Ladies Ancient Order of Hibernians, Inc.



Standard Operating Policies and Procedures (SOPP)

Standardized July 2026

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Statement of Purpose

This Standard Operating Policies and Procedures (SOPP) ensures compliance with, and the consistent application of, the Constitution of the Ladies Ancient Order of Hibernians, Inc (LAOH). The SOPP:

- provides the process for every member of the Order to complete the tasks necessary for the operation of the Order;
- is utilized as a training resource;
- and shall be referenced at all levels and applied accordingly.

Amendments to this Document

All proposed changes to the LAOH SOPP shall be presented by the Division or County President to the corresponding State President. The State President will place the proposed change on the agenda at the next bi-monthly State Presidents' meeting. The State Presidents shall determine if the proposed amendment is deemed an urgent request by a two-thirds (2/3) standing vote or held for the upcoming National Convention.

STANDARD AMENDMENTS:

Should the State Presidents deem the proposed change as non-urgent, the request shall be forwarded to the Chair of the National Constitution Committee a minimum of ninety (90) calendar days prior to the start date of the National Convention. The LAOH SOPP may be amended at a National Convention by a two-thirds (2/3) standing vote of the delegates in session. All approved amendments shall become part of the LAOH SOPP at the time the National President affixes her signature.

URGENT AMENDMENT:

If the proposed change has been deemed as urgent by the State Presidents, the State Presidents shall request a meeting with the National Officers to be held within two (2) weeks of deeming the proposed change as urgent. The LAOH SOPP may be amended at an emergency meeting of the National Officers and no less than two-thirds (2/3) of the State Presidents present (or a State Officer designated by the State President who is unavailable or who is also a National Officer). The proposed amendment requires a two-thirds (2/3) standing vote. Electronic meetings are acceptable. All approved amendments shall be ratified at the next National Convention by 2/3 standing vote of the delegates in session and become a part of the LAOH SOPP at the time the National President affixes her signature. All approved amendments shall become part of the LAOH SOPP at the time the National President affixes her signature.

Approved changes shall be updated in the SOPP within thirty (30) calendar days from the approval date and made available on the National LAOH website.

The SOPP is divided into several chapters to assist members locate the information and requirements she needs to:

- perform the duties of her office
- have an understanding of the different levels of the Order
- have the knowledge of the committees and awards of the Order
- run Divisions and Boards within the Order

CHAPTER ONE: DIVISIONS

I. Starting a Division

Section 1. A minimum of fifteen (15) women eligible for membership shall apply to the State Board, of the LAOH for the organization of a Division and the application must be responded to within 60 calendar days.

Section 2. In states not organized, the organization shall be done under the direction of the National President of the LAOH, or the Immediate Past National President.

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.

II. Obtaining a Charter from the National Board (Authorization to Become a Division)

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

Section 2. The Charter of a new Division will remain open for ninety (90) calendar days. During this ninety (90) calendar day period, a member of an existing Division may transfer her membership to the Division being formed if (a) she is in good standing, (b) does not owe her current Division any outstanding dues, fines, or assessments, (c) she must turn over any books and properties belonging to the Division, and (d) shall meet any other requirements noted in Article IV Sections 10 (Transfers) of the LAOH Constitution.

III. Division Officers

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.

- Mistress at Arms and Sentinel may be combined if decided by a 2/3 (two-third) vote of the Division.
- Members may hold multiple elected offices if decided by a 2/3 (two-third) vote of the Division, with the exception of President, Vice President, Recording Secretary and Treasurer. These Officers are not permitted to hold any other office at the same time.

  Division Appointees shall be determined by the Division President or as stated in the Division Bylaws. See LAOH appointee responsibilities and mission in Chapter 6 titled “Committee and Appointees of the Order.”

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 1st and December 31st. The Installation of Officers shall take place wherever practical, but no later than January 31st.

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.

IV. Meeting Requirements

Section 1. Regularly scheduled Division meetings shall be held in no fewer than eight (8) months in each calendar year.

Section 2. 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 3. The Division President may authorize the use of an electronic communication platform for a scheduled or special call meeting. The Division President may approve remote access for members in good standing, although such remote voting is prohibited in Division elections.

Section 4. A Division Officer, Appointee or Division Special Committee Chair may authorize the use of an electronic communication platform for a scheduled meeting.

Section 5. 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 6. 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 7. 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 8. 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 9. In the event of removal from office by the death or resignation of the Division President, the Vice President shall fill the vacancy.

Section 10. 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 11. Any Division member in good standing has voice and vote at a Division meeting.

Section 12. Division officers and all members should consult the chapters on LAOH Committees and Appointees. Also, all Divisions must follow the Ritual in opening and closing prayers, initiation, installation, and other events such as funeral practices and draping of the Charter. Further, please see Chapters concerning awards, grievances, and report filing, as well as time frames and fines.

V. Election of Division Officers

Section 1: Process for Elections

Step 1. The President may appoint a Recruitment Committee to encourage candidates for Office and may appoint an Election Committee to assist with the process of the elections.

Step 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.

Step 3. Nominations for Division Office shall be taken annually or biennially in accordance with State or County and Division Bylaws and shall be taken between October 1st and December 31st. The installation of Division Officers shall take place whenever practical, but no later than January 31st and shall include the election of two (2) permanent members of the Division Grievance Committee.

Step 4. To be eligible to hold a Division 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 prior to the Division Elections; and ideally shall have received the Degrees of the Order.

Step 5. Nominations for Offices shall be accepted in the following order: President, Vice President, Secretary, Treasurer, Financial Secretary, Irish Historian, Missions & Charities Officer, Catholic Action Officer, Mistress-at-Arms, Sentinel and two members of the Grievance Committee. Each office shall be considered one at a time in the specified order.

Step 6. After each nomination, the Presiding Officer shall ask the Candidate to stand before the delegation and verify that she accepts the nomination.

Step 7. After each candidate is nominated for one particular office, the Presiding Officer shall ask three times,
"Are there any other nominations?" for that office.

Step 8. In order of positions specified in Step 5, the Election Committee shall close each uncontested office, if and until, she reaches a contested office and shall direct the Recording Secretary to cast one (1) ballot for each candidate.

Step 9. When reaching the first contested race and nominations are closed for that office, the Presiding Officer shall direct the Recording Secretary to prepare the ballots

for the first contested election which shall take place immediately. All voters must be physically present to vote for Division Officers.

Step 10. 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.

Step 11. In a contested race each candidate's name shall be displayed where members can see them. An Election Committee Member shall pass out blank ballots. After all eligible Division Members have received their blank ballots, the Division Secretary shall direct the Division Members to clearly write the name of her selected candidate on the ballot. Each member shall place her ballot in the ballot box.

Step 12. The winner of any contested office is determined by the candidate with the most validated ballots for that particular office. After a winner is declared in a contested race, the defeated candidate(s) may be nominated from the floor for another office according to the order specified in Step 5.

Step 13. The elections continue in the same way, until all open positions are filled.

A. Quorum Number of Votes Needed

Section 2. For the Election of Officers at the Division level, a quorum is necessary. A quorum shall be governed by the State Board, Division Bylaws or by the State Bylaws for those Divisions who do not have Bylaws.

B. Election Committee

Section 3. The Election Committee shall be appointed by the respective Division President.

Section 4. The Election Committee shall consist of the Division Chaplain or Deputy Chaplain, if available;

Committee Chair; a minimum of two (2) Tellers; and additional members as provided for in the Division Bylaws (such as: Voter Registrants, Sentinels, Marshal, etc.).

Section 5. 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 6. The Election Committee shall also consist of a number of Observers, one (1) selected by each Candidate running for a contested Office.

Section 7. All members of the Election Committee shall be present throughout the entire voting, counting, and reporting process.

C. *Election Committee Job Descriptions*

Section 8. Sentinels and Marshals may be appointed by the President, as necessary and as outlined above.

Section 9. 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. A copy of the

Official Total Tally Sheet found on the national website. The Observers shall not be permitted to handle any Ballot or delay the Voting or Counting Procedure in any way.

Section 10. 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.

D. Counting of Ballots

Section 11. 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. A disqualified ballot is any ballot that includes a name that is not legible or includes the name of a person that has not been nominated for the Office. Thereafter, the Chair of the Committee and Tellers, in the presence of the Observers, shall count and re-count the Ballots a minimum of two (2) additional times, for each contested office until the result is confirmed. All findings for each contested office must be reconciled before moving on to the next office.

Section 12. When the ballot count is confirmed the required three (3) times, 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 in the meeting room. When the counting, validating signatures, and initialing are completed, the Election Committee Chair shall report the results to the presiding Officer of the meeting, to announce to the members.

E. Tie Vote

Section 13. In the event of a tie vote, Presiding Officer shall call for an immediate re-vote for the contested office only. Only those members who voted in the "General Election" shall be eligible to cast ballots in the "re-vote."

Section 14. An Election Committee Member shall pass out Blank Ballots. After all eligible Division Members have received their blank ballots, the Division Recording Secretary shall direct the Division Members to clearly write the name of her selected candidate on the ballots.

Section 15. The Election Committee shall collect the new ballots. The same counting process will be utilized, and the balloting process will continue until a member receives a higher vote count.

VI. Duties of Division Officers

Section 1. The President shall:

- Be the Executive Officer of the Order.
- Call and preside at all Division meetings, regular and special.
- Rule on questions of law under this Constitution at the Division level.
- Appoint all committees, including the Audit Committee, for the good and welfare of the Order.
- Enforce the laws of the Order at the Division level.
- Coordinate meetings and activities of the Order.

- Hold the Division officers responsible for the duties and activities entrusted to them.
- Immediately process and sign all official documents and papers of the Order.
- Confirm the transfer of all properties of all other Officers and Appointees within the time limits as specified for that individual office.
- Perform such other duties as are usually attached to the office of the President.
- Assure the transfer of all monies and properties of the Order within thirty (30) calendar days after elections at the end of her term of office.

Section 2. The Vice President shall:

- Have all the powers and perform all the duties of the President in her absence or disability.
- Organize Junior Divisions and promote their growth and ensure adherence to the provisions of the Constitution regarding the Protection of God's Children.
- Receive, review, and secure all Junior Division Annual Membership and Annual Financial Reports.
- Be responsible for promoting and advancing the Degree work of the Order.
- Receive, review and secure all Degree Team Annual Membership and Annual Financial Reports.
- Promote the availability of the Trinity College Scholarship and the Notre Dame Scholarship**.**
- Give reports and recommendations to the membership at meetings.
- Assure the transfer of all monies and properties of the Order at the end of the term of her office.

