

*Ladies Ancient Order of Hibernians, Inc.*



*Official National Constitution*

*Revised 2024*

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**LADIES ANCIENT ORDER OF HIBERNIANS, INC.  
OFFICIAL CONSTITUTION**

**PREAMBLE**

It is hereby declared and decreed that the purpose of the LADIES ANCIENT ORDER OF HIBERNIANS, INC. is:

1. To promote FRIENDSHIP, UNITY AND CHRISTIAN CHARITY.
2. To foster and sustain loyalty to the Roman Catholic Church and foster and sustain loyalty to the United States of America among its members.
3. To aid and advance by all legitimate means the aspiration and endeavors of the Irish people for complete and absolute independence.
4. To foster the ideals and perpetuate the history and traditions of the Irish people and to promote Irish culture.

The Ladies Ancient Order of Hibernians, Inc. shall have exclusive jurisdiction over its own affairs. We will continue to work with our brothers of the Ancient Order of Hibernians in America, Inc in the spirit of Friendship, Unity, and Christian Charity. All State Boards, County Boards, and Division Boards of this Order shall adopt the forgoing Preamble and this Constitution.

**ARTICLE I**

**NAME**

The name of this organization shall be "Ladies Ancient Order of Hibernians, Inc." (LAOH)

**ARTICLE II**

**MISSION STATEMENT**

While practicing Friendship, Unity and Christian Charity, we will work to strengthen our Roman Catholic Faith, our Country, and our communities; and perpetuate the religion, history, culture and traditions of our Irish heritage.

**ARTICLE III**

**ORGANIZATION**

Section 1. Ladies Ancient Order of Hibernians, Inc. shall be organized by Divisions throughout the states under the provision of this Constitution. All parts of the Constitution relating to state officers and affairs shall apply to the District of Columbia.

Section 2. The Order shall be organized by National Board, State Board, County Board, if applicable, and Division Boards.

Section 3. Each State Board shall determine if it chooses to establish a County Board structure in those counties where more than one (1) Division is established. This determination must be recorded in each State's Bylaws.

**GOVERNMENT**

Section 4. The chain of command is as follows: National Convention, National Officers, State Convention, State Officers, County Convention, County Board officers, Division Officers, Members. Each is subject to the superior tribunal of officers. Each Division Board shall have control over its local affairs. Each authority shall adhere to this Constitution within their jurisdiction and accept the superior authority.

**BYLAWS:**

Section 5. Each State Board, County Board and Division Board shall have the power to adopt Bylaws for government thereof which do not conflict with this Constitution.

Section 6. State Board Bylaws shall be approved at the State Convention by the Delegates and alternates and shall be approved by the National Board President within 45 days of receipt of any changes from the State Board.

Section 7. County Board Bylaws shall be approved at the County Board Convention by the Delegates and Alternates and approved by the State Board President within 45 days of receipt of any changes from the County Board.

Section 8. Division Board Bylaws shall be approved or amended by a majority vote of the membership present at a meeting held for that purpose, and then shall be approved by the County Board President, if a County Board exists, within 45 days of receipt.

Section 9. In states without County Boards, Division Board Bylaws shall be approved by the State President within 45 days of receipt of any changes from the Division.

#### RITUAL

Section 10. In all State Board, County Board, if applicable, and Division meetings, the Ritual adopted by the National Convention of this Order and approved by the National Board President of the Ladies Ancient Order of Hibernians, Inc. shall be used and obeyed in the work of the Order.

Section 11. The Ritual shall govern procedures to be adhered to at meetings, installations, and the exemplification of the Degrees of the Order. Protocol shall be followed at all times, especially at meetings and in public places.

### **ARTICLE IV MEMBERSHIP**

#### QUALIFICATIONS FOR MEMBERSHIP

Section 1. The following are the requirements for membership:

1. Any women eighteen (18) years of older
2. Practicing Roman Catholic
3. Irish or of Irish descent through either parent, or who is legally adopted. If not Irish by descent,
  - The mother of a member of the of the LAOH, or the Ancient Order of Hibernians of America, Inc. including Junior Divisions.
  - Wife of a member of the Ancient Order of Hibernians of America, Inc.
  - A member of a Catholic religious Order.

#### APPLICATION FOR MEMBERSHIP:

Section 2. Applications must be on the form provided by the National Board or on the website ([www.ladiesaoh.com](http://www.ladiesaoh.com)). Applications shall be read by the Recording Secretary at a regular or duly organized meeting of the Division. Member's present will then vote by written ballot or voice vote. The Applicants will be declared accepted unless one-third (1/3) of the membership who vote cast ballots against her. The proposer shall certify that the applicant is a practicing Roman Catholic and worthy of membership.

#### REGULAR MEMBERSHIP:

Section 3. Divisions may accept as members, applicants who meet the qualifications for membership as stated in Section 1 and Section 2, and upon payment of the required dues. The Recording Secretary shall notify the applicant in writing, as soon as possible, of the acceptance or rejection, advising the date and location of initiation, and any dues and initiation fees applicable. Members shall be entitled to hold all offices in the Order

and to vote on all matters in accordance with the State Bylaws.

#### AT-LARGE MEMBERSHIP

Section 4. A woman who meets the requirements Section 1 but resides outside a reasonable distance (60 minutes) to a local established division of the Ladies Ancient Order of Hibernians Inc may apply for at-large membership.

Section 5. Membership at-large applications would be processed by the State's Immediate Past President. It will be her responsibility to check that all requirements for membership are met. Once per capita taxes are paid, application is processed, applicant can be initiated into the order. The State Immediate Past President can have virtual meetings with the at-large members. There is also the opportunity if available to link at-large members to established divisions in the state that offer Zoom at their meetings. Immediate Past President will arrange for said members to be included on National and State email lists, they will be provided with password to National & State websites members only page.

Section 6. Membership at-large applications from states with no established divisions shall be processed by the Immediate Past National President. The Immediate Past National President will work with the prospective applicant to ensure all Ladies Ancient Order of Hibernians Inc requirements are met. Once per capita dues and application are completed the Immediate Past National President will initiate the at-large member virtually. The Immediate Past National President will ensure the at-large members inclusion on National email list & supply them with member password for the National website. The Immediate Past National President shall preside over meetings with at-large members with all protocols, rituals, constitution, by-laws as divisions must follow.

Section 7. At-large members will have the opportunity to participate in State and National Conventions as observers. At-large members will be counted for determining overall delegates

#### RESIGNATIONS

Section 8. Members are required to give careful consideration to the weight of their actions in resigning from the Order (Division). A member in good standing must give written notice to her Division of intent to resign from the Order and shall be permitted to do so. At the time of her resignation from the Order, she forfeits any office or title at the Division Board, County Board, State Board, or National Board level of the Ladies Ancient Order of Hibernians, Inc. that she currently holds, or has held in the past. Further, based on her action of resigning from the Order, she forfeits all years of membership accrued, her degrees taken, and any and all privileges afforded members of the Order. If the member who has resigned from the Order chooses to reapply to the Order for membership, she must be treated as a new member, with no prior years of membership, without the privilege of being a Degreed member, and without any of the privileges afforded members who have transferred between Divisions.

#### TRANSFERS

Section 9. A member in good standing (i.e., having paid all past dues and assessments, is a practicing Catholic, not under suspension and currently not involved in a grievance or a pre-grievance mediation), wishing to transfer from one Division to another, must apply in writing to her Division at least five (5) days prior to her Division's meeting. To be considered a member in good standing for the purpose of transferring to another Division, the member must not owe her Division any monies or properties (i.e., books from an office held or items belonging to the Division). Upon completion of the proper transfer notice signed by the Division President and Division Financial Secretary shall entitle her to admission in the Division she wishes to join, provided she is accepted by the Division by majority vote one (1) month after her initial request. Any requests for transfer shall be null and void unless this established procedure is followed.

Section 10. A member of an existing Division wishing to become an officer in a newly organized Division may do so and will surrender her membership in the prior Division upon the installation.

## DEGREES

Section 11. The Degrees of our Order are an essential part of being a member of the Ladies Ancient Order of Hibernians, Inc. Each member, when receiving the Degrees, is shown the grand history of the Irish people and Catholic Faith, the importance of women in that history, and is sworn to a solemn obligation that is taken as Degreed members. Every member wishing to advance in the leadership of this Order, as well as every member wishing for a deeper understanding of the Order, is encouraged to take the Degrees as soon as possible after initiation, or as soon as made available. The importance of the Degrees cannot be put into words and must be experienced by each member to be fully understood.

Section 12. A County Board or Division Board wishing to establish a Degree Team shall contact the State Board Vice President, who will in turn contact the National Board Vice President for approval by the National Board. All functions and operations of the Degree Teams are organized under the auspices of the National Vice-President and are governed by the Degree Team Bylaws and Manual.

Section 13. Whenever possible, a Degree Team shall be organized in each state.

Section 14. The Degrees shall be exemplified at least once a year and at each National Convention and at State Conventions whenever possible, or as directed by the Degree Team Bylaws.

## NATIONAL LIFE MEMBERSHIP

Section 15. A citation of Life Membership may be conferred on a member of the Order who has performed OUTSTANDING AND DISTINGUISHED service to the Ladies' Ancient Order of Hibernians for at least twenty-five (25) consecutive years.

- A. Candidates for National Life Membership shall be proposed in writing stating the member's OUTSTANDING AND DISTINGUISHED service to the Ladies' Ancient Order of Hibernians, Inc. including the offices held.
- B. Proposals for National Life Membership must be approved by two-thirds (2/3) vote of their respective Division, County Boards, if applicable, and State Board in writing from each level and submitted to the National Board.
- C. Proposals for National Life Membership must be submitted by the candidate's Division Board President, with the approval of the County Board, if applicable, and forwarded to the State Board for their approval, then forwarded to the National Board.
- D. The National Board, by a simple majority (51%) vote, will award a maximum of five (5) National Life Memberships per year.
- E. No per capita tax or dues shall be required of National Life Members. National Life Membership shall be continuous as long as the member remains active on a Division roster.
- F. A certificate of National Life Membership shall be issued by the National Board within two (2) weeks of approval.
- G. National Life Membership shall automatically be conferred on all Past National Presidents.

## JUNIOR MEMBERSHIP

Section 16. To form a Junior Division, a Sponsoring Division of the Ladies Ancient Order of Hibernians, Inc. must have a minimum of five (5) female young ladies between the age or 5 and 18, of Irish ancestry and practicing Roman Catholics.

Section 17. The Sponsoring Division shall contact the State Board Vice President or the next level for further information regarding organizing a Junior Division.



Section 18. The Juniors shall obey the Laws of the Ladies Ancient Order of Hibernians, Inc. and be proud of their Irish heritage and faith.

Section 19. Every Junior Division shall function under the direct guidance and authority of the Vice President of the Sponsoring Division. The Vice President of every organized State Board and/or County Board having a Junior Division within its authority shall be obligated to comply with all regulations governing the Division Vice Presidents where Junior Divisions are formed.

Section 20. 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. 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.

Section 21. The Vice-President shall organize, advise, and facilitate all meetings and activities of the Junior Division.

#### PROTECTING GOD'S CHILDREN

Section 22. 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.

Section 23. In an effort to promote the protection of children, the Ladies Ancient Order of Hibernian, Inc. requires 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 as required by the Safe Environment Program of the member's diocese. Completion of the program will be required prior to any Members or Parents being permitted to work with children.

Section 24. The requirement to complete the Diocesan Safe Environment Program applies to all Vice-Presidents and Junior Coordinators, who have any Junior Divisions under their jurisdiction and control, as well as "Junior Parents" or others, who volunteer to work with the children. This requirement shall apply to anyone nominated, elected, inducted or appointed Vice President or Junior Coordinator, or who volunteers in any capacity.

Section 25. All members of the Ladies Ancient Order of Hibernians, Inc. are encouraged to participate and complete their local program for the protection of children, as soon as possible, irrespective of the required deadline specified above.

Section 26. A member who completes the local Diocesan Safe Environment Program should receive some form of program verification. A copy of the program verification is to be provided to the President where Junior Divisions are authorized prior to serving in a volunteer role with Junior members. Any member considering serving in the role of Vice President at any level should complete the Diocesan Safe Environment Program in her area prior to being nominated as a Vice President.

Section 27. 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. Division Boards, County Boards 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.

Section 28. 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 her criminal background to any Member of the Order.

Section 29. 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.

## **ARTICLE V DIVISIONS**

Section 1. A minimum Fifteen (15) women eligible for membership shall apply to the State Board, of the Ladies Ancient Order of Hibernians, Inc. for the organization of a Division and the application must be responded to within 60 days.

Section 2. In states not organized, the organization shall be done under the direction of the National Board President of the Ladies Ancient Order of Hibernians, Inc. or the Immediate Past National Board President. The Immediate Past National Board President will act as the National Board Organizer. Expenses shall be borne by the National Board.

Section 3. The National Secretary shall supply New Divisions with access to the National Constitution and Ritual, membership applications, and report forms for their printing. The National Secretary shall provide the application for a charter and the National Supplies Chair shall provide dues cards and a Supply form.

### **CHARTERS**

Section 4. A new Division, organized in accordance with Article V, sections 1 and 2, shall apply for a Charter through the County Board Secretary or State Board Secretary to the National Secretary. Where no County Board exists, applications must be made through the State Board Secretary to the National Secretary. All applications must be on approved forms furnished by the National Secretary, with a courtesy copy to the State Board President.

Section 5. The Charter of a new Division will remain open for ninety (90) days. In order to transfer as a member in good standing, the transferring member cannot owe her current Division any outstanding dues, fines, or assessments, and she must turn over any books and properties belonging to the Division and shall meet any other requirements noted in Article IV Section 9 (Transfers). Current members of an organized Division wishing to become members of a Division being formed may hold membership in her Division until the new Division is installed.

## **ARTICLE VI DIVISION OFFICERS, DIVISION APPOINTEES, AND DIVISION MEETINGS**

Section 1. The elected Division Officers shall be: President, Vice President, Recording Secretary, Treasurer, Financial Secretary, Irish Historian, Missions & Charities Officer, Catholic Action Officer, Mistress-at-Arms, and Sentinel with the Immediate Past President considered an officer. Division Appointees shall be determined by the Division President or as stated in the Division Bylaws.

Section 2. The term of office shall be determined according to the Division Bylaws or according to the State Board Bylaws.

Section 3. Nominations for Division Officers shall be taken annually or biennially in accordance with the Division Bylaws or the State Board Bylaws between October 1<sup>st</sup> and December 31<sup>st</sup>. The Installation of Officers shall take place wherever practical, but no later than January 31<sup>st</sup>.

Section 4. Two (2) Division Members shall be elected to serve on the Division Grievance Committee at the time of the election of Division Officers. The Division Grievance Committee Members' term shall be the same as the term of office for all other elected officers as determined in the Division Bylaws or according to the State Board Bylaws.

Section 5. Regularly scheduled Division meetings shall be held in no fewer than eight (8) months in each calendar year.

Section 6. A special meeting may be called by the Division President upon written request of five (5) members, providing that the special meeting has met the quorum requirements, and all Division members have been notified. The only business which can be discussed at a special meeting shall be that for which the meeting was called.

Section 7. The Division President may authorize the use of an electronic communication platform for a scheduled or special call meeting.

Section 8. A Division Officer, Appointee or Division Special Committee Chair may authorize the use of an electronic communication platform for a scheduled meeting.

Section 9. It is necessary to have a quorum to hold a meeting. When a sufficient number of members are present to fill all the officers' chairs, it will constitute a quorum for the transaction of business, unless otherwise provided for in the State Board, County Board, if applicable or Division Bylaws.

