



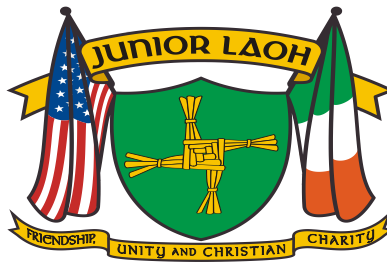
Ladies Ancient Order of Hibernians, Inc.

JUNIOR DIVISION

GENERAL INFORMATION BOOKLET

Revised July 2024

Orlando, FL National Convention



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THE LADIES ANCIENT ORDER OF HIBERNIANS, INC. JUNIOR DIVISION CONSTITUTION AND BY-LAWS

MOTTO: Friendship, Unity and Christian Charity

PREAMBLE:

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

ARTICLE I

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

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

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

ARTICLE II

Section 1 – Any Roman Catholic girl between the ages of 5 and 18, Irish by birth, descent, or adoption, with the consent of parent or guardian, shall be eligible for membership.

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

Section 3 – An initiation fee and/or dues shall be at the discretion of the LAOH, Inc. Division Vice-President or Junior Coordinator.

ARTICLE III

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

ARTICLE IV

Section 1- The officers shall be as follows. All asterisk (*) offices are mandatory.

*President	*Irish Historian
*Vice-President	Mistress-at-arms
*Recording Secretary	Sentinel
*Treasurer	Missions & Charities Officer
Financial Secretary	Catholic Action Officer



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

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

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

ARTICLE V

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

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

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

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

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

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

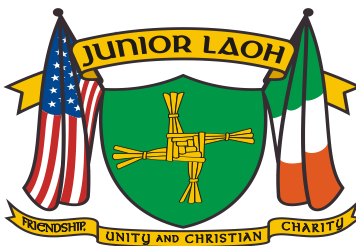
IRISH HISTORIAN – The Irish Historian shall read a selection of Irish or Irish-American history or some topic related to Irish culture and Irish traditions. She shall encourage participation in the National LAOH, Inc. Irish History Contest.

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

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

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

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



ARTICLE VI

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

ARTICLE VII

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

ARTICLE VIII

Members shall not discuss the business of the meeting with anyone who is not a member, other than her parents or guardian.

ARTICLE IX

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

ARTICLE X

Section 1 - There shall be NO National per capita tax for Junior Divisions.

Section 2 – The updated Annual Junior Membership report, removing the Junior’s home address, shall be forwarded by the National Vice President to the Division Vice President/Junior Division Coordinator for completion. The Division Vice President shall forward the completed report to the next highest level of the LAOH Inc. The State Vice President will forward annual membership report to the National Vice President. The Annual Membership Report shall include a Protecting God’s Children Certification Log Sheet which must be signed by the Division President and Vice President.

Section 3 - The Annual Junior Financial Report should be forwarded from the Division Vice President / Junior Division Coordinator to the Division Treasurer to be filed with the Divisions year-end Financial Report to the next highest level of the LAOH, Inc. The state treasurer shall forward the Financial Report to the National Treasurer.

ARTICLE XI

An audit of the Juniors’ records shall be conducted annually prior to submitting Annual Reports to the State/County Treasurer by January 30th.



LADIES ANCIENT ORDER OF HIBERNIANS, INC. JUNIOR DIVISION RITUAL

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

Election and installation of officers shall be taken up under the heading of New Business. No member shall leave or enter during opening or closing prayer, reading of the minutes, or initiation. Silence must be observed during the meeting.

OPENING

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

Vice President: "Friendship, Unity and Christian Charity"

President: "Irish Historian, what is the purpose of our organization?"

Irish Historian: "The members of the Junior Divisions to the Ladies Ancient Order of Hibernians, Inc. shall strive to promote a love for Irish history, literature, music, and Irish culture and traditions. All members shall show loyalty and respect for the Roman Catholic faith, the United States of America, families, and each other."

President: "We shall now ask God to bless the work of this meeting."

All: (Stand)

President: "Saint Brigid, Patroness of our Order obtain for us the grace to faithfully perform our duties, so that our work will reflect positively upon ourselves and those around us."

All: Say the Our Father.

Say the Hail Mary.

Say the Glory Be to the Father.

Say the Pledge of Allegiance.



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

ORDER OF BUSINESS MEETING

1. Roll call and reading of minutes
2. Reading of applications for memberships
3. Initiation and welcome to new members
4. Reading of communications, bills, and receipts
5. Officer Reports
6. Reports of committees, sick members, etc.
7. Unfinished Business
8. New Business, election or installation of officers
9. Payment of initiation fees and dues, if applicable
10. Reading of Irish or Irish American history or poetry
11. Financial Secretary’s report on money collected at meeting.

CLOSING

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

All: “Blessed Saint Brigid help us to remember our duty to carry out the Friendship, Unity, and Christian Charity of this organization. Let us always present our heritage, faith and culture positively to all who we come in contact within our day.

President: (Give one rap of the gavel) “Members, this meeting stands adjourned until_____.” “Be careful not to talk of the business of our Order with anyone who is not a member, other than your parents or guardian. Members, good afternoon (or good evening.)



INITIATION OF MEMBERS

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

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

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

President: "I now declare you members of the Junior Ladies Ancient Order of Hibernians, Inc. Officers and members of Junior Division _____, I take pleasure in introducing to you our new members. Extend to them a kind greeting. Let us hope they will remain faithful to their obligation and be worthy members of this Division."



INSTALLATION OF JUNIOR OFFICERS

The Vice President or the Junior Coordinator of the sponsoring Division, or someone deputized by her, shall be the Installing Officer. The Installing Officer shall appoint a Marshall and Mistress-at-Arms to assist her.