Section 3. The Recording Secretaries shall:

- Record, prepare, read, maintain, and issue all minutes of the Division by the next regularly scheduled meeting. Such paper minutes are to be maintained in a bound book, with electronic storage used as well.
- Attend all meetings, regular and special, of the Division.
- Write and issue the correspondence of the Order.
- Notify the membership of conventions and meetings.
- Prepare relevant required reports for meetings. Furnish supplemental reports within thirty (30) calendar days of adjournment.
- Sign all necessary documents pertaining to the office.
- Forward all correspondence received from higher Boards to members if directed by the President.
- Notify applicants of their acceptance or denial for membership within one (1) week following the Division meeting.
- Notify members of elections in writing.
- Be empowered to call a meeting in the absence of the President and Vice President and act until a chairman is appointed.
- Transfer the properties of the Order to her successor within thirty (30) calendar days of the term of her office.

Section 4. The Treasurer shall:

- Be responsible for all monies of the Order and deposit in a reliable financial institution immediately upon receipt.
- Keep a record of all monies received and disbursed.
- Checks are to be signed by the Treasurer and countersigned by an Elected Officer who is an authorized signer on file with the financial institution.

- Present a financial report at all meetings and when ordered to do so by the respective President.
- Close books no later than thirty (30) calendar days preceding the end of her term of Office. Furnish supplemental reports within thirty (30) calendar days at the end of her term of office.
- Transfer all monies and properties of the Order to her successor within thirty (30) calendar days at the end of her term of Office.
- Complete Division Financial Report received from National Treasurer by January 31 and forward to County or State Treasurer or as indicated in Chapter 7 'Annual reports".
- If only one Division in the State, the Annual Financial Report is due to the National Treasurer by January 31.

Section 5. The Financial Secretary of the Division shall

- 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.
- Keep attendance records of all meetings.
- Record and report receipts at each meeting.
- Sign all transfer notices and dues cards.
- 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.
- Submit annual itemized accounts showing receipts and monies forwarded to Treasurer.
- Close books no more than thirty (30) calendar days the end of her term of office.
- Assure the transfer of all monies and properties of the Order within thirty (30) calendar days after the end of her term of office.
- Maintain a current membership roster 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. File complete and correct membership report with the County Secretary by January 31. If there is no County, send to the State Secretary by January 31. A Single Division State must file the membership report with the National Secretary by January 31.

Section 6. The Irish Historian shall:

- Promote proper recognition of the study of Irish history in Catholic, public and private schools, home schools, colleges and all other educational institutions.
- Publicize the annual Irish History Writing Contest.
- Recommend Irish History Writing Contest subjects to the National Irish Historian.
- Select qualified judges with expertise in history and education to evaluate the students' submissions in the Irish History Contest at the Division.
- Promote March as Irish Heritage Month.
- Report at conventions and meetings.
- Assure the transfer of all monies and properties of the Order within thirty (30) calendar days after the end of her term of Office.

Section 7. The Missions and Charities Officer shall:

- Make an annual appeal to encourage greater participation in the missionary work in the

Church. The Columban Fathers as the designated charity of the LAOH as we pledged to Bishop Galvin in 1935, and to the Columban Sisters in 2006 as well as other needs of the Universal Church.

- Work with the Division to decide the proportion of funds collected for distribution to the Columban Fathers, Columban Sisters and Appeals for Aid Fund.
- Receipt of all Missions & Charities funds from Division and immediately deposit all designated monies into an approved account at a reliable financial institution.
- Prepare Reports for conventions and meetings.
- Appeals for Aid are intended to provide limited aid to charities at the National Convention. Prepare an application for a grant if decided by the Division.
- All properties of the Missions & Charities Officers shall be transferred within thirty (30) calendar days after elections at the end of her term of Office.

Section 8. The Catholic Action Officer shall:

- Encourage and participate in all forms of Christian Charity in the name of the LAOH.
- Ensure all correspondence pertaining to the office is sent to all members.
- Report annually the Catholic Action activities at the Division meeting.
- Provide reports for conventions and meetings.
- Promote and solicit donations to Support Our Aging Religious (SOAR) 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.
- Receipt of all Catholic Action funds and immediately deposit into a bank account at a reliable financial institution.
- Attempt to limit anything derogatory or demeaning to the Irish people or Catholic faith when observed by a member.
- All properties of the Catholic Action Officer shall be transferred within thirty (30) calendar days at the end of her office.

Mistress at Arms and Sentinel may be combined if decided by a 2/3 (two-third) vote of the Division.

Section 9. The Mistress at Arms shall:

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

Section 10. The Sentinel shall:

- Guard the entrance to the meeting room, verify traveling dues cards, and admit only members of the Order and clergy during the meeting.
- 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.
- All properties of the Sentinel Officers shall be transferred within thirty (30) calendar days at the end of her term of Office.

Section 11. The Immediate Past President shall:

- Act as the Organizer and shall promote the growth of the Order.
- Be considered an officer at each level.

VII. Merger of Two Divisions

The process to merge two Divisions is as follows:

A. 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.

B. 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 President, State President, and County President advising them that the motion to merge with another Division will be discussed at the next regularly scheduled meeting.

C. Within ten (10) calendar days after that regularly scheduled meeting, both Division Secretaries will mail ballots to all members in good standing to vote yes or no on the merger. 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.

D. 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 10*.) of the Constitution.

E. 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 President, National Secretary, National Treasurer, State President, and County Board President, MUST be notified in writing and the merger will be effective immediately after ninety (90) calendar 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) calendar day period.

F. The newly merged Division is considered a new Division and must then elect new officers. The new President shall contact the National Treasurer to secure a new Employer Identification Number (EIN) 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.

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

VIII. Disbanding a Division

The process to disband a Division is as follows:

A. 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, to vote yes or no on the disbandment. Copies shall be sent to the National President, State President and County President, advising that the motion to disband will be discussed and voted upon at the next regularly scheduled meeting.

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

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

D. When a Division disbands, all property and funds shall be forwarded to the State Secretary or National 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 Secretary. The Charter is to be returned to the National Secretary. The Division President is required to advise the National President, Secretary and Treasurer and State President, Secretary and Treasurer; and County 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) calendar days.

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

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CHAPTER TWO: JUNIOR DIVISION AND MEMBERSHIP

I. Forming a Junior Division

Section 1. To form a Junior Division, a Sponsoring Division of the LAOH. must have a minimum of five
(5) young ladies between the age of 5 and 18, of Irish ancestry and practicing Roman Catholics.

Section 2. The Sponsoring Division shall contact the State Vice President or the next level for further information regarding organizing a Junior Division.

Section 3. The National website contains the following documents to assist any division interested in forming a Junior Division:

- Primer to Start a New Junior Division
- Application to Start a New Junior Division
- Application for a Charter
- Charter Membership List
- Application for Membership in a Junior Division
- Current Junior Handbook
- LAOH Junior Brochure

Section 4. These documents provide in-depth information about the Junior Membership requirements and should be utilized to help form a Junior Division.

II. Governance and Operations

Section 1. The Juniors shall obey the laws of the LAOH, including the Constitution and SOPP, and be proud of their Irish heritage and faith.

Section 2. 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 3. Vice Presidents having responsibility for Junior Divisions may enlist the assistance of adult members of the LAOH 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 LAOH abdicate her authority or responsibility for overseeing her Junior Division.

Section 4. The Vice-President shall organize, advise, and facilitate all meetings and activities of the Junior Division.

III. Protecting God's Children

Section 1. The members of the LAOH actively seek to protect our Junior members, as well as all

children with whom we may come into contact.

Section 2. In an effort to promote the protection of children, the LAOH 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 3. The requirement to complete the local Diocesan Safe Environment Program or a National Vice President approved child safety training 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 related to the Junior Division. It is incumbent upon the Vice President to ensure all certifications are current.

Section 4. All members of the LAOH 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 5. 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 Vice 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 6. 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, County and State 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 7 No member of the LAOH 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 members 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 8. 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. without written consent of the Junior member's parent or guardian.

IV. Junior Hibernian of the Year

Section 1. Selection Process*:* Each member of the Junior Division may nominate a candidate for Junior Hibernian of the Year at all levels presenting this award.

Section 2. Qualifications

- Membership in a Junior Division
- Leadership ability
- Participating in all phases of Junior activities
- Good manners, congeniality, wholesomeness and Catholic social service

Section 3. Nominations

The Junior Division member or Junior Coordinator shall complete the "Nomination Form" as designed by the

Vice-President of the level presenting the award.

Section 4. Ballots

The Vice-President of the level presenting the award shall develop the ballot for blind voting.

Section 5. Voting

The Vice President will choose three (3) impartial judges. All ballots must be returned to the Vice President thirty (30) calendar days prior to the presenting ceremony or convention.

Section 6. Award

The recipient of the Junior Hibernian of the Year will receive an award determined by the level presenting the awards.

The National Junior Hibernian of the Year will be awarded a monetary award determined by the National Board and receive transportation costs, one (1) night hotel stay, and dinner for the Junior Hibernian and one (1) parent at the award ceremony.

In addition, the Division of the National Junior Hibernian of the Year will receive a monetary award determined by the National Board.

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CHAPTER THREE: COUNTY BOARD

This Chapter is for those States that continue to operate a County Board System. If your State does NOT utilize the County Board System, please disregard.

I. County Officers

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 President or as stated in the County Board Bylaws. Such elections will occur at the County Convention as noted in the State or County Bylaws.

II. County Board

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

III. Organization Requirements

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.

IV. County Meeting and Operations

Section 1. County Board meetings shall be held on a regular basis according to the County Bylaws. County Officers should consult the chapters on LAOH Committees and Appointees. Also, all County Boards must follow the Ritual in opening and closing prayers, installation, and other events. Further, please see Chapters concerning awards, grievances, and report filing, as well as time frames and fines.

Section 2. The County President may authorize the use of an electronic communication platform for a scheduled or special call meeting.

Section 3. A County Board Officer, Appointee or Special Committee Chair may authorize the use of any electronic communication platform for a scheduled meeting.