Section 10. The Division President shall appoint chairs of all necessary committees.

Section 11. Division Officers and Division Appointees shall submit receipts for all expenses incurred in the performance of their duties when they request reimbursement according to the Division Bylaws or State Bylaws.

Section 12. A Division elected Officer or Appointee absenting herself from a Division Meeting must submit relevant required reports during her absence to her Division President or Division Secretary.

Section 13. An unexcused absence from two (2) consecutive Division meetings shall be cause for removal from her office. The Division President shall declare the office vacant.

Section 14. In the event of removal from office by the death or resignation of the Division President, the Vice President shall fill the vacancy.

Section 15. In the event of removal from office by the death or resignation of any other officer at the Division level, the vacancy shall be filled by the majority vote of the Division. Any Division member including the current officers may seek nomination to fill the vacancy.

Section 16. Any Division member in good standing has voice and vote at a Division meeting.

## **ARTICLE VII MERGERS**

Section 1. Divisions with thirty (30) or less members may merge with an organized Division. In the interest of our motto: Friendship, Unity, and Christian Charity, the membership of two or more Divisions may elect to unite the Divisions without any loss of funds and/or properties.

Section 2. When a motion is made to merge with another Division, a special mailing must be sent to all members in good standing of both Divisions, as well as the National Board President, State Board President, and County Board President advising them that the motion to merge with another Division will be discussed at the next regularly scheduled meeting.

Section 3. Within ten (10) days after that regularly scheduled meeting, both Division Secretaries will mail ballots to all members in good standing. This mailing will include ballots and numbered return envelopes marked "Ballots". The returned envelopes will be opened and counted at each Division's next regularly scheduled meeting.

Section 4. At this point, if a motion to merge with another Division is not approved by a three-quarters (3/4) vote of both Divisions, members wishing to transfer to the other Division may do so in accordance with the procedures noted in the Transfer Section (ARTICLE IV, Section 9.) of this Constitution.

Section 5. Upon each Division's passing of the motion to merge by a three-quarters (3/4) vote of the returned ballots to both Divisions, all members, as well as the National Board President, National Board Secretary, National Board Treasurer, State Board President, and County Board President, MUST be notified in writing and the merger will be effective immediately after ninety (90) days. In addition, the member notification will include instructions on how to pursue a transfer to another Division that is not part of this merger. All transfers MUST be completed within a ninety (90) day period.

Section 6. The newly merged Division is considered a new Division and must then elect new officers. The new President shall contact the National Board Treasurer to secure a new EIN number and secure necessary documents to open new bank accounts and file updated reports. The merger of Divisions does not affect the number of years of an individual's membership in the Order. This merger does affect the number of years the Division has been in existence.

Section 7. After the 90-day period, the newly merged Division President shall apply for a new Charter from the National Board Secretary.

## **ARTICLE VIII DISBANDMENT OF DIVISION**

Section 1. When a motion is made to disband a Division, a special mailing by the United States Postal Service (USPS) must be sent to all members in good standing, as well as the National President, State Board President and County Board President, advising that the motion to disband will be discussed and voted upon at the next regularly scheduled meeting.

Section 2. Upon passing of the motion to disband, all members, as well as the National Board President, Secretary and Treasurer, State Board President, and County Board President, shall be notified in writing that the motion has been passed.

Section 3. The notice of disbandment shall include instructions on how to pursue transfer to another Division. All transfers shall be completed within this ninety (90) day period.

Section 4. When a Division disbands, all property and funds shall be forwarded to the State Board Secretary or National Board Secretary. If this Division is part of a County Board consisting of three or more Divisions, all property, funds, books, and records will be forwarded to the County Board Secretary. The Charter is to be returned to the National Board Secretary. The Division President is required to advise the National Board

President, Secretary and Treasurer and State Board President, Secretary and Treasurer; and County Board President, Secretary, and Treasurer that the Division has ceased to operate; that the bank account has been closed; and that the properties have been transferred. If this Division was a part of a County Board consisting of only two Divisions (itself and one other Division) the County Board ceases to exist within ninety (90) days.

Section 5. Before funds are disbursed, all per capita taxes, county assessments, and state assessments must be paid if the Division existed for 6 months in that year.

## **ARTICLE IX**

### **COUNTY BOARD OFFICERS, COUNTY BOARD APPOINTEES, AND COUNTY BOARD MEETINGS**

Section 1. The elected County Board Officers shall be: President, Vice President, Secretary, Treasurer, Irish Historian, Missions & Charities Officer, Catholic Action Officer, Mistress-at-Arms, and Sentinel with the Immediate Past President considered an officer of the County Board. County Board Appointees shall be determined by the County Board President or as stated in the County Board Bylaws.

Section 2. The County Board shall consist of the County Officers, the ten (10) elected officers of each Division, all Past County Board Presidents and all past and present National Board Presidents and State Board Presidents who are members in good standing of the County, or according to the County Board Bylaws.

Section 3. County Board meetings shall be held on a regular basis according to the County Bylaws.

Section 4. The County Board President may authorize the use of an electronic communication platform for a scheduled or special call meeting.

Section 5. A County Board Officer, Appointee or County Board Special Committee Chair may authorize the use of any electronic communication platform for a scheduled meeting.

Section 6. A County Board shall be organized in a state within six (6) months after a third Division is instituted within the County, if the State supports the County Board Structure. If a State has the County Board structure and a County exists as of July 2018, with only two divisions, those Counties with only two Divisions may be grandfathered to either maintain the County Board or disband the County Board until a third Division is organized in that County. The County Board will decide whether to maintain the County Board or disband the County Board until a third Division is organized in that County.

Section 7. County Board Officers and Appointees shall submit receipts for all expenses incurred in the performance of their duties when they request reimbursement according to the County Board Bylaws.

Section 8. A County Board Elected Officer or Appointee absenting herself from a County Board Meeting must submit relevant required reports during her absence to her County Board President or County Board Secretary.

Section 9. An unexcused absence from two (2) consecutive County Board meetings shall be cause for removal from her office. The County Board President shall declare the office vacant.

Section 10. In the event of removal from office by the death or resignation of the County Board President, the Vice President shall fill the vacancy.

Section 11. In the event of removal from office by the death or resignation of any other officer at the County Board level the vacancy shall be filled by a majority vote of the County Board. Any member including the current

officers may seek nomination to fill the vacancy.

Section 12. The County Board Bylaws shall determine whether or not the County Board Appointees have voice and vote at County Board Meetings.

#### DISBANDMENT OF THE COUNTY BOARD

Section 13. When a Division disbands pursuant to Article VIII, and was a member of the two Division County, the disbandment of that Division results in the disbandment of the County Board, as there will only be one Division in that County. That County Board ceases to exist ninety (90) days after the disbandment of the Division. All County assessments must be paid. Any remaining funds in the County Board Treasury will be transferred to the remaining Division. All properties, records, and books will be forwarded to the State Board Secretary. The County Board President is required to advise the National President, Secretary, and Treasurer and State Board President, Secretary and Treasurer that the County Board has ceased to operate; that the bank account has been closed; and that the properties have been transferred.

Section 14. **When one division in a two Division County** wishes to disband the County Board, that Division shall hold a vote on that motion during its Division meeting. The motion to disband the County Board must pass by a majority vote of the members present. If the motion passes, the Division President is to immediately inform in writing via email and USPS, the State Board President and Secretary, the County Board President and Secretary, and the other Division's President and Recording Secretary that a motion will be made at the next regularly scheduled County Board Meeting to disband the County Board.

Section 15. The voting for the disbandment of the County Board shall be by the County Board Officers or their duly elected alternates; the Immediate Past County Board President; the ten (10) officers of each Division or their duly elected alternates; all Past County Board Presidents; and all past and present National Board Presidents and State Board Presidents who are members in good standing of the County. The motion must pass by a majority of members present.

Section 16. If the motion to disband the County Board passes, the County Board President is to immediately inform in writing via email and USPS, the National Board President, Secretary, and Treasurer; and the State Board and County Board President, Secretary, and Treasurer that the County Board shall no longer exist in ninety (90) days.

Section 17. The disbandment of the County Board, under this Article, does not provide for any rights of representation at State Board Meetings or State Conventions unless provided for under the States' Bylaws. The State Board President will determine how the County Delegate to the National Convention will be filled.

Section 18. When a County Board ceases to affiliate with the State Board, its property, books, and records shall be forwarded to the State Board Secretary. All funds, after the payment of any assessments, are to be divided between the two Division that had previously made up the County Board. The County Board President is required to advise the National Board President, Secretary, and Treasurer and State Board President Secretary and Treasurer that the County Board has ceased to operate; that the bank account has been closed; and that the properties have been transferred.

### ARTICLE X

#### STATE BOARD OFFICERS, STATE BOARD APPOINTEES, AND STATE BOARD MEETINGS

Section 1. The elected State Board Officers shall be President, Vice President, Secretary, Treasurer, Irish Historian, Missions & Charities Officer, and Catholic Action Officer, with the Immediate Past President considered an officer of the State Board. The State Board President shall appoint a Freedom for All Ireland Chairman and all other committee appointments required

Section 2. No State Officer shall hold the same office for more than two (2) consecutive terms or four (4) consecutive years unless determined otherwise in the State Board Bylaws.

Section 3. Four (4) State Board meetings per year is advisable, but a minimum of two (2) State Board meetings per year is required.

Section 4. Each State Board is required to determine whether or not to establish County Boards in its State Board Bylaws.

Section 5. The State Board shall consist of the State Officers, the County Board President of each County within the state or her alternate, present and past National Board and State Board Presidents who are members in good standing of the state and State Board Appointees according to the State Board Bylaws. In states without County Boards, the State Board shall be defined in the State's Bylaws.

Section 6. A State shall have the option of forming a State Board once a second Division is opened within a State; however, once a third Division is formed within a State, it is mandatory that a State Board be organized in the State within six (6) months after the third Division is instituted within the State."

Section 7. The State Board shall cease to exist 90 days after one (1) Division votes to disband in a state with only two (2) Divisions.

Section 8. State Board Officers and State Board Appointees shall submit receipts for all expenses incurred in the performance of their duties when they request reimbursement according to the State Board Bylaws.

Section 9. A State Board Elected Officer or Appointee absenting herself from a State Board Meeting must submit relevant required reports during her absence to her State Board President or State Board Secretary.

Section 10. An unexcused absence from two (2) consecutive State Board meetings shall be cause for removal from her office. The State Board President shall declare the office vacant.

Section 11. In the event of removal from office by the death or resignation of the President, the Vice President shall fill the vacancy.

Section 12. In the event of removal from office by the death or resignation of any other officer at the State Board level, the vacancy shall be filled by a majority vote of the State Board.

Section 13. The State Board Bylaws shall determine whether or not the State Board Appointees have voice and vote at State Board Meetings.

Section 14. The State Board President may authorize the use of an electronic communication platform for a scheduled or special call meeting.

Section 15. A State Board Officer, Appointee, or State Board Special Committee Chair may authorize the use of an electronic communication platform for a scheduled meeting.

## **ARTICLE XI NATIONAL OFFICERS, NATIONAL APPOINTEES AND NATIONAL BOARD MEETINGS**

Section 1. There shall be elected biennially by the National Convention of the Ladies Ancient Order of Hibernians,

Inc. seven (7) officers to be known as National Board President, National Board Vice President, National Board Secretary, National Board Treasurer, National Board Irish Historian, National Board Missions & Charities Officer, and National Board Catholic Action Office, with the National Immediate Past President considered an officer of the National Board.

Section 2. The National Board shall consist of the National Board President, National Board Vice President, National Board Secretary, National Board Treasurer, National Board Irish Historian, National Board Missions & Charities Officer, National Board Catholic Action Officer, National Board Immediate Past President, all Past National Board Presidents, and the National Board Appointees.

Section 3. To be eligible to hold National Board Office, the Candidate must be a member in good standing and it is recommended that the Candidate has received the Degrees of the Order. The candidate for National Board Office is expected to be in attendance at the National Convention unless prevented by extenuating circumstances as determined by the Presiding National President.

Section 4. The tenure of office for a National Board Officer shall be one (1) term of two (2) years, or until her successor has been elected. No elected officer shall be eligible to succeed herself-or repeat any office to which she had been previously elected. An officer, who by appointment has succeeded a resigned, suspended, or deceased officer, shall not be prohibited from being elected for a full two-year term at the next National Convention.

Section 5. The National Board President of the Ladies Ancient Order of Hibernians, Inc. shall appoint the editor and publisher of the *Lady Hibernian Herald*, also serving as the Assistant Editor of *The National Hibernian Digest*, Supply Chair, and Freedom for all Ireland Chair, Immigration and Education Chair, Legal Counsel, and all other committee appointments required.

Section 6. In the event of removal from office by the death or resignation of the National Board President, the Vice President shall fill the vacancy.

Section 7. In the event of removal from office by the death or resignation of any other officer at the National level, the vacancy shall be filled by a majority vote of the National Board.

Section 8. No National Board Officer or Appointee may change a reporting form without the approval of the National Board with the exception of the contact person's name, address, telephone number, and e-mail address or when mandated by a government agency. Delegates at a National Convention may recommend changes to an approved form.

#### NATIONAL INTERIM BOARD MEETING

Section 9. The National Board shall hold one (1) Interim National Board Meeting during the odd year of the National President's term of office.

Section 10. The National Secretary shall give written 30-day notice of the Interim National Board Meeting to the elected National Board Officers, Past National Board Presidents, National Board Appointees, and all State Board Presidents.

Section 11. National Board Appointees and Past National Presidents shall have voice and a vote at the Interim National Board Meeting.

Section 12. Any member in good standing may attend the interim National Board Meetings at her own expense with no voice and vote. Current State Board Presidents, or in her absence, a State Officer in descending order,



may attend at her own expense with a voice and a vote, if registered to attend within the prescribed time limit set by the National Board President.

Section 13. The National Board President may authorize the use of an electronic communication platform for a scheduled or special called meeting.

Section 14. A National Board Officer, Appointee or national board special committee chair may authorize the use of an electronic communication platform for a scheduled meeting.

Section 15. The Constance Markievicz Award shall be presented at this meeting.

#### SPECIAL MEETING OF THE BOARD

Section 16. A special meeting may be called by the National Board President or upon the written request of five (5) members providing that the special meeting meets the quorum requirements and all board members have been notified including State Board Presidents. The only business which can be discussed at a special meeting shall be that for which the meeting was called.

Section 17. A Special Call Meeting may be held at a site determined by the National President or the National President may authorize that the Special Meeting may be held utilizing an electronic communication platform.

Section 18. Notice of a Special Meeting shall be given at least ten (10) calendar days prior to the scheduled meeting. An Agenda is to accompany the Special Meeting Notice.

Section 19. All members of the National Board shall have voice and vote at a Special Call Meeting.

Section 20. The National Secretary shall provide a copy of the minutes to the members of the National Board for review within 14 calendar days of the Special Call Meeting.

#### ALL OTHER NATIONAL BOARD MEETINGS

Section 21. The National President may call meetings of the National Board Officers, National Appointees, and Past National Presidents as she determines to be required to complete the work of the Order during the term of office. The meetings should be held via teleconferencing.

Section 22. Notice of these teleconference meetings are to be given with at least ten (10) calendar days' notice by email to the members of the National Board. An agenda should accompany the meeting notice.

Section 23. The business of the Order will be discussed and may be voted on during the meeting. The National Elected Officers and the Immediate Past National President shall have a voice and vote on all issues. The Past National Presidents shall have a voice and no vote, as they are considered mentors and have completed their terms of office. The National Appointees shall have a voice and no vote as they are performing the work of the Order and responsible to report to the membership, but were not elected by the delegates at the last convention.