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

(If adult members are present:)

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

Installing Officer: "The Marshall and Mistress-at Arms will place the following officers in the form of a cross on the floor as I read their names: President, Vice President, Recording Secretary, Treasurer, Financial Secretary, Irish Historian, Missions & Charities Officer, Catholic Action Officer, Mistress-at Arms, and Sentinel.

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

Installing Officer: "Officers, in the figure of the cross, you stand, faithful children of the true Church of which the Cross is the emblem. As the Cross is the sign of our Faith, I ask you by this Emblem to take the following obligation."

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

Installing Officer: "Officers repeat aloud after me this obligation. I (state your name), do hereby promise to obey my superior officers, and all the laws of the Order. I promise to deliver to my successors all the money and property of the Division, and that I will perform the duties of my office to the best of my ability. I Promise that I will do my best to attend regularly all meetings of our Division. I will assist the Coordinator in every way and do all in my power to make our Division grow and prosper."



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

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

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

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

Installing Officer: “Officers please stand.”

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

It is noticed that the Junior Division shall operate by the rules of the Ladies Ancient Order of Hibernians, Inc. and that the Junior Officers shall fulfill the job duties listed in this handbook.



Junior Blessing
(recommended to be prayed at Installation)

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

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

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

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

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

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

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

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

Written by: Adrienne Reiser Simcic
President LAOH Division 3
Allegheny County Pennsylvania



Ladies Ancient Order of Hibernians, Inc. Application for Junior Division Membership

Junior Division

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

Name: _____ Birth Date: _____

Address: _____

Phone Number: _____ Email Address: _____

Parent/Guardian Name, and Relationship: _____

Parent/Guardian Phone No and Email: _____

Is your Father/Guardian a member? YES or NO If you circled YES, what Division: _____

Is your Mother/Guardian a member? YES or NO If you circled YES, what Division: _____

Are you Irish by Birth/Descent or Adoption? _____ If Descent, what relationship? _____

What Roman Catholic Parish are you from? _____

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

Parent/Guardian Signature: _____ Date: _____

Applicant Signature: _____ Date: _____



Ladies Ancient Order of Hibernians, Inc. Junior Division Charter Membership List

State of _____

Division Name and Number _____

Name	Age	Parent/Guardian Name

Date: _____



**Ladies Ancient Order of Hibernians, Inc.
Junior Division - Application for Charter**

Please print or type all the information.

Date Organized _____

Sponsoring Division _____ **Meeting Place** _____

State of _____

National President _____ **State President** _____

National VP _____ **State VP** _____

National Sec _____ **State Sec** _____

National Treas _____ **State Treas** _____

County of _____ **County VP** _____

Junior Coordinator _____ **Email** _____

Junior Division Name and Number _____

Installed by _____ **Date Installed** _____

Junior Officers:

President _____

Vice President _____

Recording Secretary _____

Financial Secretary _____

Treasurer _____

Irish Historian _____

Missions and Charities _____

Catholic Action _____

Mistress at Arms _____

Sentinel _____

Mail Charter to: _____ **Charter Size** ____ **8.5 x 11**

_____ ____ **11 x 14**

_____ ____ **Other** _____



LAOH JUNIORS and PROTECTING GOD'S CHILDREN

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

Protecting God's Children

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

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

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

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

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



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

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

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

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



Vote for Your LAOH Candidate for Junior Hibernian of the Year

Selection Process

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

All ballots must be returned to the National Vice President thirty (30) days prior to the National Convention.

The National Vice President will choose three (3) impartial judges. The winner will be announced at the National Convention.

Qualifications

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

Award

- ❖ \$1500 to Junior Hibernian of the Year, transportation costs, one night hotel and dinner for the Junior Hibernian and one parent.
- ❖ \$500 to the Division of the Junior Hibernian of the Year

The award amount is to increase as the award for the Irish History Contest increases for the 1st prize, Level 2.



Junior Hibernian of the Year Official Ballot to be used by Junior Girls

State _____

I wish to vote for _____ as the Junior Hibernian of the Year.

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

Please return to the National Vice President by thirty (30) days prior to the National Convention



Junior Hibernian Nomination

20_____ to 20_____

State _____ County _____ Division _____

Name _____ Years in Junior Division _____

School Attending _____ Grade _____

Offices Held _____

Accomplishments _____

Junior Coordinator Signature _____ Date _____

Mailing Address _____

Street Number

Street Name

City

State

Zip

Phone _____

Area Code

Number

Email _____



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

Lillian E. Fay Scholarship

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

The stipulations are as follows:

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

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

University of Notre Dame Scholarship

The AOH and LAOH, Inc. also sponsor a scholarship fund at the University of Notre Dame. Members of the AOH or LAOH Inc., or the children of AOH or LAOH Inc., members are eligible to apply for a scholarship award from the Hibernian Scholarship Fund. Application is made directly to the financial aid office at the University. More information regarding this grant can be obtained from the Notre Dame Financial Aid Office.

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



IRISH HISTORY CONTEST

The purpose of the annual contest is to promote Irish History. It is held in every state that has an established LAOH, Inc. Division. There are two levels, Level 2 grades 9-12 and Level 1 grades 6-8. The topics are chosen at each National Convention for the following two years.

The National prizes are as follows:

	Grades 9 through 12	Grades 6 through 8
First Place	\$1,500	\$1,000
Second Place	\$1,000	\$ 500
Third Place	\$ 750	\$ 250

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

Judging criteria includes:

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



Junior Scrapbook Contest Guidelines

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

The Scrapbook must be presented to the Junior Scrapbook Committee at the National Convention for judging. The Scrapbook Chair should be notified of your entry 30 days prior to the National Convention.

1st Prize	\$200
2nd Prize	\$150
3rd Prize	\$100



LAOH Junior Scrapbook Rubric

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