Section 4. 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 5. A County Board Elected Officer or Appointee absenting herself from a County Meeting

must submit relevant required reports during her absence to her County President or County Secretary.

Section 6. An unexcused absence from two (2) consecutive County meetings shall be cause for removal from her office. The County President shall declare the office vacant.

Section 7. In the event of removal from office by the death, resignation or suspension of the County President, the County Vice President shall fill the vacancy.

Section 8. In the event of removal from office by the death, resignation or suspension 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 9. The County Board Bylaws shall determine whether or not the County Appointees have voice and vote at County Board Meetings.

V. County Board Conventions and Election of Officers

Section 1. The County President shall hold a County Convention biennially in the odd-numbered years.

Section 2. The County Secretary shall send the Call to County Convention to all County Officers and Division Presidents at least 45 calendar days prior to the County Convention.

Section 3. The following officers shall be eligible for seats at the County Board Convention:

- The County Officers or their duly elected alternates as provided according to the County Bylaws.
- The Immediate Past County President.
- The ten (10) officers of each Division or their duly elected alternates.
- Other officers as provided for in the County Board Bylaws.

Section 4 The County 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 President as defined in the State Board and County Board Bylaws.

Section 5. The Order of County Convention business is to be defined in the County Bylaws.

A. Nominations

Section 6. The County President may appoint a Recruitment Committee to encourage candidates for office and may appoint an Election Committee to assist with the process of the elections.

Section 7. Prior to the acceptance of the nominations for the election to office, the Presiding Officer shall read the duties of each office from this chapter.

Section 8. Nominations for County Office shall be taken from the floor at the County Biennial Convention as specified by the Convention Rules of Order and the State Board or County Board Bylaws.

Section 9. Nomination shall include the election of five (5) members of the County Grievance Committee.

Section 10. To be eligible to hold a County Board Office, the Candidate must be a member in good standing for a minimum of 30 calendar days prior to the County Election; the Candidate is strongly suggested have received the Degrees of the Order and attended a certain numbers of meetings as noted in the County or State Bylaws.

Section 11. Nominations for County Board shall be accepted in the following order: President, Vice President, Secretary, Treasurer, Irish Historian, Missions & Charities Officer, Catholic Action Officer, Mistress-at-Arms, Sentinel and two members of the Grievance Committee.

Section 12. 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 13. After each nomination, the Presiding Officer shall ask the candidate to stand before the delegation and verify that she accepts the nomination.

Section 14 After each candidate is nominated, the Presiding Officer shall ask three times, "Are there any other
nominations?"

Section 15. After closing the nominations for any uncontested office, the Presiding Officer shall direct the Secretary to cast one (1) ballot for the nominee.

Section 16. After closing nominations for all offices, the Presiding Officer shall direct the Secretary to prepare the ballots for all contested offices.

Section 17. The Presiding Officer shall then inform the delegation of the time and place for the election that the election is to take place immediately after each contested nomination. The County Convention shall also be pursuant to the Rules of Order for the Convention.

A. *Eligibility to Vote*

Section 18. All registered Delegates and Alternates at a County Convention shall be eligible to vote, pursuant to the State or County Bylaws.

Section 19. All eligible voters must be physically present to vote at the designated voting site during the designated voting time period during the County Convention. There shall be no absentee ballots.

B. *Quorum Number of Votes Necessary*

Section 20. For the election of officers at each level, a quorum is necessary.

Section 21. A quorum shall be governed by the State and County Board Bylaws.

Section 22. The winner of any contested office shall be the candidate who shall receive the highest number of valid ballots for that particular contested office.

C, Election Committee

Section 23. The Election Committee shall be appointed by the County President.

Section 24 The Election Committee shall consist of the County Chaplain or Deputy Chaplain, if available; the Committee Chair; a minimum of two (2) Tellers; and additional members as provided for in the State Board or County Board Bylaws (such as: Voter Registrants, Sentinels, Marshal, etc.).

Section 25. 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 26. The Election Committee shall also consist of a number of Observers, one (1) selected by each Candidate running for a contested Office.

Section 27. All members of the Election Committee shall be present throughout the entire voting, counting, and reporting process.

C. *Election Committee Job Descriptions*

Section 28. Sentinels and Marshals may be appointed by the respective County President, as necessary and as outlined above.

Section 29. Voter Registrants: if used on 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.

Section 30. When voting is completed, the Voter Registrants shall:

- count the number of Delegates or Alternates eligible to vote in that Book;
- count the number of Delegates and Alternates who signed- in that Book; and
- 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 31. 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 32.A minimum of two (2) Tellers 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 33. Observers**,** as selected by each Candidate for a contested office, shall:

- be present during all phases of set-up, voting and tallying;
- be permitted to see each Ballot as it is reviewed and counted;
- 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 34. 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;
- ensure compliance by the entire Committee with these rules;
- maintain the official Total Tally Sheet, recording the procedures followed and numerical vote counts; and
- sign said total Tally Sheet, along with the Tellers, and initials of the Observers.

D.*Ballots*

The markings for Ballots shall be in accordance with the protocol set forth above for National Elections.

E. *Counting of Ballots*

Section 35. For large Counties, the Counting of Ballots protocol listed above for National Conventions should be followed.

Section 36. For smaller County 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 37. 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 38. 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.

F. *Tie Vote*

Section 39. 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 40. The Presiding Officer shall call for an immediate revote for the contested office. At the County Board Convention, the Presiding Officer shall call for an immediate re-vote for the contested election before moving to the next nomination.

G. *Write-in Vote*

Section 41. Only those members who voted in the "General Election" shall be eligible to cast ballots in the "revote."

Section 42. An Election Committee Member shall pass out blank ballots.

Section 43. After all eligible Delegates and Alternates have received their blank ballots, the County ~~Board~~ Secretary shall direct the Delegates and Alternates to clearly write the name of her selected candidate on the ballot.

Section 44. The Election Committee shall collect the new ballots.

Section 45. 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.

H. *Report of the Election Committee*.

The Report of the Election Committee shall follow the guidelines set forth above for reporting at the National Convention.

VI. Duties of County Officers

Section 1. The President shall:

- Be the Executive Officer of the Order.
- Call and preside at all County conventions, meetings, regular and special, of the Order.
- Appoint all committees, including the Audit Committee, for the good and welfare of the Order.
- Enforce the laws of the Order on the County Board.
- Coordinate meetings and activities of the Order.
- Hold the officers within their jurisdiction responsible for the duties and activities entrusted to them.
- Immediately process and sign all official documents and papers of the Order.
- Confirm the transfer of all properties of all other Officers and Appointees within the time limits as specified for that individual office.
- Perform such other duties as are usually attached to the office of the President.

- Notify all Division Presidents of the amendments to the Constitution and resolutions that were passed at convention within thirty (30) calendar days.
- Assure the transfer of all monies and properties of the Order within thirty (30) calendar days after elections at the end of her term of office.

Section 2. The Vice President shall:

- Have all the powers and perform all the duties of the President in her absence or disability.
- Organize Junior Divisions and promote their growth and ensure adherence to the provisions of this Constitution regarding the Protection of God's Children.
- Receive, review, and secure all Junior Division Annual Membership and Annual Financial Reports.
- Be responsible for promoting and advancing the Degree work of the Order.
- Receive, review and secure all Degree Team Annual Membership and Annual Financial Reports.
- Promote the availability of the Trinity College Scholarship and the Notre Dame Scholarship at County meetings.
- Give reports and recommendations to the membership at conventions and meetings.
- Assure the transfer of all monies and properties of the Order at the end of the term of her office.

Section 3. The Secretary shall:

- Record, prepare, read, maintain, and issue all minutes of their respective Board meetings within three (3) weeks and such minutes are to be maintained in a bound book and electronically.
- Transcribe minutes from a County Convention within six (6) weeks. Such paper minutes ~~and~~ are to be maintained in a bound book, with electronic storage to be used as well.
- Attend all conventions and meetings, regular and special, of the County Board.
- Write and issue the correspondence of the Order.
- Notify the membership of conventions and board meetings.
- Receive, distribute, and forward membership reports received from the National or State Secretary immediately to the Divisions within the County. Each Secretary must confirm all information provided on all reports is correct prior to filing such reports with the next level. Send completed and correct Annual Membership Reports from Divisions and County to the State Secretary by February 28.
- Prepare relevant required reports for conventions and meetings. Furnish supplemental reports within thirty (30) calendar days of convention adjournment.
- Sign all necessary documents pertaining to the office.
- Forward all correspondence received from higher boards and forward them to all Divisions under your jurisdiction and/or members as directed by the President
- Transfer the properties of the Order to her successor within thirty (30) calendar days of the term of her office.
- Notify members of elections in writing.
- Be empowered to call a meeting in the absence of the President and Vice President and act until a chairman is appointed.

Section 4. The Treasurer shall:

- Be responsible for all monies of the Order and deposit in a reliable financial institution immediately upon receipt.

- Keep a record of all monies received and disbursed.
- Checks are to be signed by the Treasurer and countersigned by an Elected Officer who is an authorized signer on file with the financial institution.
- Present a financial report of the County Board at all meetings and when ordered to do so by the County President.
- Close books no later than thirty (30) calendar days preceding the end of her term of Office. Furnish supplemental reports within thirty (30) calendar days at the end of her term of office.
- Transfer all monies and properties of the Order to her successor within thirty (30) calendar days at the end of her term of office.
- Annual Financial Reports received from the State Treasurer shall be sent to all Division Presidents and Treasurers immediately.
- Review all Annual Financial Reports (Division and County Board) from your State. Send completed and correct Annual Financial Reports from Divisions and County Board and to the State Treasurer by February 28.

Section 5. The Irish Historian shall:

- Promote proper recognition of the study of Irish history in Catholic, public and private schools, home schools, colleges and all other educational institutions.
- Publicize the annual Irish History Writing Contest through the County, Divisions and local press.
- Recommend Irish History Writing Contest subjects to the National Irish Historian.
- Select qualified judges with expertise in history and education to evaluate the students' submissions in the Irish History Contest at the County Board level.
- Recommend to State/County and Division Historians suggested topics and material for study of Irish History.
- Report at conventions and meetings.
- Promote March as Irish Heritage Month.
- Assure the transfer of all monies and properties of the Order within thirty (30) calendar days after the end of her term of office.