Section 24. Upon acceptance of the minutes of these meetings, the National Secretary, within ten (10) days, shall send a copy of the minutes to the National Board Members and State Presidents; and ensure placement on the National Board website for review by all members.

## **ARTICLE XII CHAPLAINS, RELIGIOUS OBSERVANCES, AND NATIONAL HOLIDAYS**

## CHAPLAINS

Section 1. There shall be a Chaplain at the National Level and in each State Board, County Board, if applicable, and on the Division level. Ideally, the National Chaplain shall be a member of the Clergy. At all other levels, the Chaplain shall be a member of the clergy, a member of a Catholic religious order or lay minister. The Chaplain shall be consulted before determining anything relative to morality or religion. The National Board, State Board, County Board, and Division Presidents shall have the power of choosing their respective Chaplains.

Section 2. The Chaplain shall address any practice by the Order that is contrary to the laws of the Roman Catholic Church. In any matter of doubt or ambiguity, they shall consult the Chaplain at a higher level of the Order.

Section 3. The duties of the Chaplains shall be to exercise spiritual supervision over their respective jurisdiction and for this purpose they shall be admitted to all meetings.

## RELIGIOUS OBSERVANCES AND NATIONAL HOLIDAYS

Section 4. Every member must receive Holy Communion between Ash Wednesday and Trinity Sunday.

Section 5. A Memorial Mass for departed members of the Order shall be offered at least once a year.

Section 6. The following, shall be the Religious Observances and National Holidays of the Order and shall be celebrated in a manner to be determined by the State Board, County Board, or Division

February 1	St. Brigid's Day
March 17	St. Patrick's Day
July 4	Independence Day
August 17	Feast of Our Lady of Knock
December 8	Feast of the Immaculate Conception
December 28	Feast of the Holy Innocents

## **ARTICLE XIII DUTIES OF THE OFFICERS OF THE ORDER**

Section 1. PRESIDENTS shall:

- A. Be the Executive Officer of the Order.
- B. Call and preside at all conventions, meetings, regular and special, of the Order in their respective jurisdictions.
- C. Rule on questions of law under this Constitution.
- D. Appoint all committees, including the Audit Committee, for the good and welfare of the Order.
- E. Enforce the laws of the Order in their respective jurisdictions.
- F. Coordinate meetings and activities of the Order.
- G. Hold the officers within their jurisdiction responsible for the duties and activities entrusted to them.
- H. Immediately process and sign all official documents and papers of the Order.
- I. Confirm the transfer of all properties of all other Officers and Appointees within the time limits as specified for that individual office.
- J. Perform such other duties as are usually attached to the office of the President.
- K. Notify all State Board, County Board, and Division Presidents of the amendments to the Constitution and resolutions that were passed at convention within thirty (30) days.
- L. Assure the transfer of all monies and properties of the Order within thirty (30) days after elections at the end of her term of office.

Section 2. VICE PRESIDENTS shall:

- A. Have all the powers and perform all the duties of the President in her absence or disability.
- B. Organize Junior Divisions and promote their growth and ensure adherence to the provisions of this Constitution regarding the Protection of God's Children.
- C. Receive, review, and secure all Junior Division Annual Membership and Annual Financial Reports.
- D. Be responsible for promoting and advancing the Degree work of the Order.
- E. Receive, review and secure all Degree Team Annual Membership and Annual Financial Reports.
- F. Be responsible for the operation, promotion and advancement of the availability of the Trinity College Scholarship and the Notre Dame Scholarship at all levels.
- G. The National Board Vice President serves as Chair of the St. Brigid of Ireland Humanitarian Award and the Constance Markievicz Award.
- H. Give reports and recommendations to the membership at conventions and meetings.
- I. Assure the transfer of all monies and properties of the Order at the end of the term of her office.

Section 3. SECRETARIES shall:

1. Record, prepare, read, maintain, and issue all proceedings of their respective Board or Division meetings as follows:

NATIONAL SECRETARY:

- National Board Meeting – One (1) month.
- National Convention Proceedings – Three (3) months.
- National Life Membership Certificates – Immediately upon approval.
- Issue Charters – After the 90-day wait period following the institution of a new Division.

STATE SECRETARIES:

- State Board Meetings – one month.
- State Convention Proceeding – Three (3) months or in accordance with the State Bylaws.

COUNTY SECRETARIES:

- County Board Meetings – Minutes are to be transcribed within three (3) weeks and are to be maintained in a bound book.
- County Board Convention – Minutes are to be transcribed within six (6) weeks and are to be maintained in a bound book.

DIVISION SECRETARIES:

Division Meetings – Minutes are to be transcribed by the next regularly scheduled meeting.

(Continuation of All Secretary Duties)

2. Attend all conventions and meetings, regular and special, of their respective Board or Division.
3. Write and issue the correspondence of the Order.
4. Notify the membership of conventions and board meetings.
5. Receive, distribute, and file membership reports at their Level. Each Secretary must confirm all information provided on all reports is correct prior to filing such reports with the next level.
6. Maintain a current membership roster at all levels showing name, address, city, state, zip code, phone number, and e-mail address. This roster should also indicate the date initiated into the order, if a member has received the Degrees of the Order, and the date that the Degree was received.
7. Prepare relevant required reports for conventions and meetings. Furnish supplemental reports within thirty (30) days of convention adjournment.
8. Sign all necessary documents pertaining to the office.
9. Forward all correspondence received from higher Boards and forward them to all Boards under your jurisdiction and/or members if directed by the President

10. Transfer the properties of the Order to her successor within thirty (30) days of the term of her office.

RECORDING SECRETARIES FOR THE COUNTY AND THE DIVISION shall:

1. Notify members of elections in writing.
2. Be empowered to call a meeting in the absence of the President and Vice President and act until a chairman is appointed.

Section 4. TREASURERS shall:

- A. Be responsible for all monies of the Order and deposit in a reliable financial institution immediately upon receipt.
- B. Keep a record of all monies received and disbursed.
- C. Checks are to be signed by the Treasurer and countersigned by the President.
- D. Present a financial report of the respective jurisdiction at all meetings and when ordered to do so by the respective President.
- E. Close books no later than thirty (30) days preceding the end of her term of Office. Furnish supplemental reports within thirty (30) days at the end of her term of office.
- F. Transfer all monies and properties of the Order to her successor within thirty (30) days at the end of her term of Office.
- G. Annual Financial Reports received from the National Treasurer shall be sent to all County Board President, County Board Treasurers, Division Presidents, and Treasurers.
- H. Complete State Financial Reports received from National Treasurer by March 31 (or as indicated in Article XV).
- I. Review all Annual Financial Reports (Division and County Board) from your State. Send completed and correct Annual Financial Reports from Divisions, County Board and the State to the National Treasurer by March 31 (or as indicated in Article XV).
- J. If only one Division in the State, the Annual Financial Report is due to the National Treasurer by January 31.

Section 5. FINANCIAL SECRETARIES of the Division shall

- A. Keep an accurate record of the membership, designating date proposed, date initiated, and the date Degrees were conferred.
- B. Collect, record, and report all dues, fees, assessments, and fines to the Treasurer before the close of the meeting. Pay these monies to the Treasurer before the close of each meeting.
- C. Keep attendance records of all meetings.
- D. Record and report receipts at each meeting.
- E. Sign all transfer notices and dues cards.
- F. Notify applicants of their acceptance or denial for membership within one (1) week following the Division meeting.
- G. Notify members who are three (3) months in arrears in payment of dues, notify members who are under suspension, and notify members who are dropped from the membership roster.
- H. Submit annual itemized accounts showing receipts and monies forwarded to Treasurer.
- I. Close books no more than thirty (30) days preceding the biennial convention.
- J. Assure the transfer of all monies and properties of the Order within thirty (30) days after the end of her term of office.
- K. Complete the Annual Membership Report correctly and send to the County Board Secretary by January 31. If there is no County Board send to the State Board Secretary by January 31.

Section 6. IRISH HISTORIANS shall:

- A. Promote proper recognition of the study of Irish history in Catholic, public and private schools, home schools, colleges and all other educational institutions.

- B. Publicize the annual Irish History Writing Contest through Boards, Divisions and local press.
- C. Recommend Irish History Writing Contest subjects to the National Irish Historian.
- D. Select qualified judges with expertise in history and education to evaluate the students' submissions in the Irish History Contest at the Division, County Board and State Board levels.
- E. Recommend to State/County and Division Historians suggested topics and material for study of Irish History.
- F. Report at conventions and meetings.
- G. The National Irish Historian shall promote March as Irish Heritage Month and prepare Irish History topics for webinars/newsletters. All Irish Historians should promote March as Irish Heritage Month.
- H. The National Irish Historian shall attend National History Day to judge the Irish/Irish American award sponsored by the Ladies Ancient Order of Hibernian, Inc.
- I. Assure the transfer of all monies and properties of the Order within thirty (30) days after the end of her term of Office.

Section 7. MISSIONS AND CHARITIES OFFICER shall:

- A. Make an annual appeal to encourage greater participation in the missionary work in the Church. The Columban Fathers as the designated charity of the Ladies Ancient Order of Hibernians, Inc as we pledged to Bishop Galvin in 1935, and to the Columban Sisters in 2006 as well as other needs of the Universal Church.
- B. At the State Board, County Board, and Division levels, the membership will determine the proportion of funds collected for distribution to the Columban Fathers, Columban Sisters and Appeals for Aid fund.
- C. Receipt of all Missions & Charities funds from Division boards, County Boards and State Boards must be immediately directed to the National Board Missions & Charities Officer. The National Board Missions & Charities Officer shall immediately deposit all designated monies into an approved account at a reliable financial institution.
- D. The National Treasurer shall transfer funds only on the order of the National President.
- E. National Board Missions & Charities Officer's account's activity for each term shall be stopped two weeks (14 days) prior to the National Convention. Missions & Charities Officer shall notify the National Treasurer of the balance of the account at that time and all earmarks (i.e. Mass cards, direct donations to each charity, and all special collections).
- F. Prepare Reports for conventions and meetings.
- G. Appeals for Aid are intended to provide limited aid to charities at the National Convention. All appeals for aid requests submitted to the National Board Missions & Charities Officer 60 days prior to the Convention. The Missions & Charities & Appeals for Aid Committees shall bring these recommendations to the National Convention delegates for approval.
- H. All properties of the Missions & Charities Officers shall be transferred within thirty (30) days after elections at the end of her term of Office.

Section 8. CATHOLIC ACTION OFFICER shall:

- A. Encourage and participate in all forms of Christian Charity in the name of the Ladies Ancient Order of Hibernians, Inc., at each respective level.
- B. Ensure all correspondence pertaining to the office is sent to all respective levels.
- C. Report annually the Catholic Action activities at the respective level.
- D. Attempt to limit anything derogatory or demeaning to the Irish people or Catholic faith when reported to the National Catholic Action Officer.
- E. Provide reports for conventions and meetings.
- F. Promote and solicit donations to SOAR (Support Our Aging Religious) and provide the link for electronic SOAR Newsletters and market and promote Project St. Patrick with the membership to raise the funds needed for grants to support all religious furthering their studies.

- G. Receipt of all Catholic Action funds from Division Boards, County Boards and State Boards must be immediately directed to the National Board Catholic Action Officer. The National Board Catholic Action Officer shall immediately deposit into a bank account at a reliable financial institution per the National Treasurer. The National Catholic Action Officer shall be responsible for funds for Project St. Patrick, donations contributed to Support Our Aging Religious and other special collections designated by the National President.
- H. The National Catholic Action Officer account's activity for each term shall be stopped two weeks (14 days) prior to the National Convention. The National Catholic Action Officer shall notify the National Treasurer the balance of the account at that time and all earmarks (i.e. Project St Patrick, and other special collections designated by the National President)
- I. All properties of the Catholic Action Officer shall be transferred within thirty (30) days at the end of her office.

Section 9. MISTRESS-AT-ARMS OF THE COUNTY BOARD AND DIVISION shall:

- A. Assist the President in preserving order, escort new members to be initiated and perform duties as assigned by the President.
- B. Be responsible for the St. Brigid statue, flags, charter and other properties as designated by the President.
- C. All properties of the Mistress-At-Arms Office shall be transferred within thirty (30) days at the end of the term of her office.

Section 10. SENTINELS OF THE COUNTY BOARD AND DIVISION shall:

- A. Guard the entrance to the meeting room, verify traveling dues cards, and admit no one but members of the Order and clergy during the meeting.
- B. Do not allow members to leave the room during the meeting without the consent of the presiding officer and admit no one during the opening or closing ceremonies or during the reading of the minutes or election of officers.
- C. All properties of the Sentinel Officers shall be transferred within thirty (30) days at the end of her term of Office.

Section 11. IMMEDIATE PAST PRESIDENT

- A. The Immediate Past President shall be the Organizer at each level and shall promote the growth of the Order.
- B. Be considered an officer at each level.

**ARTICLE XIV  
DUTIES OF THE APPOINTEES OF THE ORDER**

Section 1. FREEDOM FOR ALL IRELAND (FFAI) APPOINTEE shall:

- A. Promote the education of members on the FFAI mission and program guidelines.
- B. Promote the implementation of the major "giving period" commonly referred to as the Christmas Appeal.
- C. Promote the education of members on the status between the Republic of Ireland and Northern Ireland.
- D. Provide an FFAI Report at each meeting at each respective level.
- E. Ensure that all FFAI communications from the National Board FFAI Appointee are provided to the membership at each respective level.
- I. All property of the FFAI appointee shall be transferred within thirty (30) days at the end of her appointment in the Office. National Board FFAI account's activity for each term shall be stopped two weeks (14 days) prior to the National Convention. The National FFAI appointee shall notify the

National Treasurer the balance of the account at that time and all earmarks (i.e. direct donations to each designated group, and all special collections).

## Section 2. FUNDRAISING CHAIR:

### National Board Chair:

- A. Recommend and organize fundraising endeavors.
- B. Report on Annual Fundraiser
- C. Work with the Press and Publicity Chair and the Webmaster to promote the National Annual Fundraiser via email blast, on the website and through social media.

### State Board Chair:

- A. Recommend and organize fundraising endeavors.
- B. Report on Annual Fundraiser(s)
- C. Work with the Press and Publicity Chair and the Webmaster to promote the National Annual Fundraiser and all state fundraisers via email blast, on the website and through social media.

### County Board Chair:

- A. Recommend and organize fundraising endeavors.
- B. Report on Annual Fundraiser(s)
- C. Work with the Press and Publicity Chair and the Webmaster to promote the National Annual Fundraiser, State Board fundraisers and county fundraiser via email blast, on the website and through social media.

### Division Chair:

- A. Recommend and organize fundraising endeavors
- B. Report on Annual Fundraiser(s)
- C. Work with the Press and Publicity Chair and the Webmaster to promote the National Annual Fundraiser, State Board fundraisers, County Board and Division fundraisers via email blast, on the website and through social media.

## Section 3: IMMIGRATION AND EDUCATION:

The LAOH recognizes we are a nation of immigrants and while we will support Irish immigrants, we will also support all immigrants who wish to come to the United States through all legal channels.

### National Chair:

- A. Report on changes and/or updates related to immigration.
- B. Report at all National Board meetings
- C. Hold teleconference meetings with the membership to keep all advised on current issues.

### State Board Chair:

- A. Distribute information from the National Chair to the County and Divisions
- B. Attend the meetings held by the National Chair.
- C. Research and locate local immigrations centers in the state and participate with local immigrations centers if able.

### County Board Chair:

- A. Distribute information from the National or State Chair to the Divisions
- B. Attend the meetings held by the National Chair.
- C. Research and locate local immigrations centers in the county and participate with local immigrations centers if able.

