberships
3. Initiation and welcome to new members
4. Reading of communications, bills, and receipts
5. Officer Reports
6. Reports of committees, sick members, etc.
7. Unfinished Business



1. New Business, election or installation of officers
2. Payment of dues
3. Reading of Irish or Irish American history or poetry
4. Financial Secretary’s report on money collected at meeting.

## CLOSING

**President**: “If there is no further business to come before this meeting we will have the closing prayer. All Stand”

**All**: “Blessed Saint Brigidhelp us to remember our duty to carry out the friendship, unity, and Christian Charity of this organization. Let us always present our heritage, faith and culture positively to all who we come in contact with in our day. Listen to these prayers, we pray. “Our Father….”, “Hail Mary….”, “Glory Be to the Father….”. May the souls of those who have died find Mercy and peace in God. Amen.

**President**: (Give one rap of the gavel) “Members, this meeting stands adjourned until\_\_\_\_\_\_\_\_\_\_\_\_.” “Be careful not to talk of the business of our Order with anyone who is not a member. Members, good afternoon (or good evening.)



**Junior Blessing**

**May the children of Ireland here today be an example of the greatness that is on the way.**

**May they grow in Unity, Friendship, and Love and be blessed with the Spirit of the Lord up above.**

**May they be blessed with imagination to do many good deeds; these girls are out future, the next generation to lead.**

**We hope that we do justice as we lead your way, because the LAOH will be yours to take over one day.**

**The pride that we feel for our Juniors is strong; their fresh new ideas are what we long.**

**As we grow older and look at the years behind, the new generation of LAOH is what we will find.**

**A blessing is what we want to give to each of you.**

**But the blessing is ours to have these Juniors with their Irish smiles so true.**

*Written by: Adrienne ReiserSimcic*

*President LAOH Division 3*

*Allegheny County Pennsylvania*



*INSTALLATION OF JUNIOR OFFICERS*

*The Vice President or the Junior Coordinator of the sponsoring Division, or someone deputized*

*by her, shall be the Installing Officer. The Installing Officer shall appoint a Marshall and Mistress-at-Arms to assist her.*

*The Installing Officer shall have at her station a copy of the Junior Constitution and By-Laws and Ceremonial. Officers to be installed should be seated at the rear of the hall.*

*(If adult members are present:)*

Installing Officer:“On the occasion of the installation of our Junior Officers, we are happy to notice the presence of adult members. We are sure you appreciate that the Junior Divisions are the future of our organization. We are especially requesting each adult member of the LAOH, Inc. present, to pledge her most earnest support to the members of our Junior Division(s) during the year, and to assist the Junior Coordinator in every way possible.”

“The Marshall and Mistress-at Arms will place the following officers in the form of a cross on the floor as I read their names.”

Order of officers: President, Vice President, Recording Secretary, , Treasurer, Financial Secretary,Irish Historian, Chairman of Missions & Charities, Chairman of Catholic Action, Mistress-at Arms, and Sentinel.

Installing Officer: “You have been selected as officers of this Junior Division and the training you will receive in performing your duties will fit you for the broader field of the parent organization, which will be made richer by your talents. It is your duty to attend all meetings regularly and promptly, to assist your Junior Coordinator, and to bring happiness and pleasure to all members of your Division.”

Officers, in the figure of the cross, you stand, faithful children of the true

Church of which the Cross is the emblem. As the Cross is the sign of our Faith, I ask you by this Emblem to take the following obligation.”

(Three raps of the gravel, all members rise.)

Installing Officer: “Officers repeat aloud after me this obligation. I (state your name) do hereby promise to obey my superior officers, and all the laws of the Order. I promise to deliver to my successors, all money and property of the Division, and that I will perform the duties of my office to the best of my ability. I Promise that I will do my best to attend



regularly all meetings of our Division. I will assist the coordinator in every way and do all in my power to make our Division grow and prosper.”

(One rap of the gavel for members to be seated.)

Installing Officer will read the duties of the offices. (See Constitution).

Installing Officer: Mistress-at-Arms bring forward the President.

“Worthy President you are the leader, remember, you must set the example by which all your members will be guided. I hand you the gavel of authority, use it with justice and kindness.”

Officers please stand.