Section 6. The Missions and Charities Officer shall:

- Make an annual appeal to encourage greater participation in the missionary work in the Church. The Columban Fathers as the designated charity of the LAOH as we pledged to Bishop Galvin in 1935, and to the Columban Sisters in 2006 as well as other needs of the Universal Church.
- At the County Board level, the membership will determine the proportion of funds collected for distribution to the Columban Fathers, Columban Sisters and Appeals for Aid fund.
- Receipt of all Missions & Charities funds from County Board which must be immediately directed to the National Missions & Charities Officer.
- Prepare Reports for conventions and meetings.
- Handle Appeals for Aid which are intended to provide limited aid to charities at the National Convention. All appeals for aid requests submitted to the National Missions & Charities Officer sixty (60) calendar days prior to the Convention. The Missions & Charities and Appeals for Aid Committees shall bring these recommendations to the National Convention delegates for approval. Prepare the application for such grant if directed by the County President.

- Ensure all properties of the Missions & Charities Officer shall be transferred within thirty (30) calendar days after elections at the end of her term of Office.

Section 7. The Catholic Action Officer shall:

- Encourage and participate in all forms of Christian Charity in the name of the LAOH at the County level.
- Ensure all correspondence pertaining to the office is sent to Division counterparts.
- Report annually the Catholic Action activities at the respective level.
- Provide reports for conventions and meetings.
- 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.
- Ensure that receipt of all Catholic Action funds from the County Board which must be immediately directed to the National Catholic Action Officer.
- Attempt to limit anything derogatory or demeaning to the Irish people or Catholic faith when observed by a member.
- Ensure all properties of the Catholic Action Officer shall be transferred within thirty (30) calendar days at the end of her office.

Section 8. The Mistress-at-Arms shall:

- Assist the President in preserving order and perform duties as assigned by the President.
- Be responsible for the St. Brigid statue, flags and other properties as designated by the President.
- Ensure all properties of the Mistress-At-Arms Office shall be transferred within thirty (30) calendar days at the end of the term of her office.

Section 9. The Sentinel shall:

- 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.
- 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.
- Ensure all properties of the Sentinel Officers shall be transferred within thirty (30) calendar days at the end of her term of Office.

Section 10. The Immediate Past President shall:

- assist the Divisions with growth of the Order through membership.

VII. Disbandment of the County Board

Section 1. To disband a County Board, the following steps shall be followed.

Step 1. When a Division disbands pursuant to the above, 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) calendar 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 Secretary. The County President is required to advise the National President, Secretary, and Treasurer and State 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.

Step 2. **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 President and Secretary, the County 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.

Step 3. The voting for the disbandment of the County Board shall be by the County Officers or their duly elected alternates; the Immediate Past County President; the ten (10) officers of each Division or their duly elected alternates; all Past County Presidents; and all past and present National Presidents and State Presidents and current National Officers who are members in good standing of the County. The motion must pass by a majority of members present.

Step 4. If the motion to disband the County Board passes, the County President is to immediately inform in writing via email and USPS, the National President, Secretary, and Treasurer; and the State and County Presidents, Secretaries, and Treasurers that the County Board shall no longer exist in ninety (90) calendar days.

Step 5. The disbandment of the County Board does not provide for any rights of representation at State Board Meetings or State Conventions unless provided for under the State's Bylaws. The State President will determine how the County Delegate to the National Convention will be filled.

Step 6. When the County Board ceases to affiliate with the State Board, its property, books, and records shall be forwarded to the State 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 President is required to advise the National President, Secretary, and Treasurer and State 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.

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CHAPTER FOUR: STATE BOARD

I. State Board Officers

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 President shall appoint a Freedom for All Ireland Chairman and all other committee appointments required.

II. State Board

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

III. State Board Operations and Requirements

Section 1. Each State Board is required to determine whether or not to establish County Boards in its State Board Bylaws.

Section 2. A State shall have the option of forming a State Board once a second Division is opened within a State.

Section 3. The State Board shall cease existing 90 calendar days after one (1) Division votes to disband in a state with only two (2) Divisions.

Section 4. In the event of removal from office by the death or resignation of the President, the State Vice President shall fill the vacancy.

Section 5. 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 6. The State Board Bylaws shall determine whether or not the State Appointees have voice and vote at State Board Meetings.

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

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

IV. Meeting Requirements

Section 1. Four (4) State Board meetings per year is advisable, but a minimum of two (2) State Board meetings per year is required.

Section 2. 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 Secretary.

Section 3. An unexcused absence from two (2) consecutive State Board meetings shall be cause for removal from her office. The State President shall declare the office vacant.

Section 4. State Officers and State Appointees shall submit receipts for all expenses incurred in the performance of their duties when they request reimbursement according to the State Board Bylaws.

V. Term Limit

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.

VI. State Board Convention and Election of Officers

Section 1. The State President shall hold a State Convention biennially in the odd-numbered years.

Section 2. The State Secretary shall send an Official Call to Convention to all State Board Members, County Presidents, if applicable, and Division Presidents at least ninety (90) calendar days prior to the State Convention.

Section 3. The following officers shall be eligible to seats at the State Convention:

- The elected and installed State Officers or their alternates.
- The Immediate Past State President or her alternate.
- Past State Presidents in good standing with no alternate.
- Each State is to determine specific delegates if it has a County Board system.
- National Officers and Past National Presidents from that State.
- Officers provided for in the State Bylaws.
- Division delegates or alternates as provided according to the State Bylaws.

Section 4. The State President shall appoint all necessary committees for the State Convention, and to this purpose the County and Division Presidents shall submit names in writing for the various committees not less than sixty (60) calendar days prior to the State Convention.

Section 5. The order of the State Convention business is to be defined in the State Bylaws.

A. Nominations

Section 6. The State President may appoint a Recruitment Committee to encourage candidates for Office and may appoint an Election Committee to assist with the process of the elections.

Section 7. Prior to the acceptance of the nominations for the election to office, the Presiding Officer shall read the duties of each office from this chapter.

Section 8. Nominations for State Office shall be taken from the floor at the respective Biennial Convention as specified by the Convention Rules of Order and the State Bylaws.
Section 9. To be eligible to hold a State Office, the Candidate must be a member in good standing for a minimum of 30 calendar days prior to the State Convention. The Candidate is strongly suggested to have received the Degrees of the Order and must meet any requirements noted in the State Bylaws.

Section 10. Nominations for State Board shall be accepted in the following order: President, Vice President, Secretary, Treasurer, Irish Historian, Missions & Charities Officer, and Catholic Action Officer.

Section 12. 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 13. After each nomination, the Presiding Officer shall ask the Candidate to stand before the Delegation and verify that she accepts the nomination.

Section 14. After each candidate is nominated, the Presiding Officer shall ask three times, "Are there any other
nominations?" while banging the gavel after each question.

Section 15. After closing the nominations for any uncontested office, the Presiding Officer shall direct the Secretary to cast one (1) ballot for the Nominee.

Section 16. After closing nominations for all offices, the Presiding Officer shall direct the Secretary to prepare the ballots for all contested offices.

Section 17. The Presiding Officer shall then inform the delegation of the time and place for the election.

B. Eligibility to Vote

Section 18. All registered Delegates and Alternates at a State Convention shall be eligible to vote, pursuant to the State Bylaws.

Section 19. 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.

C. Quorum Number of Votes Necessary

Section 20. For the Election of Officers at the State level, a quorum is
necessary and shall be governed by the State Bylaws.

Section 21. The winner of any contested office shall be the candidate who shall receive the highest number of valid ballots for that particular contested office.

D. Election Committee
Section 22. The Election Committee shall be appointed by the State President.

Section 23. The Election Committee shall consist of:

- the State Chaplain or Deputy Chaplain, if available;
- the Committee Chair;
- a minimum of (2) Tellers; and
- additional members as provided for in the State Bylaws (such as: Voter Registrants, Sentinels, Marshal, etc.).

Section 24. 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 25. The Election Committee shall also consist of a number of Observers, one (1) selected by each candidate running for a contested Office.

Section 26. All members of the Election Committee shall be present throughout the entire voting, counting, and reporting process.

E. Election Committee Job Descriptions

Section 27. Sentinels and Marshals may be appointed by the State President, as necessary and as outlined above.

Section 28. Voter Registrants 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 and 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 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.

Section 30. 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 31. A minimum of two (2) Tellers 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 32. Observers**,** as selected by each Candidate for a contested office, shall:

- be present during all phases of set-up, voting and tallying;
- be permitted to see each Ballot as it is reviewed and counted;
- be told of the total tally for the office for which she is observing; and
- 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 33. Chair of the Committee shall:

- oversee the entire voting process:
- work diligently with the President and Secretary on all phases of the voting process;
- ensure 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.

F. Ballots

Section 34. The markings for ballots shall be in accordance with the protocol set forth above for National Elections.

G. Counting of Ballots

Section 35. The counting of ballots protocol listed for National Conventions in Chapter 5 should be followed.

Section 36. For smaller State 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 37. 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 38. 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.

H. Tie Vote

Section 39. 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 40. The Presiding Officer shall call for an immediate re-vote for the contested office. At the State Board Convention, the Presiding Officer shall give County Boards 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.

I. Write-in Vote

Section 41. Only those members who voted in the "General Election" shall be eligible to cast ballots in the "re-vote."

Section 42. An Election Committee Member shall pass out blank ballots.

Section 43. After all eligible Delegates and Alternates have received their blank ballots, state Board Secretary shall direct the Delegates and Alternates to clearly write the name of her selected candidate on the ballot.

Section 44. The Election Committee shall collect the new ballots.

Section 45. 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.

J. Report of the Election Committee

Section 46. The Report of the Election Committee shall follow the guidelines set forth above for reporting at the National Convention.

VII. Duties of State Officers

Section 1. The President shall:

1. Be the Executive Officer of the Order.
2. Call and preside over all State Board conventions, meetings, regular and special, of the Order.
3. Appoint all committees, including the Audit Committee, for the good and welfare of the Order.
4. Enforce the laws of the Order on the State Board.
5. Coordinate meetings and activities of the Order for the State Board.
6. Hold the officers within their jurisdiction responsible for the duties and activities entrusted to them.
7. Immediately process and sign all official documents and papers of the Order.
8. Confirm the transfer of all properties of all other Officers and Appointees within the time limits as specified for that individual office.
9. Perform such other duties as are usually attached to the office of the President.
10. Notify County and Division Presidents of the amendments to the Constitution and resolutions that were passed at convention within thirty (30) calendar days.
11. Assure the transfer of all monies and properties of the Order within thirty (30) calendar days after elections at the end of her term of office.

