



Ladies Ancient Order of Hibernians, Inc.  
Office of the National Secretary  
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First, there have been some questions about Chaplains being counted or not counted as members for the assessments. If you have a female chaplain, she is a member and subject to the same assessments as any other member. If the chaplain is a Priest, Deacon or Religious Brother who has taken vows, he can be counted as a member; but he does not have to be a member to be a chaplain. If he is being counted as a voting, participating member, then the division has the responsibility to pay his assessments. If not listing him as a member, then he cannot be deducted off as a Religious Member. You must be consistent with your report.

#### Instructions for Completing the 2021 Membership Reports

**Do not Change: file name, font, format (keep xls. format only). Do not add or change columns.** Some EINs were incorrect last year but were corrected. Never change your EIN number. If you wish to customize a report for your own records, please do a Save As for yourself but do not change the report to be submitted. Please keep in mind that the National Secretary has almost 240 reports to review and to combine into other different reports. Unnecessary changes can make double work. These instructions were not followed by many for 2020 which resulted in many extra hours of work. Any submitted 2021 reports not following all the instructions, incomplete or incorrect, will be rejected. **If the report(s) is not reviewed until May or June, there will be fines and suspensions back to the due date.**

When the reports are emailed to the states from both National Treasurer and National Secretary, there will be a form included to assist in the calculation of the Per Capita Tax and Assessments.

#### *Overview of Process for filing End-of-the-Year Membership Reports*

Each Division shall receive, through their State and County Boards (If applicable), a copy of their 2021 Membership report.

1. County and State Boards must forward a copy of the Division's report to the next level and only need to complete the list of County or State Officers and a tally sheet listing the Divisions within the County or State and the total number of taxable and non-taxable members. County and State Boards are no longer required to cut and paste all the names into one report. That will be done at the National Level
2. Each Division must send their **\$5.00 per taxable member Per Capita and \$.50 assessment per every member** to their County Board or State Board and the State Board will then send ONE CHECK for the entire State per instructions to the National Treasurer. This will insure the correct payment of the National per capita and assessments to the National Board by March 30, 2022. Mail check payable to the LAOH Inc to National Treasurer Sandi Swift, 2901 Orton St., St. Charles, MO 63301-0337
3. **Single Division States must file their membership reports with the National Secretary by January 31, 2022, and mail the \$5.00 per taxable member taxes and \$.50 per every member to the National Treasurer by the SAME DATE. Mail check payable to the LAOH Inc to**

**National Treasurer Sandi Swift, 2901 Orton St., St. Charles, MO 63301-0337**

4. The **Division's Membership Report** has four tabs that require completion. **ALL TABS HAVE SOME TEXT IN RED. THESE ARE MARKED RED BECAUSE THEY WERE PROBLEM AREAS IN 2020. YOU ARE REQUIRED TO PROVIDE ALL REQUESTED INFORMATION.**
5. The first tab is the "Cover Sheet" and is a summary sheet and certification. The boxes are self-explanatory. **All boxes must be completed.** Please make all necessary corrections.
6. The second tab is "Div Officers" and is the standard tab listing the Division's Officers. If the position is vacant; please type VACANT and do not delete the line. The Report is not acceptable without the correct addresses, email addresses and phone numbers of all the Officers. All email addresses must be verified before completing and sending the report.
7. The third tab is "DIV Member Total" and is the place you input your changes to the numbers of members since 2020. **PLEASE NOTE THE ADDITION OF LINE NUMBERS IN COLUMN B FOR SECTIONS A, B AND C. SECTION A, 1-2-3** are for inputting increases in your membership (new members, transfers, and reinstatements). **SECTION B, 1-2-3-4** are for recording your decreases in membership (dropped, resigned, transferred, deaths). **SECTION C LINE 1** is the total membership number reported on your 2020 report and **CANNOT be changed. If there is a discrepancy, contact your State Secretary. SECTION C LINE 5 is your total membership for the Division. This number should match the number of Members listed on the Membership list. Each Division must send to the County or State Board the \$.50 assessment per this number of Members. SECTION C LINE 5 is your Division's taxable membership. Each Division must send to the County or State Board the \$5.00 per member National Per Capita Tax.** On the bottom of Tab 3, please list again your religious and National Life Members by name.
8. The fourth tab is "All Members 12-31-2021". I have copied the 2020 Membership list to this 2021 worksheet. Please review and make all necessary changes (Add or Delete members as needed, confirm email addresses and phone numbers). **Ensure that your 2021 Membership list is up to date and all information is correct on this page. Division Secretaries and Financial Secretaries, this is the official listing of every Division Member. Remember that the number of Members is determined by this list.**
9. The remaining tabs are old membership lists for your reference.
10. **BEFORE SUBMITTING THE DIVISION REPORT, REVIEW AND CONFIRM THAT ALL INFORMATION, INCLUDING EMAILS, IS CORRECTLY PROVIDED. THERE SHOULD BE NO BLANK FIELDS. THE REPORT SHOULD NOT BE SUBMITTED INCOMPLETE OR INCORRECT TO THE NEXT LEVEL. FINES WILL BE LEVIED PER National Constitution Article VIII. (See below.)**
11. County Secretaries remain required to collect the membership reports from the Divisions within her County, complete the County Membership report, and forward all the Divisions' reports, as well as the County Report, to the State Secretary. The County Secretary will complete the 2021 report and insure payment of the National Per-Capita taxes and assessments from the Divisions within the County to the State Board.
12. County Reports include 3 tabs. The first tab requires the listing of the County Officers. The second tab is the Approval page. It requests a listing of the Divisions within the County and the Divisions' number of Members and has the Certification. The third Tab is the "Data Sheet". It is the listing of the Divisions in the County with their 2021 membership numbers.
13. **BEFORE SUBMITTING THE COUNTY REPORT AND ALL DIVISION REPORTS IN THE COUNTY, REVIEW AND CONFIRM THAT ALL OF THE INFORMATION PROVIDED IS CORRECT AND COMPLETE. THERE SHOULD BE NO BLANK FIELDS. THE REPORT SHOULD NOT BE SUBMITTED INCOMPLETE OR INCORRECT TO THE NEXT LEVEL OR THEY WILL BE REJECTED AND FINES WILL BE LEVIED. PRIOR TO SUBMITTING THE REPORTS, PLEASE CONFIRM THAT ALL EMAILS ARE UPDATED AND ACCURATE TO AVOID HAVING THE REPORT REJECTED FOR CORRECTIONS. THIS WILL RESULT IN FINES AND SUSPENSIONS PER OUR National Constitution Article VIII. (See below.)**
14. State Secretaries are required to collect the membership reports from the Divisions/Counties within the State. Complete the State Membership Report. All totals on the State Membership