Members, I now take pleasure in declaring all of the officers of Junior Division \_\_\_\_ duly installed. It is your duty to assist your officers in every way during your terms of office. Be loyal and true to one another and you will be a success.”



**Ladies Ancient Order of Hibernians, Inc.**

**Junior Division - Application for Charter**

### Please print or type all information

**Date Organized \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**By (parent division) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**State of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**National President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**National VP \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State VP \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**National Sec \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State Sec \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**National Treas \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ StateTreas \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**County of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Coordinator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Junior Division Name and Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Installed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Junior Officers:  
President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Vice President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Recording Secretary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Financial Secretary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Treasurer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Irish Historian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Missions and Charities \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Catholic Action \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mistress at Arms \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Sentinel \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Ship to:**



**Ladies Ancient Order of Hibernians, Inc.**

**Junior Division - Charter Membership List**

**State of \_\_\_\_\_\_\_\_\_\_\_ Division Name and Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Address** | **City, State, Zip** | **Age** |
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Ladies Ancient Order of Hibernians, Inc.

Junior Division \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Application for Membership

***The Ladies Ancient Order of Hibernians, Inc. was established in 1894 as an organization for Irish Catholic women who were striving to maintain their Irish heritage through language, literature, music and song, as well as remaining faithful to the teaching of the Roman Catholic Church. The Junior Division to the LAOH, Inc.has been established as a vehicle where our young sisters can promote our ideals with youthful enthusiasm and as a preparation for leadership in the future of the LAOH, Inc Here they will be carefully advised of their heritage and tutored in the value of our customs. To qualify for membership in the Junior LAOH, Inc., a girl must be between the ages of six and eighteen, a practicing Roman Catholic and Irish by birth or descent.***

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birth date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­**

# **Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# **Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# **Emergency Contact Name and Phone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Is your Father a member?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ If yes, what Division?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Is your Mother a member?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ If yes, what Division?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Are you Irish by birth? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or Descent?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**If Descent, what relationship?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Are you Roman Catholic? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_What Parish?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***I promise to abide by the Constitution of the Ladies Ancient Order of Hibernians, Inc.***

**Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# **Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**



INITIATION OF MEMBERS

*The Mistress-at Arms will bring the Candidates to the President.*

President: “You are about to become members of the Junior Division to the Ladies Ancient Order of Hibernians, Inc., together to unite the children of Irish blood. Let Friendship, Unity and Christian Charity be your motto. I will now give you the obligation which you will repeat aloud after me.”

“I (state your name) do solemnly promise that I will support the Constitution and By-laws of the Junior Division to the Ladies Ancient Order of Hibernians, Inc., and I will not speak of the business of the Order to anyone. I will always be respectful and obedient to my officers. I will be faithful and kind to my sister members, and assist them in every way possible. I will not wrong a member or permit one to be wronged if I can prevent it, to all of which I pledge my word of honor.”

“I now declare you members of the ‘Junior Ladies Ancient Order of Hibernians, Inc.’. Officers and members of Junior Division \_\_\_\_\_\_, I take pleasure in introducing to you our new members; extend to them a kindly greeting. Let us hope they will ever remain faithful to their obligation and be worthy members of this division.



**Junior Division to the**

**Ladies Ancient Order of Hibernians, Inc.**

## All Junior Divisions are required to file an Annual Yearend Secretary & Treasurer Reports.

## Please see Bylaws –

## ARTICLE X [revised at 2014 Natl Convention)

***Section 1 - There shall be NO National per capita tax for Junior Divisions; effective with the 2014 yearend reports.***

***Section 2 - The annual Junior secretary (membership) reports with updated membership list should be forwarded from the Division Vice President / Junior Division Coordinator to the next highest level of the LAOH, Inc. The State Vice President will forward annual secretary (membership) report to the National Vice President. The Annual Secretary Report will include a ‘Protecting God’s Children’ Certification Log Sheet which must be signed by the Division President and Vice President.***

***Section 3 - The annual Junior treasury report should be forwarded from the Division Vice President / Junior Division Coordinator to the Division Treasurer to be filed with the divisions yearend treasury report to the next highest level of the LAOH, Inc. The state treasurer shall forward the treasury report to the National Treasurer.***

All reports are to be filed by the date prescribed by the Local Division Vice President so that the information may be given to the local Division Secretary & Treasurer in ample time to file their reports as prescribed in the National Constitution.

