



Organizer Committee Meeting

2026 National Convention



Agenda

- Opening Prayer
- Update on National Members at Large
- Status of State Membership at Large
- Discussion on How to Respond to Applications received on the web from the AOH
- Status of New Divisions in the States
- Closing Prayer



Membership Requirements

- Membership at Large Information can be found in the 2024-2026 National Constitution 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.



Membership at Large

- **AT-LARGE MEMBERSHIP**
- Section 4. A woman who meets the requirements in 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 and application is processed, the 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.

National Membership at Large

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



Update on National Members at Large

Membership at-large applications from states with no established divisions shall be processed by the Immediate Past National President.

Have processed 5 National Members at Large from the following States

Alabama

Arizona

Idaho

Kansas

Minnesota

Also had interest from Canada and Ireland

Unfortunately, we lost 3 States during the last 2 years: Iowa, Minnesota and Wisconsin. Reached out to all offering a Membership at Large option.

Example of letter sent to All Members of the Iowa Division listed on the 2025 Year End Membership Report on the next slide.

Dear Sisters,

The National Board of the Ladies Ancient Order of Hibernians is disappointed to learn that your Division has decided to disband. We recognize the dedication and commitment you have shown to the Order. We sincerely valued your involvement in the LAOH and hope there is a way to have some presence in the State of Iowa.

We respectfully invite you to remain as members of the Ladies Ancient Order of Hibernians by transferring your membership to the status of Member at Large. This option allows you to remain connected to the mission, traditions, and sisterhood of the LAOH while continuing to support the work of the Order. Dues for National Members at Large are \$10 per year payable to the Ladies Ancient Order of Hibernians c/o Marilyn Madigan 4375 West 182 Cleveland, Ohio 44135

Your service and loyalty are appreciated, and we hope you will choose to remain an active part of the LAOH community.

Yours in Friendship, Unity and Christian Charity

Marilyn Madigan

laohnationalorganizer@gmail.com

216-470-3773



Status of State Membership at Large

Success of Florida

Discussion



Discussion on How to Respond to Applications received on the web from the AOH

If the Application is from a State that we have Divisions, I forward the application to the State's Organizer/Immediate Past President to enlist their assistance to find the closest Division.

If the Application is from a State that we have no Divisions, I reach out to the individual to offer National Membership at Large.

The AOH has a process that they send the Application directly to one of their Divisions based on the Postal Zip Code.

How can we improve the LAOH Process?



Status of New Divisions in the States

We have new Divisions in North Carolina and South Carolina

Congratulations to those 2 States for growing our Order



Process for Starting New Divisions

The Organizer should read and become familiar with the entire Constitution and Ritual of our Order.

Please make sure you have a current Constitution and Ritual.

They are available on our national website- WWW.LADIESAOH.COM.

Do the preliminary work, the Organizer should have a meeting with the potential new division organizer and then with the potential new members.

Explain what the LAOH is all about. Stress we are not a social group, we are an Order, a Sisterhood. Be positive about the LAOH.

Organizer should discuss why they want to be Hibernians?

Where did they hear about the LAOH?

Have they been a member of the LAOH in the past?

This will give the Organizer some sense of who the new people are and how much assistance they will need in the future.

A person who has been in the LAOH in the past may have to be brought up to date on our current rules and procedures.



Process for Starting New Divisions

All new members must fill out an application in advance, so the organizer may review beforehand to make sure everyone has filled it out completely and all are eligible for membership. [A minimum of fifteen (15) women, of which at least ten (10) who are not currently members of the Order, may form a new Division.] After the division is organized any member from another division with approval from the new division may transfer into the new division. The transferred member must file a Transfer of Membership form. (see Constitution for details).

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Permission to Start a New Division Form must be filled out. This is the formal request to organize a division. This form will include all the names and contact info of the ladies requesting to form a new LAOH Division. This form must be kept in the new division's records and the ruling bodies records and filed with the higher levels as needed.

Verify if the new division has a meeting place; review how many meetings are expected. See Constitution. New Divisions shall be notified of how to access the www.ladiesaoh.com to obtain Constitution and Ritual, Statues and Flags and Dues Cards



Process for Starting New Divisions

The Organizer must have adequate time (4-6 hours) to sit and talk with the members of the new division to explain how a division is run. This may even require several meetings.

Reassure them we are there to assist after division is opened. Each new member should have a copy of Constitution and Ritual. They may be downloaded from the website.

Before the official opening of the division the Organizer should review each office's position and their duties; when elections of officers are held there should be at least one member who is willing to run for each office. Read the duties of each office. Reassure them we are here to assist after division is opened.

There should be an agreed upon place and time to hold the first meeting. All new members should be notified. This is a private meeting for the members of the new division as well as any current LAOH members.

A public ceremony may be held after this meeting. This is encouraged so family and friends may see the beautiful swearing in ceremony of the LAOH. Encourage the new division to take photographs and publicize the new division, this is a good way to advertise there is a new LAOH division, what we are all about, as well as encourage new members to join our ranks. The Installation of a New Division is located in the Ritual and should be conducted by the State Organizer or State President.



Process for Starting New Divisions

The division number will be determined by the LAOH ruling body.

The division may select a name, ex. St. Brigid, Our Lady of Knock etc.; this should be discussed in advance of opening the division, so it may formally be read into the division's minutes. This name shall be approved by the ruling LAOH body.

This name will also be included on the Charter.

The Organizer will give the Membership Oath (swearing in) to all the new members, this officially opens the new division. See LAOH Ritual under "Institution of A New Division".

These ladies are now members of the Ladies Ancient Order of Hibernians, Inc.

After the division is officially organized (new members are all sworn in) there must be an official nomination and election of Officers. The organizer shall officiate at this election.