**Report, all Division and County Reports must match before submitting to the National Secretary electronically by March 31, 2022, to avoid fines and possible suspensions per our National Constitution Article VIII. (See below.)**

15. The State Report has 3 tabs. The first tab requires the listing of the State Officers. The second tab is the Approval page. It requests total number of Divisions and Members and has the Certification. The third Tab is the "Data Sheet". It is the listing of the Divisions in the State with their 2021 membership numbers.
16. **BEFORE SUBMITTING THE STATE REPORT, COUNTY AND DIVISION REPORTS, THE STATE SECRETARY IS TO REVIEW ALL REPORTS TO CONFIRM ALL INFORMATION IS COMPLETE AND CORRECTLY PROVIDED. THERE SHOULD BE NO BLANK FIELDS. THE REPORTS SHOULD NOT BE SUBMITTED INCOMPLETE OR INCORRECT TO THE NATIONAL LEVEL OR THEY WILL BE REJECTED AND FINES WILL BE ASSESSED TO THE STATE WITH POSSIBLE SUSPENSIONS. THE NATIONAL SECRETARY EMAILS THE REPORTS TO BE COMPLETED IN ALPHABETICAL ORDER. ENSURE THAT THE COMPLETED REPORTS ARE RETURNED IN THE ORDER THAT THEY WERE SENT. ALL OF THE REPORTS ARE TO BE RETURNED ON THE SAME DAY. REPORTS CANNOT BE REVIEWED IF ALL ARE NOT AVAILABLE. PRIOR TO SUBMITTING THE REPORTS, PLEASE CONFIRM THAT ALL EMAILS ARE UPDATED AND ACCURATE TO AVOID HAVING THE REPORT REJECTED FOR CORRECTIONS.**

#### **NATIONAL CONSTITUTION ARTICLE VIII**

##### **OFFICERS' FILING REQUIREMENTS: NATIONAL ANNUAL MEMBERSHIP REPORT:**

**Section 5. The National Secretary shall furnish through the State Secretary electronic copies of the annual membership report for each entity recognized within the State. The National Secretary will provide the previous year's December 31st total membership for each entity. The State Secretary is to furnish each entity within the State with its annual membership report. At the Division level, the report is to be completed by the Financial Secretary. At the County Board level, if any, the report is to be completed by the County Board Secretary.**

**Section 6. The Division Financial Secretary shall inform the Division Treasurer of the taxable member count and shall request the disbursement of the applicable tax payment.**

**Section 7. The membership report should include name, address, city, state, zip code, phone number, email address, year member was initiated, and if a Degreed member with the year the Degree was received.**

**Section 8. The dates for filing the annual membership reports shall be as follows:**

**A. Division Financial Secretary to County Board Secretary, if applicable, on or before January 31st.**

**B. County Secretary to State Secretary on or before February 28th.**

**C. State Secretary to National Secretary on or before March 31st.**

**D. Degree Teams are to file their annual report January 31st with their sponsored entities.**

**E. Junior Divisions are to file their annual report January 31st with their sponsored entities.**

##### **NON-COMPLIANCE WITH FILING DATES DIVISION-DEGREE TEAM-JUNIOR DIVISION**

**Section 11. The Division, Degree Team, or Junior Division shall be assessed a fine of \$25.00 for the first seven (7) days following the January 31st deadline and an additional \$25.00 fine for an additional seven (7) days. After fourteen (14) days the Division, Degree Team or Junior Division shall be suspended for not complying with mandated deadlines and the Division, Degree Team or Junior Division shall immediately cease all Hibernian business and activities.**

### **COUNTY BOARD**

**Section 12. The County Board shall be assessed a fine of \$50.00 for the first seven (7) days following the February 28th deadline and an additional \$50.00 fine for an additional seven (7) days. After fourteen (14) days the County Board shall be suspended for not complying with mandated deadlines and the County Board shall immediately cease all Hibernian business and activities.**

### **STATE BOARD**

**Section 13. The State Board shall be assessed a fine of \$100.00 for the first seven (7) days following the March 31st deadline and an additional \$100.00 fine for an additional seven (7) days. After fourteen (14) days, the State Board shall be suspended for not complying with mandated deadlines and the State Board shall immediately cease all Hibernian business and activities.**

### **REINSTATEMENT**

**Section 14. A suspended Division, Degree Team, Junior Division, County Board or State Board may be reinstated by the National President upon payment of taxes and late fees due and receipt of annual reports, no earlier than May 16th, or thirty (30) days after receipt of taxes, late fees and reports, with the understanding that once reinstated, the current year's taxes shall be charged for the entire calendar year.**