Section 2. The Vice President shall:

1. Have all the powers and perform all the duties of the President in her absence or disability.
2. Organize Junior Divisions and promote their growth and ensure adherence to the provisions of this
3. Constitution regarding the Protection of God's Children.
4. Receive, review, and secure all Junior Division Annual Membership and Annual Financial Reports.
5. Be responsible for promoting and advancing the Degree work of the Order.
6. Receive, review and secure all Degree Team Annual Membership and Annual Financial Reports.
7. Promote the availability of the Trinity College Scholarship and the Notre Dame Scholarship at all levels**.**
8. Give reports and recommendations to the membership at conventions and meetings.
9. Assure the transfer of all monies and properties of the Order at the end of the term of her office.

Section 3. The Secretary shall:

1. Record, prepare, read, maintain, and issue all minutes of their respective Board meetings within one month. Such paper minutes are to be maintained in a bound book, with electronic storage to be used as well.
2. Send an Official Call to State Convention to all State Board Members, County Presidents, if applicable, and Division Presidents at least ninety (90) calendar days prior to the State Convention.
3. Forward the Call to National Convention to all Presidents and Secretaries of the County Board and Division in her State no later than 110 calendar days prior to the start of the National Convention.
4. Transcribe minutes and prepare proceedings from a State Convention within three months and are to be maintained in a bound book.
5. Attend all conventions and meetings, regular and special, of the State Board.
6. Write and issue the correspondence of the Order.
7. Notify the membership of conventions and board meetings.
8. Receive and distribute all membership reports received from the National Secretary to the County and Division Secretaries immediately. Confirm all information provided on all reports is correct prior to filing such reports with the next level. File complete and correct membership reports with the National Secretary before March 31, if the State utilizes the County Board System; and by February 28 if no County Boards are contained in the State.
9. Prepare relevant required reports for conventions and meetings. Furnish supplemental reports within thirty (30) calendar days of convention adjournment.
10. Sign all necessary documents pertaining to the office.
11. Forward all correspondence received from the National Board and forward them to all County and Divisions under your jurisdiction and/or members if directed by the President
12. Transfer the properties of the Order to her successor within thirty (30) calendar days of the term of her office.
13. Notify members of elections in writing with the Call to Convention.
14. Be empowered to call a meeting in the absence of the President and Vice President and act until a chairman is appointed.

Section 4. The Treasurer shall:

1. Be responsible for all monies of the Order and deposit in a reliable financial institution immediately upon receipt.
2. Keep a record of all monies received and disbursed.
3. Ensure checks are to be signed by the Treasurer and countersigned by an Elected Officer who is an

authorized signer on file with the financial institution.

4. Present a financial report of the State Board at all meetings and when ordered to do so by the State President.
5. Close books no later than thirty (30) calendar days preceding the end of her term of Office. Furnish supplemental reports within thirty (30) calendar days at the end of her term of office.
6. Transfer all monies and properties of the Order to her successor within thirty (30) calendar days at the end of her term of office.
7. Assure all Annual Financial Reports received from the National Treasurer shall be sent to all County and Division Presidents and Treasurers immediately.
8. Review all Annual Financial Reports (Division and County Board) from your State. Send completed and correct Annual Financial Reports from Divisions and County Board, as well as the State's report to the National Treasurer before March 31, if the State utilizes the County Board System; and by February 28 if no County Boards are contained in the State.

Section 5. The Irish Historian shall:

1. Promote proper recognition of the study of Irish history in Catholic, public and private schools, home schools, colleges and all other educational institutions.
2. Publicize the annual Irish History Writing Contest through Boards, Divisions and local press.
3. Recommend Irish History Writing Contest subjects to the National Irish Historian.
4. Select qualified judges with expertise in history and education to evaluate the students' submissions in the Irish History Contest at the State Board level.
5. Recommend to County and Division Historians suggested topics and material for study of Irish History.
6. Promote March as Irish Heritage Month.
7. Report at conventions and meetings.
8. Assure the transfer of all monies and properties of the Order within thirty (30) calendar days after the end of her term of office.

Section 6. The Mission and Charities Officer shall:

1. Make an annual appeal to encourage greater participation in the missionary work in the Church. The Columban Fathers as the designated charity of the LAOH as we pledged to Bishop Galvin in 1935, and to the Columban Sisters in 2006 as well as other needs of the Universal Church.
2. Ensure the membership determines the proportion of funds collected for distribution to the Columban Fathers, Columban Sisters and Appeals for Aid fund at this level.
3. Ensure receipt of all Missions & Charities funds from State Board which must be immediately directed to the National Board Missions & Charities Officer.
4. Prepare Reports for conventions and meetings.
5. Handle Appeals for Aid are intended to provide limited aid to charities at the National Convention. All appeals for aid requests submitted to the National Missions & Charities Officer sixty (60) calendar days prior to the Convention. The Missions & Charities and Appeals for Aid Committees shall bring these recommendations to the National Convention delegates for approval. Prepare the application for such grant if directed by the State President.
6. Ensure all properties of the Missions & Charities Officers shall be transferred within thirty (30) calendar days after elections at the end of her term of office.

Section 7. The Catholic Action Officer shall:

1. Encourage and participate in all forms of Christian Charity in the name of the LAOH at the State level.
2. Ensure all correspondence pertaining to the office is sent to County and Division counterparts.
3. Report annually the Catholic Action activities at the State level.
4. Provide reports for conventions and meetings.
5. Promote and solicit donations to Support Our Aging Religious (SOAR) 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.
6. Attempt to limit anything derogatory or demeaning to the Irish people or Catholic faith when observed by a member.
7. Ensure receipt of all Catholic Action funds from the State Board which must be immediately directed to the National Catholic Action Officer.
8. Ensure all properties of the Catholic Action Officer shall be transferred within thirty (30) calendar days at the end of her office.

Section 8. The Immediate Past President shall:

1. Assist the Divisions with growth of the Order through membership; and
2. Assist with the formation of new Divisions within the State.

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CHAPTER FIVE: NATIONAL BOARD

I. National Officers and the National Board

Section 1. At the biennial National Convention, the following officers shall be elected National President, National Vice President, National Secretary, National Treasurer, National Irish Historian, National Missions & Charities Officer, and National Catholic Action Office, with the National Immediate Past President considered an officer of the National Board. The National President shall hold a biennial National Convention.

Section 2. In addition to the above newly elected officers, the National Board shall consist of Past National Board Presidents, and the National Appointees.

II. Eligibility to hold a National Board Office

To be eligible to hold National Board Office, the Candidate must be a member in good standing and has received the Degrees of the Order prior to her installation. 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.

III. Term of Office and Term Limits

Section 1. The tenure of office for a National 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 2. In the event of removal from office by the death or resignation of the National President, the National Vice President shall fill the vacancy.

Section 3. 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.

IV. Required National Board Appointees

The National President 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.

V. Meetings of the National Board

A. National Interim Board Meeting

Section 1. The National Board shall hold one (1) Interim National Board Meeting during the odd year

of the National President's term of office.

Section 2. The National Secretary shall give a written thirty (30) calendar day notice of the Interim National Board Meeting to the elected National Officers, Past National Presidents, National Appointees, and all State Presidents.

Section 2. National Board Appointees and Past National Presidents shall have voice and a vote at the Interim National Board Meeting.

Section 3. Any member in good standing may attend the interim National Board Meetings at her own expense with no voice or vote. Current State 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 President.

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

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

Section 6. The Constance Markievicz Award shall be presented at this meeting.

B. Special Meetings of the Board

Section 7. A special meeting may be called by the National 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 Presidents. The only business which can be discussed at a special meeting shall be that for which the meeting was called.

Section 8. 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 9. 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 10. All members of the National Board shall have voice and vote at a Special Call Meeting.

Section 11. The National Secretary shall provide a copy of the minutes to the members of the National Board for review within fourteen (14) calendar days of the Special Call Meeting.

C. All Other Meetings of the National Board

Section 12. The National President may call meetings of the National 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 13. 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 14. The business of the Order will be discussed and may be voted on during the meeting. National Elected Officers and the Immediate Past National President shall have a voice and a 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 15. Upon acceptance of the minutes of these meetings, the National Secretary, within ten (10) calendar 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.

VI. National Convention

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

Section 2. It shall be the duty of the State 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 calendar days prior to the start of the National Convention.

A. Constitution Convention

Section 3. If a Constitution Convention is authorized, all proposed amendments shall be forwarded to the Chair of the Constitution Committee as set forth by the Chair of the Constitution Committee a minimum of 120 calendar days prior to the start date of the Constitution Convention.

Section 4. A Constitution Convention may only be called by a majority vote of the delegates at the LAOH National Convention general session, and the Constitution Convention shall be convened immediately prior to the opening of the next National Convention.

Section 5. When a National Constitution Convention is called by the Delegates, the National President shall:

- within sixty (60) calendar days of the close of the National Convention, appoint a Constitution Committee Chair, Secretary, Legal Advisor, and two (2) other members to serve on the committee.
- solicit each LAOH State for names of two (2) members to serve on this Committee. Travel expenses of the State committee members shall be at the discretion of each state.
- The Constitution Convention Chair shall notify the National, State, County, and Division Presidents of the timelines for submitting any proposed amendments to the National Constitution.
- The Chair shall solicit each LAOH State for any Constitution changes they may wish to submit.
- The Chair shall keep all LAOH States informed at regular intervals (at least every six months) of the progress of the Committee.
- The Committee Chair, National President and Committee Members shall determine the time and date of any meetings which may be in person or through an electronic communication platform.

Section 6. Every Delegate to the National Convention shall be considered a Delegate at the National Constitution Convention.

B. Main Convention Meetings

Section 7. 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 thirty (30) calendar days before the start of the Convention. If a Constitution 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 8. 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) calendar 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 Presidents and State Secretaries at least sixty (60) calendar days prior to the National Convention to forward these proposed amendments to her delegates.