Someone must take minutes for the official record of the newly organization division. These minutes may be taken by a newly installed member or by a member of the organizing team.

These officers will be listed on the Charter. This will also show the proper election procedure to be followed for future division elections.



Process for Starting New Divisions

Form is on the Organizer's Page or can be obtained from the National Secretary

Ladies Ancient Order of Hibernians, Inc. APPLICATION FOR PERMISSION TO FORM A NEW
DIVISION DATE _____ TO: _____ LAOH NATIONAL BOARD; _____ STATE BOARD;
_____ COUNTY BOARD (if applicable)

We, the undersigned hereby petition that we may be permitted, pursuant to the provisions of the National Constitution of the Ladies Ancient Order of Hibernians, Inc. and the By-Laws of the named State and County Boards, to organize as a local Division of the Ladies Ancient Order of Hibernians, Inc. and hereby pray that on approval of this application a charter application may be issued incorporating the under signed as a local Division subject to the National Constitution, State and County By-Laws, and the rules and regulations of the above stated superior boards, now in effect or the hereafter may be adopted. Each of the undersigned represents and affirms that she is a practicing Roman Catholic; and of Irish birth or decent or a wife of a member of the Ancient Order of Hibernians in America, Inc (per National Constitution of the Ladies Ancient Order of Hibernians, Inc.). NAME ADDRESS CITY/ST/ZIP Tel #) _____ EMAIL _____

APPROVED BY: (Please circle one) COUNTY / STATE / NATIONAL BOARD _____
DATE President / Organizer County/State Address / City/ST/Zip Tel# Email Approving
Officer please forward One copy to each Recording Secy: National, State, County (if
applicable) If necessary please attach additional signature sheets. Revised 2016



Process for Starting New Divisions

A request for Charter (filed after division is organized and elections are held) needs to be requested from the National Secretary.

Explain the importance of their Charter (See Ritual Book).

The Charter is held open for ninety days; which means that any woman joining this division in its first 90 days will be considered a 'Charter Member'. This is a great honor and you will always be listed in your division's founding history.

It is advisable for the organizer to compile a list of all the members using the same format as our yearend report; this way they will know the format to keep records. this way when the yearend reports are due they will already have most of the work completed.

The Organizer will notify the higher ruling bodies of the organization of a new division with a list of newly elected officers and membership. The Organizer should remain as Mentor for the New Division and the Division Officers to review and teach the new officers about their duties, deadlines, reports etc. The Organizer should periodically check in with the new division just to see how they are doing.



Process for Starting New Divisions

Items to Discuss with new Divisions

Explain to new President appointments: Explain each appointment and their duties. These are not elected positions, Chaplain, FFAI, Immigration & Legislation, Public Relations, Webmaster, Fundraiser, Good & Welfare, Membership

Regularly scheduled meetings: Each Division is required to have regularly scheduled meetings, a specific night, time so all members know in advance what night they should be at their meeting.

Explain how to set up and open a proper meeting (statue, flags): Prayers in Ritual.

Second Meeting: Organizer and Officers (when available) of the ruling body should attend the second meeting of the new division to show the new officers how to set-up and run a proper meeting.

Explain what “Robert’s Rules of Order” is: Briefly explain about making motions, seconds, discussion, and voting.

they will be an asset for our Order.



Process for Starting New Divisions

Explain the importance of keeping Division records, especially Minutes: Each Division must file various office reports and will need to refer to these records. These records will serve as a reminder of what occurred and what was voted upon at a meeting in case there is a need to verify a motion in the past or simply just a reminder of how something was done in the past. These records will also serve as a history of your Division.

Explain the significance of the colors of each level of our Order: Blue is Division, Green is County, White is State, Gold is National.
Explain officer medallions.

Explain LAOH Supplies, Jewelry, Clothing, Sashes: Provide forms of the order and explain how to order these items from the LAOH.

Banner: Explain the significance of having a division banner with your LAOH Div.#, Name, and logo. -
Explain the use of our LAOH Logo, the do's and don'ts.

Email: Encourage the new division to set-up a Division email address to be used for division business. Each officer should be encouraged to establish an email address to be used for LAOH business. Members and officers should always be discouraged from using their work email addresses. Email names should be simple and business like, they should try to use LAOH in the name



Process for Starting New Divisions

Chain of Command:

Explain the Chain of Command of our Order for all Divisions. Division Officers, Division President, County Board, State Board, National Board, National Constitution.

A Division member or officer seeking information should always go to their next higher ruling body. They should first read the National Constitution and any State or County Bylaws then go to their next ruling body for any questions or advise they may need.

Contact Information:

Give the new division contact information on all the higher ruling bodies of the LAOH. Give them the various websites to go to for additional information.



Process for Starting New Divisions

Once your division is organized, the Organizer will notify the National Treasurer of your existence. The National Treasurer will contact the IRS to obtain the EIN# for the Division. This can only be done AFTER your division is organized -IRS: any correspondence received from the IRS should be directed to the National Treasurer. If action is necessary or correspondence with the IRS is necessary, the National Treasurer is the ONLY person permitted to contact the IRS.

Bank account:

In order to open a bank account, you will need a EIN# from the IRS; you are NEVER to contact the IRS. All IRS business is taken care of by our National Treasurer only
Contact the National Treasurer to obtain the form Procedure for Applying for a New Bank Account

May be opened in your official name "Ladies Ancient Order of Hibernians, Inc. Division#, County, State;
ex. Ladies Ancient Order of Hibernians, Inc., Division Six, Kings County, NY.

For corporate and business reasons, you use your legal name for all official business ex. Banking, IRS documents. -.



Thank you for attending and participating
in the

Organizer Committee Meeting
2026 National Convention