All Annual Report forms will be available via the National website and the National Vice President’s office (membership) and the National Treasurer (financials).

**Junior Division to the**

**Ladies Ancient Order of Hibernians, Inc.**



# **Junior Hibernian Nomination**

**2014\_\_\_\_ to 2016\_\_\_\_\_**

## State \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Division \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Years in Junior Division \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School Attending \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade \_\_\_\_\_\_\_\_\_\_\_\_**

**Offices Held \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Accomplishments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### 

### Vote for Your Candidate

**For LAOH**

**Junior Hibernian of the Year**

#### Grand Prize: Fifty dollars and a gold charm

(Additional twenty-five dollars to winner’s division)

Winner will be selected at the National Convention in 2016

##### Qualifications

* Membership in a Junior Division
* Leadership ability
* Participating in all phases of Junior activities
* Good manners, congeniality, wholesomeness

##### Selection Process

Each member of the Junior Division may nominate a candidate for Junior Hibernian of the year. Please use the enclosed ballot to indicate your choice and list the reasons for your selection.

***All ballots must be returned to the National Vice President***

***Ninety Days Prior to the National Convention.***

The National Vice President will choose 5 impartial judges. The winner will be announced at the National Convention.



**Ladies Ancient Order of Hibernians, Inc.**

**Official Ballot to be used by Junior Girls**

**Junior Hibernian of the Year**

I wish to vote for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

as the Junior Hibernian of the Year.

I think she is the best Junior in the Country, and is an excellent representative of our Organization because:

State \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please return to the National Vice President by NINETY Days Prior to the National Convention.**



Educational Opportunities for Children of AOH and LAOH, Inc. Members

**Lillian E. Fay Scholarship**

The LAOH, Inc. and ***Trinity College*** in Washington, D.C. have signed an agreement to continue the Lillian E. Fay Scholarship with the approved stipulations agreed upon at our National Convention in Connecticut in 2002. President EleonoreGrimley, Vice-president Mary T. Leathem, Legal Counsel Patricia Doyle, and Past National President Mary B. Dolan met on January 22, 2003 with ***Trinity*** President Patricia McGuire and Anne Pauley, VP of Institutional Advancement.

The stipulations are as follows:  
1. A member of the LAOH, Inc. who attends the College as a full-time student.  
2. A member of the LAOH, Inc. who attends the College as a part-time undergraduate student.  
3. A member of the LAOH, Inc. who attends the College as graduate student.  
4. The daughter of an LAOH, Inc. member. She may attend either full-time or part-time.  
5. The granddaughter of an LAOH, Inc. member. She may attend either full-time or part-time.  
6. A practicing Catholic of Irish Decent within 4 generations.  
7. A practicing Catholic - immigrant to the USA.  
8. A practicing Catholic - child of an immigrant to the USA.  
9. A practicing Catholic - descendent of any immigrant to the USA.

All LAOH, Inc. members involved in the process must be in good standing with the Order. The Scholarship will be awarded each year and ***Trinity College*** will be the sole arbitrator.

**Notre Dame Fund**

The AOH and LAOH, Inc. also sponsor a scholarship fund through Notre Dame. Awards are made to members of the AOH or LAOH, Inc. or the children of AOH or LAOH, Inc. members. Application is made directly to the financial aid office at the University. More information regarding this grant can be obtained from the Notre Dame financial aid office.



**Junior Year Study Abroad in Ireland Scholarship Program**

The Irish Way Program is a unique cultural and educational program for American High School students. Each summer, Irish Way students travel to Ireland for a five-week program. They learn about Irish history, literature, and language through classes and field trips; experience Ireland's culture through traditional Irish music and dancing; live with an Irish family; and travel the Irish countryside.

***The Irish Way High School Scholarship:*** The Irish Way Program is unique cultural experience for teenagers, and is a nationally recognized summer study abroad program that has educated over 3000 high school students since its inception in 1975. The 2013 Irish Way High School Program will take place this summer in Ireland from June 28 to July 22, 2013.