Section 9. Reports of the National Officers, Past National Presidents, and National Appointees and Committee Chairs shall be sent electronically to the State Presidents and State Secretaries at least twenty-one (21) calendar days prior to the opening of the National Convention. The State President is to forward these reports to her delegates. All reports must also be sent to all members immediately through their State and/or County Boards, if applicable.

Section 10. National Convention sites shall be determined by the combined vote of the delegates to the National Convention of the LAOH and the AOH.

Section 11. The delegates to the National Convention shall be:

- The National Officers of the Order.
- The National Appointees.
- In each State, the seven (7) elected State Officers, or their duly elected alternates.
- 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 President or her designated alternate according to the State and County Boards' Bylaws.
- In states with one Division, the State shall be entitled to seven (7) Officer Delegates.
- In each state, the Division President or her duly elected alternate.
- 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.
- All Past National and Past State Presidents. Only the Immediate Past State President is entitled to an alternate.

Section 12. Proposed changes to Ritual shall be approved by the delegates in session at the National

Convention.

Section 13. Proposed amendments to the Constitution shall be approved by the delegates in session at the duly convened National Constitution Convention. In the absence of a duly convened National Constitution Convention, proposed amendments shall be approved by the delegates at the duly convened National Convention.

Section 14. The National President shall appoint all necessary committees for the National Convention.

Section 15. The National President shall appoint the chair of each committee not less than 120 calendar days prior to the National Convention.

Section 16. All delegate certification sheets shall be in the hands of the State Secretary not less than 120 calendar days prior to the National Convention,

Section 17. The State Secretary shall have fifteen (15) calendar days from receipt of the delegate certification sheet to certify the number of delegates entitled from each state.

Section 18. The number of entitled delegates is closed ninety (90) calendar days prior to the National Convention

Section 19. The State Secretary shall provide to the National Secretary a list of the names of the delegates, alternates, and observers sixty (60) calendar days before the National Convention.

Section 20. The State Secretary or the State President shall report to the National Secretary to receive her states' credential cards at the time designated by the National Secretary.

Section 21. No credentials or changes to credentials shall be accepted after the close of the business on the second day of the convention.

Section 22. State, County, or Divisions in arrears shall not be entitled to a voice or vote at the National Convention.

Section 23. A quorum is established at a National Convention when a delegate representative is present from fifty percent (50%) of the states where LAOH Divisions are organized.

Section 24. A Committee meeting quorum for the National Convention is established when fifty percent (50%) of registered delegates are present.

Section 25. 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 Officers, Past National Presidents, and National 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 President, as well as, to the National Secretary and the Convention Secretary. This process will enable the President to fulfill her obligation to have the amendments published within sixty (60) calendar days.

S. Adjournment: The convention shall not be closed until all business has been completed and all committees have completed their reports.

Section 26. National Convention Proceedings, National Constitution and National Ritual shall be made available electronically via the National website.

VII. Election of National Officers

A. Election Committee

Section 1. The Election Committee shall meet at a time and place specified by the Committee Chair, 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.

B. 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, County Board, and State Boards prior to the National Convention. Notice of intent to seek National Office should be forwarded to: The National President, National Board and each State President sixty (60) calendar days prior to the opening of the National Convention.

Section 5. Nominations for National 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.

C. 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 current 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.

D. Quorum Number of Votes

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 fifty percent (50%) of the states where LAOH

Divisions are organized having at least one (1) Delegate or Alternate registered for the Convention.

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

E. 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 President, prior to the opening of Convention.

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

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

Section 20. The National President shall solicit the name of one individual Delegate or Alternate from each State President to be considered for the Election Committee, and the National 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 President, then the Committee Chair and Tellers shall make recommendations to the National 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 thirty (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.

F. Election Committee Job Descriptions

Section 24. The National Chaplain and/or Deputy National 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:
- work diligently with the National President and National Secretary on all phases of the voting process;
- ensure compliance by the entire Committee with these rules;

- maintain the official Total Tally Sheet, recording the procedures followed and numerical vote counts; and
- 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 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 Dues Card" of the Delegate or Alternate and shall ascertain that the name of the Delegate or Alternate appears in the Registration Book. Also, they shall have the Delegate or Alternate sign the Registration Book and shall pass out one (1) ballot for the Election of Officers and one (1) Ballot for the Site Selection, if applicable.

Section 28. The Marshall shall clear Delegates and Alternates from the voting room immediately following the placement of the ballot in the Ballot Box and 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.

Section 30. 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 31. The two (2) Sentinels shall:
- monitor the Entrance Door to the Voting Room;
- 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;
- 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 32. Observers, as selected by each Candidate for contested office, shall:

- be present during all phases of set-up, voting and tallying;
- be permitted to see each ballot as it is reviewed and counted;
- be told the Total Tally for the office for which they are observing; and
- shall be required to initial the Total Tally Sheet prepared by the Chair of the Committee.

Observers shall not be permitted to handle any ballot or delay the voting or counting procedure in any way.

G. Electioneering

Section 33. No Electioneering shall be permitted within the voting room or within one hundred (100) feet of the entrance to the Voting Room.

Section 34. 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 one hundred (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.

H. Ballots

Section 35. 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 box next to the chosen candidate's name.

Section 36. 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 37. Each ballot shall be folded and placed into the opening for the respective Ballot Box by the individual Delegate or Alternate.

I. Total Tally Sheets

Section 38. A sample Total Tally Sheet is included in this SOPP. You may make as many copies of the Total Tally Sheet as are necessary for the number of contested offices per election.

Section 39. 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.

J. Counting of Ballots

Section 40. 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 41. 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 42. 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 43. 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 44. 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 45. 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 46. 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 47. 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 48. The Ballots for each contested office shall be counted a total of two (2) times as follows:

- 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.

- 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.
- 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 49. 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 50. 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 51. 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 52. 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 53. 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.

K. Tie Vote

Section 54. 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 55. 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 revote process.

Section 56. 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 revote.

Section 57. An Election Committee Member shall pass out to each Board or State, the proper number of blank ballots.

Section 58. 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 59. 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 60 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.

L. Report of the Election Committee

Section 61. 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 62. The Election Committee Chair shall present the Total Tally Sheet and the sealed Ballot Box to the National 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 63. The Chair of the Committee shall not reveal the results of any contested office.

Section 64. When the Chair of the Committee has completed the report, she shall request that the National President announce the vote and the winners.

Section 65. The National 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 66. 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 President shall ask for discussion on the motion.

Section 67. 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 68. Upon the conclusion of the discussion or upon a call of the question, a vote shall be taken.

Section 69. 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 70. 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.

II. Duties of National Officers

Section 1. The President shall:
Be the Executive Officer of the Order.

1. Within thirty (30) calendar days of the beginning of her term of office, establish an Ad Hoc Committee on Budget and Finance. This committee shall include the National Treasurer and three other members of the Order appointed by the National President.
2. Call and preside at all conventions, meetings, regular and special, of the Order in their respective jurisdictions at the National level.
3. Rule on questions of law under the Constitution and SOPP.
4. Appoint all committees, including the Audit Committee, for the good and welfare of the Order.
5. Enforce the laws of the Order in their respective in all jurisdictions when brought to her attention.
6. Coordinate meetings and activities of the Order.
7. Hold the officers within their jurisdiction of the National Board responsible for the duties and activities entrusted to them.
8. Immediately process and sign all official documents and papers of the Order.
9. Confirm the transfer of all properties of all other Officers and Appointees within the time limits as specified for that individual office.
10. Perform such other duties as are usually attached to the office of the President.
11. Notify all State, County, and Division Presidents of the amendments to the Constitution and resolutions that were passed at convention within thirty (30) calendar days.
12. Meet with State Presidents, or her alternate every other month, to keep lines of communication open between the State Boards and National Board. These meetings are to be held on a teleconference platform.
13. Attempt to limit anything derogatory or demeaning to the Irish people or Catholic faith when reported to her office from Divisions, County and State Boards and the National Board members.
14. Represent the National Board at as many events possible when invited by United States of America or Republic of Ireland government agencies or assign an alternate to participate.
15. Assure the transfer of all monies and properties of the Order within thirty (30) calendar days after elections at the end of her term of office.

Section 2. The Vice-President shall:

1. Have all the powers and perform all the duties of the President in her absence or disability.
2. Organize Junior Divisions and promote their growth and ensure adherence to the provisions of this Constitution regarding the Protection of God's Children.
3. Receive, review, and secure all Junior Division Annual Membership and Annual Financial Reports.

4. Be responsible for promoting and advancing the Degree work of the Order.
5. Receive, review and secure all Degree Team Annual Membership and Annual Financial Reports.
6. Be responsible for the operation, promotion and advancement of the availability of the Trinity College Scholarship and the Notre Dame Scholarship at all levels**.**
7. Serve as the Chair of the St. Brigid of Ireland Humanitarian Award and the Constance Markievicz Award.
8. Give reports and recommendations to the membership at conventions and meetings.
9. Assure the transfer of all monies and properties of the Order at the end of her term of office.

Section 3. The Secretary shall:

1. Record, prepare, read, maintain, and issue all proceedings of their respective Board or Division meetings as follows:
    i. National Board Meeting – One (1) month.
    ii. National Convention Proceedings – Three (3) months.
    iii. National Life Membership Certificates – Immediately upon approval.
    iv. Issue Charters – After the ninety (90) calendar day wait period following the institution of a new Division.
2. Attend all conventions and meetings, regular and special.
3. Write and issue the correspondence of the Order.
4. Notify the membership of conventions and board meetings.
5. Shall furnish through the State Secretary electronic copies of the annual membership report for each entity recognized within the State no later than November 15th and provide the previous year's December 31st total membership for each entity.
6. Maintain a current membership roster of all members 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. Maintain an updated listing of all State, County and Division Presidents, as well as the State, County and Division Officers for the use of the other National Officers and provide such when requested. Also, maintain an updated list of all National Board Members including contact information.
8. Prepare relevant required reports for conventions and meetings. Furnish supplemental reports within thirty (30) calendar days of convention adjournment.
9. Sign all necessary documents pertaining to the office.
10. Forward reports or correspondence to all Boards under her jurisdiction and/or members if directed by the President
11. Transfer the properties of the Order to her successor within thirty (30) calendar days of the term of her office.