### Division Chair:

- A. Distribute information from the National, State or County Chair to the Divisions' members.
- B. Attend the meetings held by the National Chair.
- C. Research and locate local immigrations centers in the area and participate with local immigrations centers if able.

## Section 4: CATHOLIC SOCIAL JUSTICE EDUCATION:

National Chair:

- A. Provide education on catholic social justice topics
- B. Report at all National Board meetings
- C. Hold teleconference meetings with the membership to keep all advised on current issues.

State Board Chair:

- A. Distribute information from the National Chair to the County and Divisions
- B. Review and become versed on the mission statement of the National Committee and attend teleconference meetings held by the National Chair.

County Board Chair:

- A. Distribute information from the National Chair to the County and Divisions
- B. Review and become versed on the mission statement of the National Committee and attend teleconference meetings held by the National Chair.

Division Chair:

- A. Distribute information from the National, State or County Chair to the Divisions' members.
- B. Review and become versed on the mission statement of the National Committee and attend teleconference meetings held by the National Chair.

Section 5. PRESS AND PUBLICITY

National Board Chair:

- A. Publish the *Ladies Hibernian Herald*
- B. Promote the work of the Order via email blasts.

State Board Chair: Distribute information from the National Chair to the County Board and/or Divisions.

County Board Chair: Distribute information from the National Chair to the Divisions

Division Chair: Distribute information from the National Chair to the Division's members.

Section 6. VETERANS AND MILITARY AFFAIRS

National Board Chair:

- A. Report on updates or changes related to veterans and military topics.
- B. Maintain inventory of all LAOH military/veteran pins.
- C. Represent the LAOH at all applicable veteran and military affairs events approved by the National President
- D. Report at all Board Meetings
- E. Hold teleconference meetings for all members regarding topics in veterans and military affairs.

State Board Chair:

- A. Distribute information from the National Chair to the County and Divisions
- B. Review and become versed on the mission statement of the National Committee and attend teleconference meetings held by the National Chair.

County Board Chair:

- A. Distribute information from the National Chair to the County and Divisions
- b. Review and become versed on the mission statement of the National Committee and attend teleconference meetings held by the National Chair.

Division Chair:

- A. Distribute information from the National, State or County Chair to the Divisions' members.
- B. Review and become versed on the mission statement of the National Committee and attend teleconference meetings held by the National Chair.

Section 7. WEBMASTER

National Board Chair:

- A. Maintains all technical areas of the National Website.



- B. Update the website per the request of the National Officers and Appointees.
- C. Work with the National Officers and Appointees to promote the work of the order via social media
- D. Assist, to the best of their ability, the State Boards, County Boards and Divisions in starting websites.
- E. Provide links to State Boards, County Board, and Divisions' if provided.

State Board Chair:

- A. Update the website per the request of the State Officers and Appointees.
- B. Work with the State Officers and Appointees to promote the work of the order via social media
- C. Assist, to the best of their ability, the County Boards and Divisions in starting websites.
- D. Provide the State Board's link to the National Webmaster.

County Board Chair:

- A. Update the website per the request of the County Officers and Appointees.
- B. Work with the County Officers and Appointees to promote the work of the order via social media
- C. Assist, to the best of their ability, the Divisions in starting websites.
- D. Provide the County Board's link to the National and State Webmasters.

Division Chair:

- A. Update the website per the request of the Division Officers and Appointees.
- B. Work with the Division Officers and Appointees to promote the work of the order via social media
- C. Provide the Division's link to the National, County, and State Webmasters.

## **ARTICLE XV AUDITS AND REPORTS**

### **AUDIT COMMITTEE**

Section 1. The President at each level shall appoint the Chair of the Audit Committee.

Section 2. The Audit Committee shall consist of three (3) persons appointed by the Presidents. The officers or committee chair whose books are being audited shall be available in person during the audit meeting.

Section 3. The Audit Committee shall meet annually, at least 30 days prior to the preparation of the annual reports, to examine and audit the books and reports of all officers or committees having received or disbursed monies. The committee shall submit an annual written report of its audit findings at the next regular Convention, Board, or Division meeting.

Section 4. A National audit committee meeting shall be held prior to any Convention and National Board meeting.

### **OFFICERS' FILING REQUIREMENTS:**

#### **NATIONAL ANNUAL MEMBERSHIP REPORT:**

Section 5. The National Board Secretary shall furnish through the State Board Secretary electronic copies of the annual membership report for each entity recognized within the State. The National Board Secretary will provide the previous year's December 31<sup>st</sup> total membership for each entity. The State Board Secretary is to immediately 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 and other assessments.

Section 7. The membership report should include name, address, city, state, zip code, phone number, e- mail address, date member was initiated, and if a Degreed member with the date 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 31<sup>st</sup>.
- B. County Board Secretary to State Board Secretary on or before February 28<sup>th</sup>.
- C. State Board Secretary to National Board Secretary of Single Division States on or before January 31<sup>st</sup>.
- D. State Board Secretary to National Board Secretary of multiple Division States, with County Boards, on or before March 31<sup>st</sup>.
- E. In States without the County Board Structure, State Board Secretary to the National Secretary on or before February 28<sup>th</sup>.
- F. Degree Teams are to file their annual report on or before January 31<sup>st</sup> with their sponsored entities with copies to the Vice Presidents of each higher level.
- G. Junior Divisions are to file their annual report on or before January 31<sup>st</sup> with their sponsored entities with copies to the Vice Presidents of each higher level.

#### NATIONAL ANNUAL FINANCIAL REPORT:

Section 9. The National Board Treasurer shall furnish through the State Board Treasurer electronic copies of the annual financial report for each entity recognized within each state. The National Board Treasurer will provide the previous year's December 31 balance for each entity. The State Board Treasurer is to immediately furnish each entity within each state with its annual financial report to be completed by the Treasurer of each entity.

Section 10. The dates for filing the annual financial reports shall be as follows:

- A. Division Treasurer to County Board Treasurer, if applicable, on or before January 31<sup>st</sup>
- B. County Board Treasurer to State Board Treasurer on or before February 28<sup>th</sup>
- C. State Board Treasurer to National Board Treasurer of Single Division States on or before January 31<sup>st</sup>.
- D. State Board Treasurer to National Board Treasurer of multiple Division States with County Boards, on or before March 31<sup>st</sup>
- E. In States without the County Board Structure, State Board Treasurer to the National Treasurer on or before February 28<sup>th</sup>.
- F. Degree Teams are to file their annual report on or before January 31<sup>st</sup> with their sponsored entities with copies to the Vice Presidents of each higher level.
- G. Junior Divisions are to file their annual report on or before January 31<sup>st</sup> with their sponsored entities with copies to the Vice Presidents of each higher level.

#### 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 31<sup>st</sup> 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 28<sup>th</sup> 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 31<sup>st</sup> 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 Board President upon payment of taxes, assessments and late fees due and receipt of annual reports, no earlier than May 16<sup>th</sup>, or thirty (30) days after receipt of taxes, assessments late fees and reports, with the understanding that once reinstated, the current year's taxes, assessments shall be charged for the entire calendar year.

### **ARTICLE XVI PER CAPITA TAX, FEES, AND DUES**

Section 1. Each State Board, County Board, and Division shall have power to determine its own fees and dues. A member who allows her dues, fines, and assessments to remain unpaid by December 30<sup>th</sup> shall be dropped from the membership roster and no longer considered a member in good standing.

Section 2. A member dropped from the roster shall not be reinstated unless she makes application within ninety (90) days and pays all dues, fines and assessments owed to the Division.

Section 3. If a member fails to pay all dues, fines, and assessments owed to the Division, she shall be dropped from the roster of members in good standing and is no longer considered eligible for membership in the Order.

Section 4. A member suspended under the foregoing section, who fails to apply for reinstatement within the prescribed time, shall not be admitted to membership in another Division until she pays dues, fines, and assessments owed to the Division from which she was suspended.

Section 5. Failure to pay the dues, fines, and assessments to the former Division will result in the member being treated as a new member in any other Division to which she applies for membership, with no prior years of membership, without the privilege of being a Degreed member, and without any of the privileges afforded members who have transferred between Divisions.

Section 6. The National Board shall recommend the amount of the National Per Capita Tax 30 days prior to each National Convention. The amount shall be determined by a vote of the Delegates at the National Convention. The Per Capita Tax shall be effective January 1 of the next calendar year.

Section 7. The States' National Per Capita Tax shall be based on the December 31 year-end report of its taxable members. Each State shall forward its per capita tax and any designated assessments to the National Treasurer when it files the State's annual financial report.

Section 8.

- a. Religious members are exempt from all per capita tax and all assessments.
- b. All religious members should be included in the division total member count.

Section 9. No per capita tax or assessments shall be required of National Life Members.

Section 10. Life Memberships issued by the State Board, County Board or Division are subject to National per capita tax and any other National Board designated assessments.

**ARTICLE XVII**  
**EXPENSES OF NATIONAL OFFICERS**

**BUDGET AND FINANCE**

Section 1. The National Board President shall, within thirty (30) days of the beginning of her term of office, establish an Ad Hoc Committee on Budget and Finance. This committee shall include the National Board Treasurer and three other members of the Order appointed by the National Board President.

Section 2. It shall be the duty of the Budget and Finance committee to prepare an annual budget based on the anticipated annual income of the Order within the first 90 days after the National Convention.

Section 3. The committee shall also be responsible for any other financial duties assigned to it by the National Board President.

**EXPENSES**

Section 4. The operating expenses of the National Board Officers, the Past National Board Presidents, and National Board Appointees shall be paid from the National Board Treasury as the Budget outlines and the treasury allows due to its fund balance.

**ARTICLE XVIII**  
**PROCEDURES FOR NOMINATIONS AND ELECTIONS**

**Part One: Procedures for National Board Nominations and Elections**

**INITIAL MEETING OF THE ELECTION COMMITTEE**

Section 1. The Election Committee shall meet at a time and place specified by the Committee Chair that is after Nominations are taken from the floor of the Convention, and prior to the Election time as specified in the Rules of Order.

Section 2. The purpose of the Election Committee's meeting shall be for the Committee Chair to discuss the duties and responsibilities of each Committee Member and Observer and to outline the procedures to be followed in accordance with these criteria.

**NOMINATIONS**

Section 3. Prior to the acceptance of the nominations for election to office, the Presiding Officer shall read the duties of each office from the National Constitution.

Section 4. It is highly recommended that all members seeking National Office should obtain the endorsement of their Division Board, County Board, and State Boards prior to the National Convention. Notice of intent to seek National Board Office should be forwarded to: The National Board President, National Board and each State Board President sixty (60) days prior to the Opening of the National Convention.

Section 5. Nominations for National Board Office shall be taken from the floor of the Convention as the last order of business on the first full day of the Convention.

Section 6. Nominations shall be accepted in the following order: President, Vice President, Secretary, Treasurer, Historian, Missions & Charities Officer and Catholic Action Officer.

Section 7. Nominations from the floor do not require a Nominating Speech. If a Nominating Speech is made on behalf of a Candidate, the nomination and second shall be limited to three (3) minutes.

Section 8. After each nomination, the Presiding Officer shall ask the Candidate to stand before the Delegation and ask if she accepts the nomination.

Section 9. After each candidate is nominated, the Presiding Officer shall ask three (3) times, "Are there any other nominations?"

Section 10. After closing nominations for any uncontested office, the Presiding Officer shall direct the National Secretary to cast one ballot for the Nominee.

Section 11. After closing nominations for all offices, the Presiding Officer shall direct the National Secretary to prepare the ballots for all contested offices in conjunction with the Chair of the Election Committee.

Section 12. The Presiding Officer shall then inform the delegation of the time and place of the Election, pursuant to the Rules of Order.

#### ELIGIBILITY TO VOTE

Section 13. All Registered Delegates and Alternates shall be eligible to vote and must show their Credentials Card along with either a paid up Traveling Dues Card or National Life Membership Card.

Section 14. All eligible voters must be physically present to vote at the designated voting site during the designated voting time period. There shall be no Absentee Ballots.

#### QUORUM NUMBER OF VOTES NECESSARY

Section 15. For the Election of Officers at each National Convention, a quorum is necessary.

Section 16. A quorum shall be defined as at least 50% of the states where LAOH Inc Divisions are organized having at least one (1) Delegate or Alternate registered for the Convention.

Section 17. The winner of any contested National Board Office shall be the member who shall receive the highest number of valid Ballots for that particular contested office.

#### ELECTION COMMITTEE

Section 18. The Election Committee at National Conventions shall be a committee made up of Convention Delegates or Alternates appointed by the National Board President, prior to the opening of Convention

Section 19. The Committee shall be comprised of the following members:

- A. The National and/or Deputy National Chaplain, if available.
- B. The Committee Chair.
- C. Tellers – three (3).
- D. Voter Registrants – two (2) for each Delegate Sign-In Book (i.e., National Board, New York, Pennsylvania, A to M, and N to Z).
- E. Sentinels – two (2).
- F. Marshal – one (1).

Section 20. The National Board President shall solicit the name of one individual Delegate or Alternate from each State Board President to be considered for the Election Committee, and the National Board President shall consult with the Committee Chair in order to determine which Delegates or Alternates shall be appointed to this

Committee and to which position they are appointed. If insufficient names are submitted to the National Board President, then the Committee Chair and Tellers shall make recommendations to the National Board President of the names of Delegates to fill the Committee Membership.

Section 21. In order to protect the integrity of the Election Committee, no Delegate or Alternate appointed to the Election Committee may serve on the Election Committee (other than as an Observer) if she is related to any candidate for a contested office, or is a close personal friend of any candidate.

Section 22. The Election Committee shall also consist of a number of Observers, one (1) selected by each candidate running for a contested office.

Section 23. All members of the Election Committee shall be available and in the Voting Room at least 30 minutes prior to the start time of the Voting as prescribed in the Rules of Order or they will waive their right to serve on the Election Committee.

#### ELECTION COMMITTEE JOB DESCRIPTIONS

Section 24. The National Board Chaplain and/or Deputy National Board Chaplain shall be permitted to attend any/or all of the Voting Proceedings and shall offer spiritual direction for the entire Committee.

Section 25. Chair of Committee: shall oversee the entire Voting Process and shall work diligently with the National Board President and National Board Secretary on all phases of the Voting Process; shall ensure the compliance by the entire Committee with these rules; shall maintain the official Total Tally Sheet, recording the procedures followed and numerical vote counts; and shall sign said Total Tally Sheet, along with the three (3) Tellers, and initials of the Observers.

Section 26. Tellers (3): shall serve a dual purpose. Throughout the Voting Process the Tellers shall act as Monitors of the Voting Tables and the Ballot Box Stations. When Voting is completed, and the room has been sealed, the Tellers shall present the Ballot Boxes to the Chair of the Committee at the Counting Table.

Section 27. Voter Registrants: shall be assigned to process the registration of Delegates and Alternates pursuant to the number of Registration Books provided by the National Board Secretary for the purpose of voting registration; each Registration Book shall be managed by two (2) Voter Registrants, and it is recommended that one Voter Registrant have experience managing the Registration Books at a National Election and that the other voter Registrant be an apprentice or trainee; they shall check the Credentials Card and "Traveling and Dues Card" of the Delegate or Alternate: they shall ascertain that the name of the Delegate or Alternate appears in the Registration Book; they shall have the Delegate or Alternate sign the Registration Book; they shall pass out one (1) Ballot for the Election of Officers and one (1) Ballot for the Site Selection, if applicable.

Section 28. Marshal (1): shall clear Delegates and Alternates from the Voting Room immediately following the placement of the Ballot in the Ballot Box; shall ensure that no Delegate or Alternate is permitted to re-enter the Voting Room after they leave through the Exit Door. Upon the close of the Voting Room, the Marshal shall be dismissed from the room and further voting proceedings by the Chair.