The Irish Way Program is a 25-day cultural academic program offered to American and Canadian high school students. The Program consists of a wide variety of classes, workshops, and tours based in three locations throughout Ireland. The goal of the Irish Way is to introduce North American students to the essential characteristics and qualities of Irish life. By being immersed in Ireland’s history and culture, young adults are able to better understand and appreciate a country whose people have played a significant role in the history of western civilization

The AOH and LAOH National Boards offer two $500 Scholarships for this program. One of these scholarships is for the children and grandchildren of an AOH member, and the **other scholarship is available for the children and grandchildren of an LAOH member.**  Anyone who would like an application or further information about this program should contact the Irish American Cultural Institute, 1 Lackawanna Place, Morristown, NJ  07960. The Irish Way telephone number is: 973 605 1991. More information on this program is also available by going **to:** [**www.irishway.org**](http://www.irishway.org/) **or www.AOH.com**

***Financial Assistance****:* Scholarships, loans and grants are available for study abroad accredited programs. For information on these financial opportunities, please visit the websites *Education in Ireland,* *US Government Aid* and *the Direct Loan Program.* These sites offer a host of information regarding financial assistance and grants that can be used to supplement our scholarships and help make an education in Ireland more affordable.



# **IRISH HISTORY WRITING CONTEST**

The purpose of the annual contest is to promote Irish History. It is held in every state that has an established LAOH, Inc. division. There are two levels, Elementary and High School. The topics are chosen at each National Convention for the following two years.

The National prizes are as follows:

**High School Elementary School**

First Place $1000 $500

Second Place $ 500 $250

Third Place $ 250 $125

Honorable Mention $ 100 $ 50

Honorable Mention $ 100 $ 50

The contest rules and topics are sent from the National Historian each contest year to the State Historian, who then forwards to all County and Division Historians.

Judging criteria includes

* Comprehension (1-30 points)
* Organization, **which includes adherence to length and format rules** (1-20 points)
* Conclusion (1-15 points)
* Creativity (1-20 points)
* Writing (1-15 points)



**Best Junior Division**

**Junior Scrapbook Contest Guidelines**

1. Size Specification:
   1. Not to exceed size of 12 x 14.
2. General Appearance:
   1. Cover design and artwork throughout the book are encouraged
   2. Entry items should be labeled clearly and neatly
3. Arrangement of Materials
   1. Table of contents is to be listed on the first page.
   2. Religious activities
      1. Any activities surrounding the Feasts of St. Brigid or St. Patrick
      2. Any activities sponsored by the Ladies Ancient Order of Hibernians
      3. Ecumenical involvement within the community
   3. Catholic Action
      1. Group participation at any level in the Ladies Ancient Order of Hibernians
      2. Donations of time, money, material, or talent to Churches, hospitals, civic organizations, scholarship funds.
   4. Missions and Charities
      1. Participate in the LAOH, Inc. sponsored programs
   5. Promotion of Irish History
      1. Irish History Writing Contest participation
      2. Other events promotion Irish history and culture
   6. Community involvement
      1. Involvement in walkathons, blood drives, babysitting, etc.
   7. Social activities
      1. Involvement in dances, bowling, movie nights, skating, sledding. Etc.
   8. Any correspondence sent to the National Vice President

***The Scrapbook MUST be presented to the National Vice President at the National Convention.***

**LAOH Junior Scrapbook Rubric**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Book#** |  |  | **Book A** | **Book B** | **Book C** | **Book D** | **Book E** |
|  | **Junior Division** |  |  |  |  |  |  |  |
|  | **Category** | **Maximum number of Points** |  | **Number of Points Awarded** | **Number of Points Awarded** | **Number of Points Awarded** | **Number of Points Awarded** | **Number of Points Awarded** |
| **I.** | **Cover Design: originality, creativity, theme, neatness and lettering.** | **10pts** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **II.** | **General Appearance:** |  |  |  |  |  |  |  |
|  | a. Arrangement | **6pts** |  |  |  |  |  |  |
|  | b. journaling or explanation of material or event. | **6pts** |  |  |  |  |  |  |
|  | c. Creativity | **6pts** |  |  |  |  |  |  |
|  | d. neatness of each page | **6pts** |  |  |  |  |  |  |
|  | e. Theme | **6pts** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **III.** | **Participation in all listed projects.** |  |  |  |  |  |  |  |
|  | a. Religious projects | **10pts** |  |  |  |  |  |  |
|  | b. Catholic Action programs | **10pts** |  |  |  |  |  |  |
|  | c. Mission and charities activities | **10pts** |  |  |  |  |  |  |
|  | d. Promotion of Irish history | **10pts** |  |  |  |  |  |  |
|  | e. Community involvement | **10pts** |  |  |  |  |  |  |
|  | f. Social activities | **10pts** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **IV.** | **Total Points** | **100pts** |  |  |  |  |  |  |