Section 4. The Treasurer shall:

1. Be responsible for all monies of the Order and deposit in a reliable financial institution immediately upon receipt.
2. Keep a record of all monies received and disbursed.
3. Checks are to be signed by the Treasurer and countersigned by an Elected Officer who is an authorized signer on file with the financial institution.
4. Present a financial report of the respective jurisdiction at all meetings and when ordered to do so by the respective President.
5. Close books no later than thirty (30) calendar days preceding the end of her term of

Office. Furnish supplemental reports within thirty (30) calendar days at the end of her term of office.

6. Transfer all monies and properties of the Order to her successor within thirty (30) calendar days at the end of her term of Office.
7. Shall furnish through the State Treasurer electronic copies of the annual financial report for each entity recognized within the State no later than November 15th and provide the previous year's December 31st total financial information for each entity.
8. Immediately review all Annual Financial Reports received from Division, County and State Boards and forwarded required information as received to the National Tax Preparer for completions of all entities' IRS tax returns.

Section 5. The Irish Historian shall:

1. Promote proper recognition of the study of Irish history in Catholic, public and private schools, home schools, colleges and all other educational institutions.
2. Publicize the annual Irish History Writing Contest through State and County Boards, Divisions and local press.
3. Select qualified judges with expertise in history and education to evaluate the students' submissions in the Irish History Contest.
4. Recommend to State/County and Division Historians suggested topics and material for study of Irish History.
5. Report at conventions and meetings.
6. Promote March as Irish Heritage Month and prepare Irish History topics for webinars/newsletters. All Irish Historians should promote March as Irish Heritage Month.
7. Assure the transfer of all monies and properties of the Order within thirty (30) calendar days after the end of her term of Office.

Section 6. The Missions and Charities Officer shall:

1. Make an annual appeal to encourage greater participation in the missionary work in the Church. The Columban Fathers as the designated charity of the LAOH as we pledged to Bishop Galvin in 1935, and to the Columban Sisters in 2006 as well as other needs of the Universal Church.
2. The membership will determine the proportion of funds collected for distribution to the Columban Fathers, Columban Sisters and Appeals for Aid fund.
3. Receive all Missions & Charities funds from Division, County and State Boards and immediately deposit all designated monies into an approved account at a reliable financial institution. The National Treasurer shall transfer funds only on the order of the National President.
4. National Missions & Charities Officer's account's activity for each term shall be stopped two weeks (14 days) prior to the National Convention. The 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).
5. Prepare Reports for conventions and meetings.
6. Appeals for Aid are intended to provide limited aid to charities at the National Convention. All appeals for aid requests submitted to the National Missions & Charities Officer sixty (60) days prior to the Convention. The Missions & Charities & Appeals for Aid Committees shall bring these recommendations to the National Convention delegates for approval.
7. All properties of the Missions & Charities Officers shall be transferred within thirty (30) calendar days after elections at the end of her term of Office.

Section 7. Catholic Action Officer

1. Encourage and participate in all forms of Christian Charity in the name of the LAOH.
2. Ensure all correspondence pertaining to the office is sent to all levels.
3. Attempt to limit anything derogatory or demeaning to the Irish people or Catholic faith when observed or reported by a member.
4. Provide reports for conventions and meetings.
5. Promote and solicit donations to Support Our Aging Religious (SOAR), Project St. Patrick, Brigid's Hearth and the Humanitarian Fund.
6. Provide the link for electronic SOAR Newsletters
7. Inform the LAOH membership of Project St. Patrick which raises funds needed for grants to support all religious furthering their studies.
8. Inform the membership of the application process for the LAOH Humanitarian Fund.
9. Chair Brigid's Hearth committee which provides funds to those in active religious ministry. Application forms are available through this officer and will be reviewed along with the National President.
10. Receipt of all Catholic Action funds from Divisions, and County and State Boards and immediately deposit into a bank account at a reliable financial institution per the National Treasurer. This Officer shall be responsible for funds for Project St. Patrick, and donations contributed to SOAR, Humanitarian Fund, and Brigid's Hearth and other special collections designated by the National President.
11. The Catholic Action Officer account's activity for each term shall be stopped two weeks (14 days) prior to the National Convention. The 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).
12. All properties of the Catholic Action Officer shall be transferred within thirty (30) calendar days at the end of her office.

Section 8. Immediate Past President shall:

1. Shall assist the States with growth of the Order through membership.
2. Serve as President of the National Board's At-Large membership

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CHAPTER SIX: COMMITTEES AND APPOINTEES OF THE ORDER

I. Budget and Finance Committee

Section 1. The President at all levels shall establish an Ad Hoc Committee on Budget and Finance.

Section 2. The committee shall include the Treasurer and three (3) other members of the Order appointed by the President.

Section 3. 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 ninety (90) days after the installation of officers.

Section 4. The committee shall also be responsible for any other financial duties assigned to it by the National President.

II. Catholic Social Justice

A. Mission Statement

This Committee's mission is to educate members on political and social justice issues. Following the Guidelines of the US Conference of Catholic Bishops for all Catholics, the Committee highlights the following:

B. Areas for Support

This Committee supports the following areas:

- Disability Rights: We must work to ensure proper and equal treatment of people with disabilities, at Church, school workplace, housing, and all areas of life.
- Environmental justice: is a social justice concern that continues to need to be addressed by Catholic Social Justice Policies, U.S. Government Policies and individual actions. The LAOH must support the efforts of the Catholic Church to work with Local, State and Federal Governments, as well as local community groups to address environmental injustice.
- Gun Safety: The U.S. Conference of Catholic Bishops provides Catholics a framework for "sensible regulation" of firearms while recognizing that recourse to self-defense is legitimate for one's own safety.
- Racism: we don't support it) It is our Christian duty to uphold the humanity of all human beings and to not make judgements on who is acceptable and who is not.

C. Responsibilities

Section 14. The National Appointee shall:

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

Section 15. State, County and Division Appointees shall:

- Distribute information from the National Chair to the County and Divisions
- Review and become versed on the mission statement of the National Committee

and attend teleconference meetings held by the National Chair.

III. Immigration and Education

A. Mission Statement

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.

B. Responsibilities

The National Board Appointee shall:

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

The State, County and Division Appointees shall:

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

IV. Press and Publicity

A. Mission Statement

This committee is charged with communicating the work of Our Order to the general public and among the membership through the use of local news media.

B. Areas of Committee Work

The Press and Publicity Committee should work on the following areas:

- Members at all levels should start utilizing the free features with Canva
- Utilize Facebook and Instagram ads to target ideal audience demographics.
- Familiarize yourself with the city/community desk editors in your local newspapers and learn their schedules and instructions for submitting articles
- Employ the Lady Hibernian Herald to spread good works of the Order with your Sisters
- Remember that wearing LAOH attire is an excellent advertising opportunity
- Develop State, County and Division newsletters to help engage members and remind them of activities.

C. Responsibilities

The National Appointee shall:

- Publish the *Ladies Hibernian Herald*
- Promote the work of the Order via email blasts.
- Hold requested webinars on advertising programs that are free for users
- Work with the National President to issue “Statements” to the local and national press on important issues,
  as directed.
- Work with the Webmaster and National President to maintain a presence on all social media

platforms

State, County and Division Appointees shall:

- Distribute information from the higher level to the Division's members.
- Promote the work of the Order via email blasts and newsletters
- Familiarize yourself with the city/community desk editors in your local newspapers and learn their schedules and instructions for submitting articles

V. Webmaster and Information Technology

A. Mission Statement

This committee is charged with communicating the work of Our Order to the general public and the membership through the use of all online platforms and the official websites of the Order. While working closely with all officers and appointees, as well as Publicity Committee, the committee will ensure a safe and informative website is available for the use of the members and the general public.

B. Areas of Committee Work

The Webmaster and Information Technology Committee should work in the following areas.

- Maintain all technical areas of the Order and ensure all websites are secure from hackers and spammers through the use of security software and due diligence.
- Ensure the websites contain updated and correct information in your area of responsibility.
- Work with the Officers and Appointees to promote the work of the order via social media
- Assist each other in developing and maintaining websites.
- Share or provide links to other LAOH sites

C. Responsibilities

The National Board Webmaster shall:

- Maintain all technical areas of the National Website.
- Update the website per the request of the National Officers and Appointees.
- Work with the National Officers and Appointees to promote the work of the order via social media
- Assist, to the best of their ability, the State Boards, County Boards and Divisions in starting websites.
- Provide links to State Boards, County Board, and Divisions, if provided.

State, County and Division Appointees shall

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

VI. Fundraising

A. Mission Statement

The LAOH Fundraising Committee is charged with assisting the respective Boards raise additional funds to reduce the possibility of an increase in per-capita dues.

B. Areas of Committee Work

The Fundraising Committee should focus on the following areas:

- The committee should coordinate with other LAOH entities to avoid competing fundraisers.
- Proper complete and transparent reports to the membership to help grow participation.
- Share successful fundraiser events with other LAOH across the country to assist our Sisters.

C. Responsibilities

The National Board Appointee should:

- Recommend and organize fundraising endeavors.
- Report on Annual Fundraiser
- 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.
- Hold teleconference meetings with the State and Divisions' Fundraisers to share ideas and build sisterhood among the fundraisers nationwide.

State, County and Division Appointees should:

- Recommend, organize, and complete all fundraisers.
- Work with the Press and Publicity Chair and the Webmaster to promote the fundraisers via email blast, on the website and through social media.
- Attend the teleconference meetings held by the National Fundraiser to share ideas and build sisterhood among fundraisers.

A. Veterans and Military Affairs Mission Statement

The LAOH Veteran Affairs and Military Affairs (VMA) Committee is charged with assisting members and their families with issues concerning service in all branches of US military service and advocating for equal treatment of all current and former members of the military and their families.

B. Areas of Committee Work

The Veterans and Military Affairs Committee should work in the following areas.

- Provide updated information on services available for veterans and their families and changing statutes, regulations, and rules which affect such services.
- Work with local Veterans Hospital and service centers to ensure equal and fair treatment for all veterans and their families.
- Assure LAOH Veterans are recognized for their service with the official LAOH Veterans Pin.
- Work with local homeless Veterans organizations to provide housing and any assistance within the means of the Board or Division.
- Remember all Veterans, active Service Members and their families in daily prayers and devotions.