Section 29. If a Delegate or Alternate invalidates her ballot prior to dropping it into the Ballot Box, she shall speak to the Chair of the Election Committee who shall take her to the Voter Registrants. The Voter Registrants shall re-issue a new ballot upon receipt of the invalidated ballot and shall clearly mark the invalidated ballot "VOID." The Voter Registrants are required to keep a record of the total number of voided and re-issued ballots and record these numbers on the Total Tally Sheets. The "VOID" Ballots shall be destroyed after the Election Results are accepted by the Convention Delegation, in the same manner as the regular election ballots. When voting is completed, the Voter Registrants: shall count the number of Delegates or Alternates eligible to vote in that Book;

shall count the number of Delegates and Alternates who signed-in that Book; and shall count the number of Ballots they passed out. All of these numbers shall be given to the Chair of the Committee, and the Voter Registrants shall remain in the Voting Room with their books until dismissed by the Chair of the Committee. The Voter Registrants shall not be involved with the counting of the Ballots or the certification of the Final Count of the Votes.

Section 30. Sentinels (2): shall monitor the Entrance Door to the Voting Room; shall check each person wishing to gain admittance to the Voting Room for valid Credentials Card (Delegate or Alternate) and paid to date Traveling Dues Card or National Life Member Card; shall be responsible for maintaining order in the Election Room; shall monitor congestion in the Voting Room by not permitting more than three (3) persons per Delegate Registration Table at any one time; and shall close the doors to the Voting Room at the conclusion of the Voting Period (as specified in the Rules of Order). Upon the close of the Voting Room, the Sentinels shall be dismissed from the room and further voting proceedings by the Chair.

Section 31. Observers, as selected by each Candidate for contested office, shall: be present during all phases of set-up, voting and tallying; shall be permitted to see each Ballot as it is reviewed and counted; shall be told the Total Tally for the office for which ~~she is~~ they are observing; and shall be required to initial the Total Tally Sheet prepared by the Chair of the Committee. The Observers shall not be permitted to handle any Ballot or delay the Voting or Counting Procedure in any way.

#### ELECTIONEERING

Section 32. No Electioneering shall be permitted within the Voting Room or within 100 feet of the entrance to the Voting Room.

Section 33. Electioneering shall include, but is not limited to the wearing of any buttons, pins, tags, hats, glasses, clothing, or the carrying of any signs, flyers, posters, pens, pencils, etc. No member of the Order shall be within the Voting Room or within 100 feet of the entrance to the Voting Room, displaying anything, verbal or non-verbal that would give the appearance that any candidate or candidates are favored over any other.

#### BALLOTS

Section 34. Any Ballot that contains any markings other than those listed above shall be disqualified. All Ballots shall be clearly marked with either: an "X" on the line or in the box next to the chosen candidate's name; a "check mark" on the line or in the ~~line~~ box next to the chosen candidate's name.

Section 35. Any Ballot where the mark or markings are unclear for a particular race shall be disqualified for that race only and shall still be viable for all other races on the same Ballot.

Section 36. Each Ballot shall be folded and placed into the opening for the respective Ballot Box by the individual Delegate or Alternate.

#### TOTAL TALLY SHEETS

Section 37. A Sample Total Tally Sheet is included in this Constitution. You may make as many copies of the Total Tally Sheet as are necessary for the number of contested offices per election.

Section 38. As explained in the following Section, the Chair of the Committee shall record all of the information required on the Total Tally Sheet, and she shall present the completed Total Tally Sheet to the Presiding Officer as part of the Election Committee Report.

#### COUNTING OF BALLOTS

Section 39. Once Voting is completed, the Voting Room has been sealed and the Sentinels and Marshal have been excused from the room, the Chair of the Committee, the three (3) Tellers and all the Observers shall gather around the Counting Table. The Voter Registrants shall remain at their tables in the Voting Room during the Counting Process, but they shall not handle the Ballots nor be part of the Counting Process.

Section 40. The Tellers shall present the Ballot Boxes they have been observing to the Chair of the Committee at the Counting Table. The Chair of the Committee shall set aside the Site Selection Ballots, if any, and shall open the Ballot Boxes and place all of the Ballots onto the Counting Table, allowing the Tellers and Observers to verify that all Ballots have been removed from the Ballot Boxes and placed on the Counting Table.

Section 41. The Chair and the Tellers shall count the number of Ballots cast and place them in stacks of fifty (50). If the total number of Ballots cast equals the total number of Delegates and Alternates that registered to vote, there shall be no need for a recount.

Section 42. If the total number of Ballots cast is higher than the total number of Registered Delegates and Alternates who signed in to vote, then the Voter Registrants shall rotate their Registration Books to another pair of Voter Registrants and recount the Total Number of registered Delegates and Alternates who signed in to vote and shall give these numbers to the Chair of the Committee. At the same time the Chair and the Tellers shall recount the Total number of Ballots cast. If the numbers fail to match for a second time, a third recount shall be conducted.

Section 43. If after a third recount, there are still more Ballots than Total number of Registered Delegates and Alternates who signed in to vote, the Chair will declare the entire Vote a Nullity. The Committee will immediately report the error to the National President and the entire Convention Delegation. The National President then must make arrangements to call for another vote prior to the close of the National Convention.

Section 44. If the total number of Ballots cast is fewer than the total number of Registered Delegates and Alternates who signed in to vote, there shall be one final recount of Voter Registrants and Ballots as outlined above. If the numbers are the same as the first count, these numbers shall be certified by the Chair, and the process of counting votes may continue. If the numbers are not the same, the recounting shall continue until such time as there are three counts that present the same numbers.

Section 45. The number of Registered Delegates and Alternates who signed in to vote, as well as, the Total number of Ballots cast shall be recorded on the Total Tally Sheet.

Section 46. Inspection of Ballots for validity and conformity with the Ballot Rules shall commence with the Chair of the Committee and the Tellers opening each Ballot individually, within the sight of an Observer and placing any questionable Ballot in a pile separate from the valid Ballots. Once all questionable Ballots are separated, the Chair of the Committee will openly review each of these questionable Ballots with the Tellers, in full view of the Observers. The Observers shall have the right to express their opinion regarding the validity of the questionable Ballots, but the decision of the Chair and Tellers shall be Final and Binding upon the Committee, and the Total Number of Valid Ballots shall be recorded on the Total Tally Sheet. The counting of the Ballots shall commence once all challenges regarding the validity of Ballots have been resolved.

Section 47. The Ballots for each contested office shall be counted a total of two (2) times as follows:

- A. The First Teller, surrounded by the Observers for that office, shall separate the Ballots into piles for each of the candidates for that particular office, and shall announce the name of the person who received the vote on each Ballot.
- B. The Second Teller, surrounded by the Observers for that office, shall count all the Ballots and place them in stacks of fifty (50), keeping all the Ballots for each individual candidate separate from the other



candidate(s). This Teller shall report a Total Number of Ballots for each candidate to the Chair of the Committee, who shall record this number on the Total Tally Sheet.

- C. The Third Teller, surrounded by the Observers for that office, shall recount all the Ballots and maintain them in stacks of fifty (50), keeping all the Ballots for each individual candidate separate from the other candidate(s). This Teller shall report a Total Number of Ballots for each candidate to the Chair of the Committee, who shall record this number on the Total Tally Sheet.

Section 48. Once both counts of the Ballots for any particular office are completed and agree with each other, the Final Total Tally Sheet entry for that office shall be made by the Chair of the Committee, and the names of the candidates, each with the total numbers of votes received, shall be recorded by the Chair of the Committee on the Total Tally Sheet.

Section 49. This process shall continue, in its entirety, for each contested office. All findings for each contested office must be reconciled before moving on to the next office or Closing the Committee.

Section 50. When the final contested office recount is completed, the Chair of the Committee shall complete the Total Tally Sheet, have the Chair and Tellers each sign the Total Tally Sheet, and have each Observer initial the contested race they were asked to observe.

Section 51. After all ballots are counted and all Tally Sheets are signed, the Chair of the Committee shall place all voided Ballots into a sealed envelope, then placed this sealed envelope along with all valid Ballots in a single Ballot Box and seal said Ballot Box with tape. The Chair of the Committee shall carry the sealed Ballot Box into the Convention meeting room. She shall not allow the sealed Ballot Box out of her sight until after the Election Committee Report is approved by the Convention Delegation.

Section 52. The members of the Election Committee, including all persons in the Voting Room during the count shall accompany the Committee Chair, along with the sealed Ballot Box immediately to the Convention meeting room. No one shall discuss the results or procedures with anyone until the Election Committee Report is given on the Convention Floor.

#### TIE VOTE

Section 53. In the event of a Tie Vote for any particular office, the Committee shall complete the entire Election Process for all offices before leaving the Voting Room. The Committee shall then return to the Convention Meeting Room where the Committee Chair shall report the Tie Vote to the entire assembled delegation.

Section 54. The Presiding Officer shall announce that each State President or her alternate shall be excused from the meeting room for fifteen (15) minutes in order to assemble their delegations for an immediate re-vote in the meeting room. At the conclusion of the 15-minute time frame to assemble each State Delegation, the doors shall be locked so that no one may enter or leave the meeting room during the re-vote process.

Section 55. The write-in vote shall commence as follows: The National Secretary shall announce, from each Board or State, the name of each individual who voted at the General Election, and only those members who voted in the General Election shall be eligible to cast ballots in the re-vote.

Section 56. An Election Committee Member shall pass out to each Board or State, the proper number of Blank Ballots.

Section 57. After all eligible Delegates and Alternates have received their Blank Ballots, the Election Committee Chair shall direct the Delegates and Alternates to clearly write the name of her selected candidate on the Ballot.

Section 58. The National Secretary shall call forward each eligible member of the National Board, followed by each eligible member of each State, to place her ballot in the Ballot Box. The two (2) sentinels from the Election Committee shall guard the Ballot Box at all times.

Section 59. When voting is completed, the Election Committee Chair and the Election Committee and the Observers for the tied office shall retire to a separate room to count the Ballots following the same procedure set forth above.

#### REPORT OF THE ELECTION COMMITTEE

Section 60. When the Election Committee re-enters the Convention, after the Election Committee has concluded its business, the Committee Chair shall signal the National President that the Election Committee is ready to give their report. As soon as there is an appropriate break in the business of the Convention, the National President shall announce that the Election Committee is prepared to make their report.

Section 61. The Election Committee Chair shall present the Total Tally Sheet and the sealed Ballot Box to the National Board President and immediately commence the reading of the Election Committee Report. The Chair of the Committee shall report the procedures followed by the Committee, any problems that arose, and any suggestions for future Election Committees.

Section 62. The Chair of the Committee shall not reveal the results of any contested office.

Section 63. When the Chair of the Committee has completed the report, she shall request that the National President announce the vote and the winners.

Section 64. The National Board President shall announce: the total number of Ballots cast; the total number of disqualified Ballots (if any); and the total number of Ballots cast for each candidate, for each contested office.

Section 65. Thereafter the Chair of the Committee shall make a motion that the Report of the Election Committee be accepted. Upon receiving a second to the motion, the National Board President shall ask for discussion on the motion.

Section 66. Any challenge to the Election Committee Report or the Results of the Election must be raised during the discussion portion on the motion to accept the Report.

Section 67. Upon the conclusion of the discussion or upon a call of the question, a vote shall be taken.

Section 68. Once the Report of the Election Committee has been moved, seconded and approved, and the names of the winners announced, the National President shall immediately declare the winners to be the new Officers of the Order, and instruct the Chair of the Committee to immediately destroy the Ballots. It is suggested that a shredder be available in the meeting room to shred or destroy the Ballots in front of all those present.

Section 69. The Original Total Tally Sheet, given to the National President, shall be made part of the Report of the Election Committee and reported in the Proceedings of the Convention.

#### **Part Two Procedures for State Board, County Board and Division Nominations and Elections**

##### NOMINATIONS

Section 1. The respective Presidents may appoint a Recruitment Committee to encourage candidates for Office.

Section 2. Prior to the acceptance of the nominations for the election to office, the Presiding Officer shall read

the duties of each office from the National Constitution.

Section 3. Nominations for State Board and County Board Office shall be taken from the floor at the respective Biennial Convention as specified by the Convention Rules of Order and the State Board or County Board Bylaws.

Section 4. To be eligible to hold a State Board or County Board Office, the Candidate must be a member in good standing pursuant to the State Board or County Board Bylaws, and ideally shall have received the Degrees of the Order.

Section 5. Nominations for Division Board Office shall be taken annually or biennially in accordance with State Board or County Board and Division Board Bylaws and shall be taken between October 1<sup>st</sup> and December 31<sup>st</sup>. The installation of Division Board Officers shall take place whenever practical, but no later than January 31<sup>st</sup> and shall include the election of two (2) permanent members of the Division Grievance Committee.

Section 6. To be eligible to hold a Division Board Office, the Candidate must be a member in good standing for a minimum of 30 days prior to the Division Election; the Candidate shall have attended at least four (4) business meetings of the Division during the calendar year, and ideally shall have received the Degrees of the Order.

Section 7. Nominations for State Board, County Board, and Division Board Offices shall be accepted in the following order: President, Vice President, Secretary, Treasurer, (Financial Secretary – Division only), Irish Historian, Missions & Charities Officer, Catholic Action Officer, Mistress-at-Arms, Sentinel and two (2) members of the Grievance Committee at the Division level and County Board level only.

Section 8. Nominations from the floor do not require a Nominating Speech. If a Nominating Speech is made on behalf of a Candidate, the nomination and the second shall be limited to three (3) minutes.

Section 9. After each nomination, the Presiding Officer shall ask the Candidate to stand before the Delegation and verify that she accepts the nomination.

Section 10. After each candidate is nominated, the Presiding Officer shall ask three times, “Are there any other nominations?”

Section 11. After closing the nominations for any uncontested office, the Presiding Officer shall direct the Secretary to cast one (1) ballot for the Nominee.

Section 12. After closing nominations for all offices, the Presiding Officer shall direct the Secretary to prepare the ballots for all contested offices.

Section 13. The Presiding Officer shall then inform the delegation of the time and place for the election. For State and County Conventions, this shall also be pursuant to the Rules of Order for the Convention.

#### ELIGIBILITY TO VOTE

Section 14. All registered Delegates and Alternates at a State or County Convention shall be eligible to vote, pursuant to the State Board or County Board Bylaws. All Division Members in good standing shall be eligible to vote, pursuant to the State Board, County Board, or Division Board Bylaws.

Section 15. All eligible voters must be physically present to vote at the designated voting site during the designated voting time period. There shall be no Absentee Ballots.

#### QUORUM NUMBER OF VOTES NECESSARY

Section 16. For the Election of Officers at each level, a quorum is necessary.

Section 17. A quorum shall be governed by the State Board, County Board, and Division Board Bylaws.

Section 18. The winner of any contested Office shall be the candidate who shall receive the highest number of valid Ballots for that particular contested Office.

#### ELECTION COMMITTEE

Section 19. The Election Committee shall be appointed by the respective State Board, County Board, or Division Board President.

Section 20. The Election Committee shall consist of the State Board, County Board, or Division Board Chaplain or Deputy Chaplain, if available; (1) Committee Chair; a minimum of (2) Tellers; and additional members as provided for in the State Board, County Board, or Division Board Bylaws (such as: Voter Registrants, Sentinels, Marshal, etc.).

Section 21. In order to protect the integrity of the Election Committee, no person appointed to the Election Committee may serve on the Election Committee if she is related to any Candidate for a contested Office or a close personal friend of any candidate.