**L A O H J U N I O R S**

**and**

**P R O T E C T I N G GOD’S C H I L D R E N**

Vice Presidents having responsibility for Junior Divisions may enlist the assistance of adult members of the Ladies Ancient Order of Hibernians, Inc., to act as Junior Coordinators. The Junior Coordinators shall be required to follow all the rules and regulations that govern Vice Presidents. And under no circumstance shall any Vice President of the Ladies Ancient Order of Hibernians, Inc., abdicate her authority or responsibility for overseeing her Junior Division.

The Vice-President shall organize, advise and facilitate all meetings and activities of the Junior Division.

**Protecting God’s Children**

The Members of the Ladies Ancient Order of Hibernians, Inc., actively seek to protect our Junior Members, as well as all children with whom we may come into contact.

**In an effort to promote the protection of children, the Ladies Ancient Order of Hibernian, Inc., will require all members who work with children, in any capacity, to complete a training program specifically designed to address issues of protecting children and recognizing symptoms of child abuse. Completion of the program will be required prior to any Members or Parents being permitted to work with children.**

This will include all Vice-Presidents and Junior Co-ordinators who have any Junior Divisions under their control, as well as any “Junior Parents,” or others, who volunteer to work with the children. And this shall apply to anyone nominated, elected, inducted or appointed Vice President or Junior Coordinator, or who volunteers in any capacity, on or after January 1, 2014.

All of the members of the Ladies Ancient Order of Hibernians, Inc., are encouraged to participate and complete your local program for the protection of children, as soon as possible, irrespective of the required deadline specified above.

In order to coordinate this National program, the Ladies Ancient Order of Hibernians, Inc., has sought the assistance of the United States Conference of Catholic Bishops (USCCB). Under a program approved and implemented by the USCCB, every Diocese in the United States is required to provide a program for its parishioner-volunteers. The programs seek to educated the adults that work with children within every Diocese. The programs are designed to assist the adults that work with children to create a safe atmosphere where children can work and play, and to recognize the signs if a child has been a victim of abuse.

As all Members of the Ladies Ancient Order of Hibernians, Inc., are members of individual Roman Catholic Dioceses around the country, each of our Members working or volunteering with children has the ability to meet the Order’s requirement for training, by attending a local, diocesan program. After completion of these approved diocesan programs, the Member will receive a certificate indicating that she completed the approved program. A copy of the certificate of completion **must** be presented to the current President on the respective level, **prior** to the nomination, election, induction or appointment as Vice President, or the start of any Member’s volunteer work with children, whichever is earlier.

Any cost associated with an individual Hibernian Member’s participation in one of these Diocesan Programs, shall be the sole responsibility of the individual member. Divisions, County and State Boards may determine that they will absorb any costs associated with the program, provided all members interested in partaking in the programs are given the same opportunity for reimbursement.

No Member of the LAOH, Inc., shall be subject to any criminal background check initiated by any Member of the Order. If any particular Diocesan Program requires a criminal background check, the Member shall fully cooperate in order to receive her Certificate of Completion. Under no circumstances shall any Member of the Order be required to provide information regarding their criminal background to any Member of the Order.

To protect our children on the internet, no Member of the Order shall permit any private information (including last names) or photographs with the last names of Junior Members to be published, posted or e-mailed to anyone, including our own Members and/or newsletters, etc.

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**All ‘Protecting God’s Children Certificates will be kept on file with the local division.**

***See Bylaws ARTICLE X***

***The Annual Secretary Report will include a ‘Protecting God’s Children’ Certification Log Sheet which must be signed by the Division President and Vice President.***