Section 22. The Election Committee shall also consist of a number of Observers, one (1) selected by each Candidate running for a contested Office.

Section 23. All members of the Election Committee shall be present throughout the entire voting, counting, and reporting process.

#### ELECTION COMMITTEE JOB DESCRIPTIONS

Section 24. Sentinels and Marshals may be appointed by the respective President, as necessary and as outlined above.

Section 25. Voter Registrants: if used on the State Board or County Board level, shall be assigned to process the registration of Delegates and Alternates pursuant to the number of Registration Books provided by the Secretary for the purpose of voting registration; each Registration Book shall be managed by two (2) Voter Registrants, and it is recommended that one Voter Registrant have experience managing the registration books at an Election, and that the other Voter Registrant be an apprentice or trainee; they shall check the Credentials Card and Traveling and Dues Card; they shall have the Delegate or Alternate sign the Registration Book; they shall pass out one (1) Ballot for the Election of Officers and one (1) Ballot for the Site Selection, if applicable.

Section 26. If a Delegate or Alternate invalidates her ballot prior to dropping it into the Ballot Box, she shall speak to the Chair of the Election Committee who shall take her to the Voter Registrants. The Voter Registrants shall re-issue a new ballot upon receipt of the invalidated ballot and shall clearly mark the invalidated ballot "VOID". The Voter Registrants are required to keep a record of the total number of voided and re-issued ballots and record these numbers on the Total Tally Sheets. The "VOID" Ballots shall be destroyed after the Election Results are accepted by the Convention Delegation, in the same manner as the regular election ballots.

Section 27. When voting is completed, the Voter Registrants: shall count the number of Delegates or Alternates eligible to vote in that Book; shall count the number of Delegates and Alternates who signed- in that Book; and shall count the number of Ballots they passed out. All of these numbers shall be given to the Chair of the Committee, and the Voter Registrants shall remain in the Voting Room with their books until dismissed by the Chair of the Committee. The Voter Registrants shall not be involved with the counting of the Ballots or the

certification of the Final Count of the Votes.

Section 28. Tellers (2 at a minimum) shall serve a dual purpose. Throughout the Voting Process the Tellers shall act as Monitors of Voting Tables and the Ballot Box Stations. When Voting is completed and the room has been sealed, the Tellers shall present the Ballot Boxes to the Chair of the Committee at the Counting Table.

Section 29. Observers, as selected by each Candidate for a contested office, shall: be present during all phases of set-up, voting and tallying; shall be permitted to see each Ballot as it is reviewed and counted; shall be told of the Total Tally for the office for which she is observing and shall be required to initial the Total Tally Sheet prepared by the Chair of the Committee. The Observers shall not be permitted to handle any Ballot or delay the Voting or Counting Procedure in any way.

Section 30. Chair of the Committee: shall oversee the entire Voting Process and shall work diligently with the President and Secretary on all phases of the Voting Process; shall ensure the compliance by the entire Committee with these rules; shall maintain the official Total Tally Sheet, recording the procedures followed and numerical vote counts; and shall sign said total Tally Sheet, along with the Tellers, and initials of the Observers.

#### BALLOTS

Section 31. The markings for Ballots at all levels shall be in accordance with the protocol set forth above for National Elections.

#### COUNTING OF BALLOTS

Section 32. For States and large Counties, the Counting of Ballots protocol listed above for National Conventions should be followed.

Section 33. For smaller County Boards and all Division Boards, the Chair of the Committee and Tellers, in the presence of the Observers, shall review and count the Ballots in a place that is as private as possible based upon the logistics of the meeting space. Each Ballot shall be reviewed, and disqualified Ballots shall be set aside from the Ballots to be counted. Thereafter, the Chair of the Committee and Tellers, in the presence of the Observers, shall count and re-count the Ballots for each contested office until the result is confirmed a minimum of two (2) times.

Section 34. This process shall continue, in its entirety, for each contested office. All findings for each contested office must be reconciled before moving on to the next office or Closing the Committee.

Section 35. When the final contested office recount is completed, the Chair of the Committee shall complete the Total Tally Sheet, have the Chair and Tellers each sign the Total Tally Sheet, and have each Observer initial the contested race they were asked to observe. No one shall discuss the results or procedures with anyone until the Election Committee Report is given on the Convention Floor or in the meeting room.

#### TIE VOTE

Section 36. In the event of a Tie Vote for any particular office, the Committee shall complete the entire Election Process for all offices before leaving the Voting Room/Area. The Committee shall then return to the Meeting Room where the Committee Chair shall report the Tie Vote to the entire delegation assembled.

Section 37. The Presiding Officer shall call for an immediate re-vote for the contested office. At the State Board and County Board Convention, the Presiding Officer shall give County Board or Division Board Presidents or their Alternate fifteen (15) minutes in order to assemble their delegations for an immediate re-vote in the meeting room, if necessary. At the conclusion of the fifteen (15) minute time frame the doors shall be locked so that no one may enter or leave the meeting during the re-vote process. At the Division Level, the President shall call for

a re-vote for the tied office only.

#### WRITE-IN VOTE

Section 38. Only those members who voted in the "General Election" shall be eligible to cast ballots in the "re-vote."

Section 39. An Election Committee Member shall pass out Blank Ballots.

Section 40. After all eligible Delegates, Alternates, or Division Members have received their Blank Ballots, the State Board Secretary, County Board Secretary or Division Board Secretary shall direct the Delegates, Alternates or Division Members to clearly write the name of her selected candidate on the Ballot.

Section 41. The Election Committee shall collect the new Ballots.

Section 42. The Elections Committee Chair and the Election Committee and the Observers for "tied" office, shall retire to count the Ballots following the same procedure set forth above.

#### REPORT OF ELECTION COMMITTEE

Section 43. The Report of the Election Committee, at all levels, shall follow the guidelines set forth above for reporting at the National Convention.

**Balance of this page remains blank**

**TOTAL TALLY SHEET**

**Circle One:**                  National    State    Division

**Place:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Total Number of Eligible Voters:**                          \_\_\_\_\_ **Total**

**Number of Ballots Cast:**    \_\_\_\_\_ **Total**

**Number of Disqualified Ballots:**                          \_\_\_\_\_ **Total**

**Number of Uncontested Ballots:**                          \_\_\_\_\_

**Contested Office** \_\_\_\_\_

Candidate Name	1 <sup>st</sup> Count	2 <sup>nd</sup> Count	Total
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Candidates in Descending Order of Votes Received**

Names	Total Votes Received
<b>1<sup>st</sup></b> _____	_____
<b>2<sup>nd</sup></b> _____	_____
<b>3<sup>rd</sup></b> _____	_____

**AUTHORIZED SIGNATURES**

**Chaplain:** \_\_\_\_\_

**Committee Chair:** \_\_\_\_\_

**Tellers:** \_\_\_\_\_

**Observers:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**BALLOT FOR ELECTION OF OFFICERS**

**Directions:** Cast your vote by placing an "X" or a "✓" on the line in front of the name of the candidate you want to elect to the designated Office. Any other marking will be declared void. You are to vote for only one candidate for each contested Office.

**Office of** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Office of** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Office of** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Office of** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Office of** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**When you have completed your Ballot, please fold your Ballot in half and place your Ballot in the designated Ballot Box.**



## **ARTICLE XIX NATIONAL CONVENTIONS**

Section 1. The National Board Secretary shall issue the Call to Convention to all elected Board Members, to all Past National Board Presidents, who are members in good standing, to all National Board Appointees, and to all State Board Presidents and State Board Secretaries a minimum of 120 days prior to the National Convention.

Section 2. It shall be the duty of the State Board Secretary to forward the Call to Convention to all President and Secretaries of the County Board and Division Boards in her State no later than 110 days prior to the start of the National Convention.

Section 3. If a Constitutional Convention is authorized, all proposed amendments shall be forwarded to the Chair of the Constitutional Committee as set forth by the Chair of the Constitutional Committee a minimum of ninety (90) days prior to the start date of the Constitutional Convention. The National Board President shall not accept proposed amendments to the National Constitution as the Constitutional Convention takes precedence.

- A. A Constitution Convention may only be called by a majority vote of the delegates at the LAOH National Convention general session; Constitution Convention shall be convened immediately prior to the opening of the next National Convention in approximately two years.
- B. When a National Constitution Convention is called by the Delegates, the National Board President shall:
  - 1. Within 60 days of the close of the National Convention appoint Constitution Committee Chair, Secretary, Legal Advisor, and two (2) other members to serve on the committee.
  - 2. The National Board President shall also solicit each LAOH State for names of two members to serve on this Committee. Travel expenses of the state committee members shall be at the discretion of each state. The National Board shall pay for all mailing, fees related to the use of electronic communication platforms and any fees for meeting locations
  - 3. The Constitution Convention Chair shall notify the National Boards, State Boards, County Boards, and Division Boards of the timelines for submitting any proposed amendments to the National Constitution.
  - 4. Each State shall choose two members to represent their state.
  - 5. The Chair shall solicit each LAOH State for any Constitutional changes they may wish to submit.
  - 6. The Chair shall keep all LAOH States informed at regular intervals (at least every six months) of the progress of the Committee.
  - 7. The Committee Chair, National Board President and Committee Members shall determine the time and date of the any meetings which may be in person or through an electronic communication platform.

Every Delegate to the National Convention shall be considered a Delegate at the National Constitution Convention.

Section 4. The National President shall authorize all Committee Meetings to be held via electronic platform prior to the National Convention. Committees will consist of all interested members in good standing. The report of each Committee must be approved by the Delegates in the general session. Any Committee Meetings held prior to the Convention, must provide the committee report to the National President and National Secretary within 30 days before the Start of the Convention. If a Constitutional Convention is held prior to the start of the National Convention, there shall be no other Constitution Committee meeting held during the National Convention.

Section 5. Copies of any proposed resolutions, proposed changes, or proposed amendments to the Constitution or the Ritual that have been approved by the National Board, a State Convention, or a State Board shall be forwarded to the National President at least ninety (90) days prior to the opening of the National Convention. There will be no proposed resolutions, proposed changes or proposed amendments to the Ritual and/or Constitution accepted from a State unless the proposal has first been approved by a State Convention or a State Board. Copies of proposed amendments shall be sent electronically to the State Board Presidents and State Board

Secretaries at a minimum of 60 days prior to the National Convention to forward these proposed amendments to her delegates.

Section 6. Reports of the National Board Officers, Past National Board Presidents, and National Board Appointees and Committee Chairs shall be sent electronically to the State Board Presidents and State Secretaries a minimum of twenty-one (21) days prior to the opening of the National Convention. The State Board President is to forward these reports to her delegates. All reports must also be sent to all members immediately through their State Board and/or County Board, if applicable.

Section 7. National Convention sites shall be determined by the combined vote of the delegates to the National Convention of the Ancient Order of Hibernians in America Inc and the Ladies Ancient Order of Hibernians, Inc.

Section 8. The delegates to the National Convention shall be:

- A. The National Board Officers of the Order.
- B. The National Board Appointees.
- C. In each States, the seven (7) elected State Officers, or their duly elected alternates.
- D. Each State is authorized one (1) At-Large Delegate for each county in which Divisions are established. In states that adhere to the County Board Structure, the At-Large Delegate shall be the County Board President or her designated Alternate according to the State Board and County Board Bylaws.
- E. In states with one Division, this state shall be entitled to seven (7) officer delegates.
- F. In each state, the Division President or her duly elected alternate.
- G. Each state shall be entitled to one (1) At-Large Delegate for every fifty (50) members. Each state is required to specify how the At-Large delegate(s) will be chosen in their Bylaws.
- H. All Past National Board and Past State Board Presidents. Only the Immediate Past State Board President is entitled to an alternate.

Section 9. Proposed changes to Ritual shall be approved by the delegates in session at the National Convention.

Section 10. Proposed amendments to the Constitution shall be approved by the delegates in session at the duly convened National Constitutional Convention. In the absence of a duly convened National Constitutional Convention, proposed amendments shall be approved by the delegates at the duly convened National Convention.

Section 11. The National President of the Ladies Ancient Order of Hibernians, Inc. shall appoint all necessary committees for the National Convention and for this purpose, each State Board President shall submit names in writing for the various committees not less than ninety (90) days prior to the National Convention.

Section 12. The National Board President shall appoint the chair of each committee not less than 120 days prior to the National Convention.

Section 13. All delegate certification sheets shall be in the hands of the State Secretary not less than 120 days prior to the National Convention

Section 14. The State Board Secretary shall have fifteen (15) days from receipt of the delegate certification sheet to certify the number of delegates entitled from each state.

Section 15. The number of entitled delegates is closed ninety (90) days prior to the National Convention

Section 16. The State Board Secretary shall provide to the National Board Secretary a list of the names of the delegates, alternates, and observers sixty (60) days before the National Convention.

Section 17. The State Board Secretary or the State Board President shall report to the National Board Secretary to

receive her states' credential cards at the time designated by the National Board Secretary.

Section 18. No credentials or changes to credentials shall be accepted after the close of the business on the second day of the convention.

Section 19. State Boards, County Boards, or Divisions in arrears shall not be entitled to a voice or vote at the National Convention.

Section 20. A quorum is established at a National Convention when a delegate representative is present from 50% of the states where LAOH Divisions are organized.

Section 21. A meeting quorum for the National Convention is established when 50% of registered delegates are present.

Section 22. The business of the National Convention shall be conducted as dictated by the Rules of Order.

- A. Opening of the convention.
- B. Opening prayers.
- C. Reading of the convention call.
- D. First report of the Credentials Committee.
- E. Report of the Rules of Order Committee.
- F. Appointment of judges and clerks of election.
- G. Appointment of all other committees.
- H. Reading of minutes of the last National Convention.
- I. Summary reports only of the National Board Officers, Past National Board Presidents, and National Board Appointees.
- J. Financial reports of all audited committees.
- K. Nomination of officers.
- L. Reports of all other committees (Committee reports to be read as they become available).
  1. Appeals for Aid.
  2. Audit.
  3. Catholic Action.
  4. Constitution.
  5. Freedom For All Ireland.
  6. Grievance.
  7. Immigration and Education.
  8. Irish History.
  9. Juniors.
  10. Missions & Charities.
  11. Public Relations.
  12. Resolutions.
  13. Scrapbooks Junior & Adult.
  14. Supplies.
  15. Any other appointed Committees.
- M. Unfinished Business.
- N. New Business.
- O. Final Report of Credentials Committee.
- P. Election of Officers.
- Q. Installation of Officers (unless planned by Convention Committee to be part of program at the closing banquet).
- R. Copies of all convention reports shall be provided to the National Board President, as well as, to the National Board Secretary and the Convention Secretary. This process will enable the President to

- fulfill her obligation to have the amendments published within sixty (60) days.
- S. Adjournment: The convention shall not be closed until all business has been completed and all committees have completed their reports.

Section 23. National Convention Proceedings, National Constitution and National Ritual shall be made available electronically via the National website ([www.ladiesaoh.com](http://www.ladiesaoh.com)).

## **ARTICLE XX STATE BOARD CONVENTIONS**

- Section 1. The following officers shall be eligible to seats at the State Convention
- A. The elected and installed State Board Officers or their alternates.
  - B. The Immediate Past State Board President or her alternate.
  - C. Past State Board Presidents in good standing with no alternate.
  - D. Each State is to determine specific delegates if it has a County Board system.
  - E. National Board Officers and Past National Board Presidents from that State.
  - F. Officers provided for in the State Bylaws.
  - G. Division delegates or alternates as provided according to the State Bylaws.

Section 2. The State Board President shall appoint all necessary committees for the State Convention, and to this purpose the County Board and Division Presidents shall submit names in writing for the various committees not less than sixty (60) days prior to the State Convention.

## **ARTICLE XXI COUNTY BOARD CONVENTIONS**

- Section 1. The following officers shall be eligible to seats at the County Board Convention:
- A. The County Board Officers or their duly elected alternates as provided according to the County Bylaws.
  - B. The Immediate Past County Board President.
  - C. The ten (10) officers of each Division or their duly elected alternates.
  - D. Other officers as provided for in the County Board Bylaws.

Section 2. The County Board President shall appoint all necessary committees for the County Board Convention, and for that purpose the Division Presidents shall submit names in writing prior to the County Board President as defined in the State Board and County Board Bylaws.

## **ARTICLE XXII ENTERTAINMENT AND SOLICATIONS**

Section 1. No level of the Order shall hold a public entertainment or a meeting for any purpose other than the legitimate business of the Order without first obtaining permission from the President of that level.

Section 2. No member of the Order shall solicit financial assistance, sell, or send tickets on non- Hibernian related activities at any Division, County Board, State Board, or National Board meeting of the Ladies Ancient Order of Hibernians, Inc. without permission from the President.

Section 3. The names and addresses of the official membership roster of any Division , County Board, State Board, or National Board may not be used by any member of the Order, and shall not be given to a non-member for any purpose, whether political, charitable, educational, informational, promotional or otherwise, that is not directly related to the purpose of constitutional functions and operations of the Order at the National Board, State Board, County Board, or Division levels without the approval of a majority of the members of any such Division, County

Board, State Board, or National Board present at a regular meeting.

### **ARTICLE XXIII LAOH MERCHANDISE**

Section 1. All jewelry and supplies shall be ordered and purchased through the National Board Supply Chair. Forms may be downloaded from the official LAOH Website at [www.ladiesaoh.com](http://www.ladiesaoh.com).

Section 2. Supply orders shall be filled within two (2) weeks of the receipt of the order. Total payment, including postage, must accompany the supply orders.

Section 3. Commercial use of the trademarked LAOH Logo requires written permission from the National Board President.

### **ARTICLE XXIV GRIEVANCE PROCEDURE, REMOVALS, SUSPENSIONS, AND APPEALS**

#### AT STATE, COUNTY AND DIVISION LEVELS

##### INFORMAL RESOLUTION

Section 1. Prior to the filing of any formal grievance, it is required that the parties try to resolve their differences with a neutral third party, such as the Chaplain. All members are expected to live and act according to the motto of Friendship, Unity, and Christian Charity. A grievance shall not be filed lightly.

##### STATUTE OF LIMITATIONS

Section 2. The statute of limitations for filing a grievance shall be three (3) months from the time of the alleged grievance. All grievances must be signed and presented in writing to the presiding officer of the respective level to which the grievance has occurred. If the presiding officer is involved in the grievance, then the grievance must be presented to the next officer, in descending order, who is not involved in the grievance.

##### PROCEDURES

Section 3. When a grievance is brought against an officer or a member, she shall be given a proper hearing before the Grievance Committee. The Grievance Committee must meet at a time convenient to the Committee, the Accused, and the Accuser.

Section 4. The fully elected Grievance Committee (see Section 7), the Accuser, and the Accused only are to be present at the hearing. No other witnesses may be present, nor will a statement be accepted.

Section 5. The Accused shall cooperate with all directives of the Grievance Committee, even if the Accused believes that the grievance has not been properly filed. If the Accused refuses to appear or participate in the hearing, the hearing will take place in her absence.

Section 6. The proper tribunals for the hearing of members and officers shall be:

- A. For Members and Division Officers: The Grievance Committee of the Division.
- B. For County Board: The Grievance Committee of the County Board.
- C. For State Board: The Grievance Committee of the State Board.
- D. For the National Board: The National Board of the Ladies Ancient Order of Hibernians, Inc. In the event of a tie, the National Board President shall cast the deciding vote.

GRIEVANCE COMMITTEE:

Section 7. A Grievance Committee shall consist of a minimum of five (5) members. A Chairman shall be determined by the five (5) members of the Grievance Committee. The Grievance Committee shall meet within fifteen (15) days, or as soon thereafter as practical, not to exceed thirty (30) days, to resolve the grievance.

(1) For Members and Division Officers:

Two (2) committee members are to be elected at the time of the regular election and three (3) committee members are to be elected at the time of the grievance presentation.

- a. All grievances must be in written form, with a signature, and forwarded to the Division President, or the next officer in descending order, who is not involved with the grievance.
- b. The recipient of the grievance must notify the elected Grievance Committee to meet within fifteen (15) days, or as soon thereafter as practical, not to exceed thirty (30) days to resolve the grievance.
- c. If a member of the Division Grievance Committee is unable or unwilling to serve on the committee at the time the grievance shall be heard, the Division President, or the next officer in descending order, who is not involved with the grievance, shall appoint any necessary impartial alternates.

(2) For County Board Officers: The Grievance Committee of the County Board shall consist of five members elected at the County Board Convention.

- a. All grievances must be in written form, with a signature, and forwarded to the County Board President, or the next officer in descending order, who is not involved with the grievance.
- b. The recipient of the grievance must notify the elected Grievance Committee to meet within fifteen (15) days, or as soon thereafter as practical, not to exceed thirty (30) days to resolve the grievance.
- c. If a member of the County Board Grievance Committee is unable or unwilling to serve on the committee at the time the grievance shall be heard, the Division President, or the next officer in descending order, who is not involved with the grievance, shall appoint any necessary impartial alternates.

(3) For State Officers: The State Board President shall appoint five (5) impartial members to serve as members of the Grievance Committee.

- a. All grievances must be in written form, with a signature, and forwarded to the State Board President, or the next officer in descending order, who is not involved with the grievance.
- b. The recipient of the grievance must notify the elected Grievance Committee to meet within fifteen (15) days, or as soon thereafter as practical, not to exceed thirty (30) days to resolve the grievance.
- c. If a member of the State Board Grievance Committee is unable or unwilling to serve on the committee at the time the grievance shall be heard, the State Board President, or the next officer in descending order, who is not involved with the grievance, shall appoint any necessary impartial alternates.

PROCEDURES FOR HEARINGS AT DIVISION, COUNTY AND STATE LEVELS:

Section 8. The following procedures shall be followed:

- A. The Chairman will read the grievance.
- B. The Accused member will respond to the grievance.
- C. The Accuser will respond to the grievance.
- D. Discussion.
- E. The Accuser and Accused are temporarily excused from the hearing, during the Committee deliberation but must remain available until the grievance is resolved.
- F. If additional clarification is needed, the committee must recall both parties.
- G. The committee will deliberate until a resolution of the grievance is reached.
- H. The committee will recall the two parties and advise them of the decision.
- I. The Chairman of the committee will be responsible for submitting a written report signed by all committee members to the presiding officer of the respective Division or Board.

NOTE TO ALL LEVELS:

Section 9. If the Accused or the Accuser is an officer of more than one board of officers, then the grievance procedure must be commenced at the level of the alleged occurrence.

Section 10. If multiple grievances are filed by the same parties, all grievances must be heard by the same tribunal.

Section 11. If there is no active Grievance Committee at the appropriate level, a Grievance Committee must be elected at that time.

Section 12. If a member of the Grievance Committee, including the Chair is related naturally or by marriage to either the Accused or Accuser, or known personal friend, she must remove herself from the committee and be replaced in accordance with standard procedure.

IMPROPER CONDUCT AND ITS PENALTY:

Section 13. Improper conduct shall include but shall not be limited to:

- A. Violation of member's and/or officer's oath.
- B. Bringing discredit upon the Order.
- C. Improper handling or mismanagement of the funds of the Order.
- D. A member resorting to Civil Law, seeking, or receiving legal advice gratuitously or otherwise, without first having exhausted all the means of redress within the Order.

Section 14. A member, officer, or governing board violating the National Constitution or State Board, County Board, or Division Bylaws shall be tried by the respective Grievance Committee and, if found guilty, may be reprimanded, suspended or expelled. If suspended, the Grievance Committee must provide a time limit for the duration of the suspension, not greater than sixty (60) days.

Section 15. A member or officer neglecting to perform her duties in the time allotted or committing an offense which tends to bring discredit upon the Order, shall be tried by the respective Grievance Committee and, if found guilty, may be reprimanded, suspended or expelled.

Section 16. A member or officer who collects or mishandles money belonging to the Order and fails to remit it to the proper officer or financial institution within ten (10) days after receiving it, shall be tried by the respective Grievance Committee, and, if found guilty may be reprimanded, suspended, or expelled.

REMOVALS

Section 17. It shall be the duty of the National Board President, State Board President, County Board President, Division President, or next officer in descending order, who is not involved with the grievance, to impose the decision of the Grievance Committee to suspend from an office any officer under her respective jurisdiction, upon satisfactory written and signed proof, that the officer failed or neglected to perform her duties or has committed any offense which tends to bring discredit upon or injure the Order, and upon suspension to appoint an acting officer in her stead.

Section 18. It shall be the duty of the respective President, or next officer in descending order, who is not involved with the grievance, to immediately notify the suspended officer in writing of the decision of the Grievance Committee. Members are to be notified of their rights as provided in Article XXIII of the Constitution. It shall also be the duty of the respective President to also notify the respective Board of the suspended officer in writing and all superior boards within fifteen (15) days of the suspension.

## APPEALS

Section 19. Only the Accused may appeal the decision of the respective Grievance Committee. This appeal must be made in writing within ten (10) days to the Chair of the Grievance Committee. The Chairman of the Grievance Committee shall furnish the respective officers of the next level of appeal with the necessary written details to conduct a proper hearing. An appeal from the decision of the respective officers shall be made in writing to the next level. The final source of appeal from the decision of the State Board Grievance Committee shall be made in writing to the National Board President of the Ladies Ancient Order of Hibernians, Inc.

Section 20. On appeal the original written grievance, accompanied by the complete findings and resolutions of the Grievance Committee and the President's written notification, or the next officer in descending order, who is not involved with the grievance, shall be forwarded to the next level of appeal.

Section 21. All disciplinary actions will remain in effect during the appeal process.

Section 22. No new witnesses or evidence shall be presented, and no new hearing shall be held on appeal. All appeals shall be decided on the record created by the prior proceedings.

## PROCEDURE FOR NATIONAL OFFICERS

### OVERVIEW

The election of a member to a national office is one of the highest honors to be obtained in this Order. Along with the honor entrusted by the delegates at the National Convention, are the expectations that the National Officer will perform all the duties of the office and will not behave in a manner that brings discredit upon the Order. As such members are the representative of every member across this Country, they are expected to exemplify the motto of the Order and assist the President in leading the Order. Any failure by a National Officer to perform their duties has an effect upon each Division, County, and State Board and as such, must be resolved in the most efficient and timely manner possible.

### Section 1. INFORMAL RESOLUTION

Prior to the filing of any formal grievance, it is required that the parties try to resolve their differences with a neutral third party, such as the National Chaplain. All members of the National Board are expected to live and act according to the motto of Friendship, Unity, and Christian Charity, especially to their fellow National Board sisters. A grievance should not be filed lightly, as it can affect the operation of the National Board and impact each Division and each member of this Order.

### Section 2. GROUNDS FOR THE FILING OF A GRIEVANCE AT THE NATIONAL BOARD LEVEL

The following shall be the grounds for filing a grievance against a National Officer under this Constitution.

1. The National Officer neglected to perform the duties of their office in the time frame allotted.
2. The National Officer committed an offense which tends to bring discredit upon the Order.
3. The National Officer improperly handled or mismanaged funds or property of the Order.
4. The National Officer failed to remit money belonging to the Order to the proper officer or financial institution within ten (10) calendar days after receiving it.
5. The National Officer failed to follow a legitimate direction of the National President in the time frame noted.

### Section 3. STATUTE OF LIMITATIONS

The statute of limitations for filing a grievance shall be three months from the discovery of the alleged offense.

### Section 4. PROCEDURES

- A. If a National Officer is aware that another National Officer has failed or is failing to perform the duties of their office or the duties of their past national office, or has committed an offense listed under Section 2, they are to immediately advise in writing [United States Postal Service ("USPS") certified mail – return receipt



requested and via electronic mail] the National President and the National Officer they are accusing of such misconduct.

- B. Within five (5) days of receipt of the electronic mail (email) advising of the accusation of misconduct, the National President is to contact via telephone and electronic mail, the accused to have a clear understanding of the circumstances surrounding the accusation. If the accused does not reply to the National President within a five (5) day time period, the National President will commence with scheduling the "Informal Resolution" listed in Section 1; and will contact the State President of the National Officer to ascertain information regarding the National Officer's status (i.e., if they are well, having a family difficulty, etc.) without disclosing any accusations.
- C. If it is the National President that becomes aware by her own observations of a National Officer's violation under Section 2, she is to immediately telephone and communicate via electronic mail, with the National Officer to discuss her observations and concerns regarding the officer's performance. If the National Officer does not respond within five (5) days or does not comply with the duties of her office or commits any of the offense listed under Section 2, the National President shall commence the "Informal Resolution" listed in Section 1, by issuing a written notification to the National Officer of her observations and the time Informal Resolution. At this point, the Immediate Past National President ("IPNP") will preside over the remaining steps of the grievance with the National President assuming the role of accuser. As such, the remaining steps, although noted as National President, will be performed by the IPNP if the process is initiated by the observations of the National President.
- D. After the five (5) days waiting period for a response from the accused, or after the discussion with the accused that has not resulted in the resolution of the issues raised, the National President is to schedule an Informal Resolution Session with the National Chaplain (or a neutral third party), the accused, and the accuser to occur within ten (10) days. This Informal Resolution Session can be conducted over the telephone, via a conference call, or face-to-face meeting, if practical. If the accused fails to participate in the Informal Resolution Session, the National President will proceed to the next step in the Grievance Procedure. If a resolution is obtained, the National President will confirm the resolution and agreement of the parties in writing that will be given to the accused, the National Secretary, and the National Chaplain or presider of the Informal Resolutions Session. If the accused is not in agreement with the written report of the session, the accused is required to place her objections in writing served upon the same parties within ten (10) calendar days of receipt of the written resolution; after which the National President will proceed to the next step of the grievance procedure.
- E. After the Informal Resolution Session and the parties have not been able to come to an agreement, or the accused failed to participate in the outlined process, the National President shall immediately advise the National Officers and Past National Presidents that a grievance has commenced against a National Officer which could not be resolved through the Informal Resolutions Process. Within five (5) days, the National President is to mail (electronically and via the USPS) copies of all written grievance paperwork and correspondence between the parties. Also, the National President is to advise the National Board of the time and date of National Grievance Hearing to be conducted within 30 days with teleconferencing allowable.
- F. At the Hearing, the National President shall read the grievance. The accuser will be afforded opportunity to speak for seven minutes regarding the grievance. After the accuser has spoken, the accused will be afforded seven minutes to respond to the charges. After this period, both the accused and accuser are excused from the room or disconnected from the conference call (but must remain available for additional information if needed). The remaining National Officers and Past National Presidents will begin deliberating. No opinion statements from any other parties shall be accepted into evidence. Only and accused and accuser can address the hearing. The Committee must deliberate until a resolution of the grievance is reached by a simple majority, with the National President voting only in the event of a tie. The resolution may result in a reprimand or removal from office. After the decision is reached, the accused and accuser will be recalled and advised of the decision. The National President will be responsible for submitting a written report to the National Officers and Past National President participating in the hearing and to the accused and accuser. The National President shall impose the decision of the hearing and shall advise the accused of her right to appeal under this article, if applicable.

- G. If the decision of the Board is to remove the accused from office, the removal shall be effective on the eleventh (11<sup>th</sup>) day after the filing of the decision of the National Officers and Past National Presidents. The accused is to surrender all monies and property of the Order to the National President immediately, if no appeal is filed. If the accused files a timely written appeal, the decision of the Board is to be held in abeyance pending the determination of the National Grievance Appeal Board.

#### APPEAL FOR NATIONAL OFFICER

##### National Grievance Appeal Board

Section 5. In order to afford an accused National Officer the basic right to an appeal by an impartial board, each State shall be required to produce at the start of the National Convention, the name of one member that may be called upon to sit on a National Grievance Appeal Board with a twenty (20) day notice, with the expenses paid by the National Board. Each state shall determine how this member will be chosen.

Section 6. The Immediate Past National President shall be the Coordinator of the National Grievance Appeal Board.

Section 7. The Coordinator will be responsible for insuring updated information on the members submitted by the States in case a National Grievance Appeal Board must be convened. The members presented for this committee must be able to participate with 20 days' notice and must confirm that they will not discuss the pending appeal and any information regarding the grievance with any member not on the appeal board.

Section 8. Only the accused National Officer can file an appeal to the National Grievance Appeal Board. Also, an appeal can only be filed if the decision of the grievance hearing was the removal from office. Written reprimands are not grounds for an appeal.

##### Section 9. Appeal Process

- A. If the accused National Officer is found guilty of an offense resulting in her removal from office and requests an appeal of the decision, she must file a written appeal of the decision within ten (10) calendar days upon the National President and the Coordinator of the National Grievance Appeal Board. Such appeal must be sent via electronic mail and USPS certified mail-return receipt requested to ensure timely notification. The appeal must clearly delineate all issues and concerns the accused wishes to have considered by the National Grievance Appeal Board. No additional witnesses or evidence can be filed for consideration at the appeal level.
- B. The record presented to the National Grievance Appeal Board will consist of all written information presented to the National Officers and Past National President at the time of the hearing, along with the decision of the hearing, and a copy of the appeal.
- C. Upon the filing of the appeal, the Coordinator shall immediately:
- (1) From the list of members received at the National Convention, remove the names of the members of the states which the accused, accuser, and National President are members. From the remaining states, the Coordinator shall randomly remove the names of five (5) members and immediately advise them of the pending National Grievance Appeal Board hearing.
  - (2) Schedule a National Grievance Appeal Board hearing to be commenced utilizing electronic platform. Such meeting shall commence within twenty (20) days of the notification of the appeal. The Coordinator shall arrange all meetings.
  - (3) With at least a twenty (20) days notice, advise the selected National Grievance Appeal Board of the scheduled appeal board meeting and provide each member with a complete package of documents including solely the information presented at the hearing, the decision of the National Officers and Past National President; and a copy of the appeal.

- D. The members of the National Grievance Appeal Board should elect their own Presiding officer and Secretary. The members will deliberate for no longer than the forty-eight (48) hours and shall render their decision before concluding their meeting.
- E. The Presider shall notify the Coordinator via telephone of the decision of the appeal board. The secretary of the Appeal Board shall file a written decision of the National Grievance Appeal Board with the National President, Coordinator, National Secretary, and the Accused within five (5) days of the conclusion of the appeal board meeting. The decision is to be served upon the parties by electronic mail and USPS certified mail-return receipt requested. The decision of the National Grievance Appeal Board is final in all accounts.
- F. If the National Grievance Appeal Board affirms the removal of the accused from office, the removal is effective five (5) calendar days after the filing of the appeal board’s decision upon the parties (i.e., date postmarked or sent via e-mail, whichever is later). The accused is considered removed from office on the sixth day and must immediately surrender all monies and properties of the office to the National President.
- G. If the appeal board reduces the decision to reprimand, such reprimand is to be composed by the National Grievance Appeal Board and filed with the parties listed above by electronic mail and USPS certified mail-return receipt requested.
- H. If the grievance is ruled “unfounded” by the National Grievance Appeal Board, all notices and references to the grievance are to be removed from the records of the National Board; and any expenses incurred by the accused are to be reimbursed by the National Board.

## **ARTICLE XXV**

### **ST. BRIGID OF IRELAND HUMANITARIAN AWARD**

#### **PURPOSE**

Section 1. The prestigious St. Brigid of Ireland Humanitarian award will be bestowed biennially at the National convention to a member of the Ladies Ancient Order of Hibernians, Inc in recognition of extraordinary acts of humanitarianism. The St. Brigid of Ireland Humanitarian Award embodies the significant difference that the members of the Ladies Ancient Order of Hibernians, Inc make in the lives of others, their community, and church furthering our motto of Friendship, Unity, and Christian Charity.

#### **ELIGIBILITY**

Section 2. The nominee must be a member in good standing of the Ladies Ancient Order of Hibernians, Inc.. The nominee’s contribution to the community must be of a humanitarian or civic nature. The nominee must demonstrate qualities of compassion, kindness, understanding, and respect for all human beings promoting Catholic Action and the Hibernian Spirit.

#### **NOMINATION PROCESS**

Section 3. The nomination process requires the following completed documents:

- A. Completed nomination form that bears the State Boards President’s signature.
- B. A letter of support from the State Board that summarizes how the nominee meets the standards of eligibility. Every effort should be made to submit only at (1) application per State.
- C. The deadline for the submission of the nomination form is April 15.

#### **SELECTION COMMITTEE PROCESS**

Section 4. The selection process shall be as follows:

- A. The National Board Vice President shall serve as the Chairman of the Selection Committee.
- B. Voting members of the Selection Committee shall be as follows: National Board Officers, Past National Board Presidents, and State Board Presidents.
- C. The Nomination materials shall be mailed in February to recognize St. Brigid’s Feast Day.
- D. The Nomination materials and ballots shall be forwarded to voting members of the committee no later than May 1<sup>st</sup>.

- E. The Chairman of the Selection Committee shall appoint a neutral Election Judge.
- F. The Selection Committee Chairman shall first notify the National Board President of the St. Brigid of Ireland Humanitarian Award recipient followed by the State Board President of the recipient and then the recipient herself. A press release will be forwarded to the Assistant Editor of *The National Hibernian Digest* and the Editor and Publisher of the *Lady Hibernian Herald* and any other appropriate wire services announcing the winner of the St. Brigid of Ireland Humanitarian Award.
- G. All other nominees are to receive a letter commending them on their nomination and encouraging them to continue their service that exemplifies our motto.
- H. The St Brigid of Ireland Humanitarian award shall be presented to the recipient at the AOH/LAOH National Convention. The recipient is requested to be present; however, attendance is not mandatory.
- I. The Award recipient shall be reimbursed for two room and travel expenses incurred if she is able to attend the AOH/LAOH National Convention to receive her award.

#### VOTING PROCESS

Section 5. The Chairman of the Selection Committee shall mail to Ladies Ancient Order of Hibernians, Inc. National Board Officers, Past National Board Presidents, and State Board Presidents the following documents:

- A. A copy of the completed nomination form signed by the nominee's State Board President
- B. A copy of the nominee's letter of support sent forward by her State Board.
- C. A ballot that requires that each voting member to vote for three (3) nominees as follows:
  - i. First Choice = 6 points.
  - ii. Second Choice = 3 points.
  - iii. Third Choice = 2 points.

Section 6. Voting may be done by submitting a paper ballot or by submitting an email ballot.

Section 7. Only ballots that are submitted with a First Choice, a Second Choice, and Third Choice will be considered valid ballots to be counted.

Section 8. The election will be completed on or before May 31st.

Section 9. The nominee with the highest number of points will be declared the St. Brigid of Ireland Humanitarian Award recipient.

### **ARTICLE XXVI FREEDOM FOR ALL IRELAND PROGRAM**

#### MISSION STATEMENT

Section 1. Through the Freedom For All Ireland Program (FFAI), the Ladies Ancient Order of Hibernians, Inc will provide financial aid to charities and agencies that encourage cross-community cooperation, economic development, social change, cross-border collaborations, Irish history and language education, nationalist infrastructure maintenance and construction efforts, and Irish unification initiatives based on peace and justice for all throughout Ireland.

#### APPOINTMENTS

Section 2. The Freedom For All Ireland Chairman appointed by the Ladies Ancient Order of Hibernians, Inc National President shall work to promote the mission statement of the FFAI Program throughout the Organization.

Section 3. The Ladies Ancient Order of Hibernians, Inc National Board Appointee will be responsible for the following:

- A. Building the annual calendar for the Freedom For All Ireland Program which indicates the timeline for giving, offering applications, evaluating applications, recommending the disbursement of funds.
- B. Creating and disseminating applications to potential eligible groups and/or agencies.
- C. Evaluating potential recipients who meet specified eligibility criteria.
- D. Recommending eligible charities or agencies for a financial grant.
- E. Participating with the National President in determining the allocation of funds to qualified applicants.
- F. Sharing in creating and disseminating marketing materials to be used within the organization to encourage membership giving.

Section 4. A Freedom For All Ireland Appointee shall be appointed by the respective President of each level within the Ladies Ancient Order of Hibernians, Inc organization.

**SUPPORT GUIDELINES**

Section 5. The Freedom For All Ireland Program shall endeavor to support groups that:

- A. Support ex-prisoner groups to improve their social and economic welfare.
- B. Support groups, programs, and initiatives that strive for truth, justice and closure for victims and surviving families of violence and murder.
- C. Support programs and groups that help build bridges between communities that have been separated for decades.
- D. Support local community groups in seeking donations to further assist in meeting their needs within their community.
- E. Support programming to provide the opportunity to learn and maintain the Irish language.
- F. Support and sustain the History of the Irish Republic.
- G. Support the full implementation of all parameters of the Good Friday Agreement.

**ARTICLE XXVII  
CONFLICT OF INTEREST**

Section 1. If a member of the National Board, State Board, County Board, or Division has a personal and or financial interest in a matter brought before the National Board, State Board, County Board or Division, the member shall fully disclose her interest, withdraw from the discussion, and abstain from any vote on the matter.

Section 2. The action recommended on business matter brought forward after a conflict of interest has been expressed shall only be considered by the remaining members of the National Board, State Board, County Board, or Division Board.

Section 3. The minutes of the meeting shall state the disclosure, the vote, abstentions, and rational for the action taken.

**ARTICLE XXVIII  
CONSTITUTIONAL AMENDMENTS**

Section 1. This National Constitution may be amended at National Constitutional Convention by a two-thirds (2/3) standing vote of the delegates in session at a duly convened Constitutional Convention. All approved amendments shall become part of the National Constitution at the time the National Board President affixes her signature.

Section 2. This National Constitution may be amended at a National Convention, if no duly convened National Constitutional Convention has been scheduled, by a two-thirds (2/3) standing vote of the delegates in session at

a duly convened National Convention. All approved amendments shall become part of the National Constitution at the time the National Board President affixes her signature.

Section 3. Changes to the National Constitution as approved at the most recent National Constitutional Convention or National Convention shall be updated within thirty (30) days following that convention and shall be made available on the National LAOH Website at [www.ladiesaoh.com](http://www.ladiesaoh.com).

**ARTICLE XXIX  
CONSTITUTION AND PARLIAMENTARY PROCEDURE**

Section 1. This Constitution shall serve as the document that defines the organization and governance of the Ladies Ancient Order of Hibernians, Inc.

Section 2. Robert's Rules of Order – Newly Revised shall govern the method of parliamentary procedure in the absence of National Constitution provisions.

Section 3. In the event of a conflict between the National Constitution and Robert's Rule of Order – Newly Resided, the National Constitution shall prevail.

Section 4. All National Board, State Board, County Board and Division Bylaws shall be in harmony with this Constitution.

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**SIGNATURE PAGE**

This National Constitution of the Ladies Ancient Order of Hibernians, Inc was amended at the duly convened National Convention held on August 7 through 10, 2024 in Orlando, FL by a two-thirds (2/3) standing vote of the delegates in session.

All approved amendments shall become part of the National Constitution at the time the National Board President affixes her signature.

In accordance with ARTICLE XXV, Section 2, I, LAOH National Board President Marilyn Madigan, affix my signature to this amended National Constitution.

Sincerely in Friendship, Unity, and Christian

*Marilyn Madigan* \_\_\_\_\_

Marilyn Madigan

Date August 15, 2024

National President 2022-2024

Ladies Ancient Order of Hibernians, Inc.

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## GLOSSARY

Appeals for Aid Fund: A designated fund category to which any recognized Ladies Ancient Order of Hibernians, Inc entity, member, or other donor may contribute by forwarding its donation to the National Board Missions & Charities Officer to be deposited for use in disbursing funds for Appeals for Aid. All monies contributed to this Appeals for Aid Fund shall be distributed in full at each National Convention.

Charter: A prescribed form issued by the National Board of the Ladies Ancient Order of Hibernians, Inc noting the formation of a Division.

Days: All days referred to in this Constitution are calendar days and not business days.

Degrees: The Degrees of the Order explain our history, traditions, and faith and are performed by a sanctioned Degree Team.

Duties: The duties of each office of this Order are delineated in this Constitution and also include other assignments and responsibilities at the request of the President.

Expenses: Expenses related to the performance of the duties of the office of the Order that are accompanied by receipts to confirm the expenditures.

Good Standing: A member in good standing is a member that is currently a practicing Roman Catholic; owes her Division Board, State Board, County Board, or National Board no dues, fines, assessments, property, materials, or books; is currently not under a pre-grievance mediation; and not an accused in a grievance on any level of the Order.

Life Membership: An honor given to a sister Hibernian that has shown OUTSTANDING AND DISTINGUISHED service to the Ladies' Ancient Order of Hibernians, Inc.

Minutes: The recording of the meetings of the Order including but not limited to: date and time of call to order, roll call, officers' and committee reports, motions and votes taken, report of old and new business, nomination and election of officers, acceptance of prior meeting minutes, and time of adjournment.

Outstanding and Distinguished: The term used to describe the service performed by a candidate for Life Membership. This member's service is above and beyond that of the other members of the Division. The Division has been changed and improved based on the work of this member. Also, the member must have fostered the principles of this Order and lives her life in the spirit of Friendship, Unity and Christian Charity.

Quorum: A quorum is the number of votes necessary to transact business. A quorum shall be governed by each State Board, County Board, and Division's By-Laws.

Resignation: Members are required to give careful consideration to the weight of their actions in resigning from the Order (Division). A member in good standing must give a written notice to her Division of her intent to resign from the Order and shall be permitted to do so. At the time of her resignation from the Order, she forfeits any office or title at the Division Board, County Board, State Board, or National Board of the Ladies Ancient Order of Hibernians, Inc. that she currently holds or has held in the past. Further, based on her action of resigning from the Order, she forfeits all years of membership accrued, her Degrees taken, and any and all privileges afforded members of the Order. If the member who has resigned from the Order chooses to reapply to the Order for membership, she must be treated as a new member, with no prior years of membership, without the privilege of being a degreed member, and without any the privileges afforded members who have transferred between Divisions.



Ritual: An official publication of Order, obtained from the National Board Supply Chair that delineates the procedures, prayers, call to order, initiation of approved members, installations, other important information for the operation of the Order, and the prayers for deceased members.

Suspended Member: In this Order, a member may be suspended as a result of a grievance and under that circumstance, the suspension cannot be in excess of sixty (60) days. Also, a member may be suspended for failure to pay her dues in accordance with this Constitution. If within ninety (90) days a member repays her Division any outstanding dues, she may be reinstated. If the suspended member fails to pay all outstanding (unpaid) dues within that time and wishes to be reinstated, she must enter as a new member without any prior years of membership or titles held.

Transfer Member: A member in good standing that, by following the prescribed steps delineated in Article V, Section 9, transfers her membership from one Division to another Division.

END OF DOCUMENT

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