C. Responsibilities

The National Board Appointee should:

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

State, County and Division Appointees should

- Distribute information from the National Chair to the County and Divisions.
- Review and become versed on the mission statement of the National Committee.
- Attend teleconference meetings held by the National Chair.
- Ensure all LAOH Veterans are acknowledged and presented with their LAOH Veteran's Pin.
- Work with local homeless Veterans organizations to provide housing and any assistance within the means of the Board or Division.
- Remember all Veterans, and active Service Members and their families in Daily prayers and devotions.

VIII. Chaplain

The Chaplain shall:

A. Be an Ordained Priest, Deacon, Vowed Religious Sister or Brother, active or retired or a lay minister.

B. Provide Spiritual Leadership by attending Meetings whenever possible, providing reflections and/or instructions to members in their personal and communal faith lives.

C. Advise leadership on matters involving Catholic teaching or moral decisions.

D. Offer Pastoral support to members during illness, grief or hardship.

E. Promote unity, charity, and Christian compassion within the Order.

F. Celebrate Mass for LAOH events when possible or assist in arranging clergy. Participate in memorial Masses, funerals, anniversaries, and special liturgical observances.

G. Ensure and support LAOH programs to remain consistent with Catholic principles, Catholic social teaching and charitable outreach. Encourage participation in parish, diocesan, and Catholic service activities.

H. Appointed by the President for a term and may be renewed.

IX. National Supply Chair

The purpose of the national supply appointee is to ensure consistency with all official LAOH medallions and paraphernalia. Also, the national supply chair operates as a custodian of all LAOH products to allow members to show their pride in the Order.

The National Supply Chair shall:

A. Maintain inventory of all necessary LAOH supplies

B. Update the order form as needed and ensure it is placed on the website

C. Reorder supplies as needed using preferred vendors

D. Update costs of the items as needed

E. Have supplies available for purchase at all National Conventions

F. Mail out orders once payments are received

G. Deposit all monies collected and provide receipts for all expenditures to the National Treasurer

H. Maintain and provide reports as required

I. Return all monies and properties of the Order to her successor within thirty (30) calendar days at the end of her term of office.

CHAPTER SEVEN: ANNUAL REPORTS

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.

I. Officers' Filing Requirements

A. Annual Membership Reports

Section 1. The National Secretary shall, by November 15th, furnish through the State Secretary electronic copies of the annual membership report for each entity recognized within the State. The National Secretary will provide the previous year's December 31st total membership for each entity. The State Secretary is to 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 Secretary.

Section 2. 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 3. 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 4. The **dates for filing** the annual membership reports shall be as follows:

- Division Financial Secretary to County Secretary, if applicable, on or before January 31st.
- County Secretary to State Secretary on or before February 28th.
- State Secretary to National Secretary of Single Division States on or before January 31st.
- State Secretary to National Secretary of multiple Division States, with County Boards, on or before March 31st.
- In States without the County Board Structure, State Secretary to the National Secretary on or before February 28th.
- Degree Teams are to file their annual report on or before January 31st with their sponsored entities with copies to the Vice Presidents of each higher level.
- Junior Divisions are to file their annual report on or before January 31st with their sponsored entities with copies to the Vice Presidents of each higher level.

B. Annual Financial Reports

Section 6. The National Treasurer shall, by November 15th, furnish, through the State Treasurer, electronic copies of the annual financial report for each entity recognized within each state. The National Treasurer will provide the previous year's December 31 balance for each entity. The State 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 7. The **dates for filing** the annual financial reports shall be as follows:

- Division Treasurer to County Treasurer, if applicable, on or before January 31st

- County Treasurer to State Treasurer on or before February 28th
- State Treasurer to National Treasurer of Single Division States on or before January 31st.
- State Treasurer to National Treasurer of multiple Division States with County Boards, on or before March 31st
- In States without the County Board Structure, State Treasurer to the National Treasurer on or before February 28th.
- Degree Teams are to file their annual report on or before January 31st with their sponsored entities with copies to the Vice Presidents of each higher level.
- Junior Divisions are to file their annual report on or before January 31st with their sponsored entities with copies to the Vice Presidents of each higher level.

C. Non-Compliance with Filing Requirements

Section 8. The **Division, Degree Team, or Junior Division** shall be assessed a fine of $25.00 for the first seven (7) calendar days following the January 31st deadline and an additional $25.00 fine for an additional seven (7) calendar days. After fourteen (14) calendar 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.

Section 9. The **County Board** shall be assessed a fine of $50.00 for the first seven (7) calendar days following the February 28th deadline and an additional $50.00 fine for an additional seven (7) calendar days. After fourteen
(14) calendar 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.

Section 10. The **State Board** shall be assessed a fine of $100.00 for the first seven (7) calendar days following the March 31st deadline and an additional $100.00 fine for an additional seven (7) calendar days. After fourteen (14) calendar 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.

D. Reinstatement

Section 11. A suspended Division, Degree Team, Junior Division, County Board or State Board may be reinstated by the National President upon payment of taxes, assessments and late fees due and receipt of annual reports, no earlier than May 16th, or thirty (30) calendar 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**.**

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CHAPTER EIGHT: NATIONAL AWARDS

I. National Life Membership

Section 1. A citation of Life Membership may be conferred on a member of the Order who has performed **outstanding and distinguished** service to the LAOH for at least twenty-five (25) consecutive years.

Section 2. Candidates for National Life Membership shall be proposed in writing stating the member's **outstanding and distinguished** service to the LAOH including the offices held.

Section 3. Proposals for National Life Membership must be approved by two-thirds (2/3) vote of their respective Division, County Board, if applicable, and State Board in writing from each level and submitted to the National Board.

Section 4. Proposals for National Life Membership must be submitted on the prescribed form by the candidate's Division 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.

Section 5. The National Board, by a two-thirds (2/3) vote, will award a maximum of five (5) National Life Memberships per year.

Section 6. 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.

Section 7. A certificate of National Life Membership shall be issued by the National Secretary immediately after approval.

Section 8. National Life Membership shall automatically be conferred on all Past National Presidents.

II. St. Brigid Of Ireland Humanitarian Award

A. Purpose

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

B. Eligibility

Section 2. The nominee must be a member in good standing of the LAOH for a minimum of five (5) years. 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.

C. Nomination Process

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

- Completed nomination form that bears the State President's signature.
- 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 one (1) application per State.
- The deadline for the submission of the nomination form is April 15.

D. Selection Committee Process

Section 4. The selection process shall be as follows:

- The National Vice President shall serve as the Chairman of the Selection Committee.
- Voting members of the Selection Committee shall be as follows: National Board Officers, Past National Presidents, and State Presidents.
- The Nomination materials shall be mailed in February to recognize St. Brigid's Feast Day.
- The Nomination materials and ballots shall be forwarded to voting members of the committee no later than May 1st.
- The Chairman of the Selection Committee shall appoint a neutral Election Judge.
- The Selection Committee Chairman shall first notify the National President of the St. Brigid of Ireland Humanitarian Award recipient followed by the State 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.
- All other nominees are to receive a letter commending them on their nomination and encouraging them to continue their service that exemplifies our motto.
- 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.
- The Award recipient shall be reimbursed for two hotel room nights and travel expenses incurred if she is able to attend the AOH/LAOH National Convention to receive her award.

E. Voting Process

Section 5. The Chairman of the Selection Committee shall mail to LAOH National Officers, Past National Presidents, and State Presidents the following documents:

- A copy of the completed nomination form signed by the nominee's State President
- A copy of the nominee's letter of support sent forward by her State Board.
- A ballot
- Voting may be done by submitting a paper ballot or by submitting an email ballot.
- The election will be completed on or before May 31st.
- The nominee with the highest number of votes will be declared the St. Brigid of Ireland Humanitarian Award recipient.

III. Constance Markievicz Award

A. Purpose

Section 1. The Constance Markievicz Award will be bestowed biennially at the LAOH Interim Board

Meeting to a woman who is outstanding, passionate, and shows a deep commitment in her endeavors, either professionally or in volunteer works. The Constance Markievicz Award will be conferred without regard to the nominee's race, creed, religion, color or National origin.

B. Eligibility

Section 2. The nominee must be a woman who, in the spirit of unity and cross community relationships, has made significant and committed contributions to peace and justice, and/or the social and economic wellbeing of her community and/or the broader world in which we live. This includes, but is not limited to, political activism, Catholic social justice, immigration and immigrant issues, political education,
veteran affairs, and peace and reconciliation in Ireland.

C. Nomination Process

Section 3. Any member in good standing of the LAOH may enter a nomination. That nomination must be approved by the Division President, the County President, and sent to the State President. It is the responsibility of the member nominating and the Division President to fully vet the candidate prior to submission to the County and State Presidents.

Section 4. The nomination process requires the following completed documents:

- Completed nomination form that bears the State President's signature.
- A biographical sketch of the nominee, not to exceed 500 words, which summarizes how the nominee meets the standards of eligibility.
- Every effort should be made to submit at least one (1), but no more than three (3) applications per State.
- The deadline for the submission of the nomination form to the Award Committee is June 30th.
- The nomination document must be submitted in Word format. No other format is acceptable.

D. Selection Committee Process

Section 5. The selection process shall be as follows:

- The National Vice President shall serve as the Chair of the Selection Committee.
- Voting members of the Selection Committee shall be the National Officers, Past National Presidents, and State Presidents.
- The Nomination materials shall be mailed to State Presidents in April. States will set their own timelines to accommodate the Award Committee timelines.
- The Nomination materials and ballots shall be forwarded to voting members of the committee no later than July 30th.
- The Chair of the Selection Committee shall appoint a neutral Election Judge.
- The Selection Committee Chair shall first notify the National President of award recipient, followed by the State President of the recipient, and then the recipient herself.
- A press release will be forwarded to the Lady Hibernian Herald, The National Hibernian Digest and any other appropriate wire services announcing the winner of the award.

E. Voting Process

Section 6. The Chair of the Selection Committee shall mail to LAOH National Officers and State Presidents the following documents:

- A copy of the completed nomination form signed by the nominee's State President.

- A copy of the nominee's biographical sketch.
- A ballot that requires each voting member to vote for one candidate.

Section 7. Ballots must be filed electronically or postmarked by August 31st.

Section 8. The nominee with the highest number of votes will be declared the Constance Markievicz Award recipient.

F. Award Presentation

Section 9. The Constance Markievicz Award will be presented at the biennial LAOH Interim Board Meeting or at an event if one is planned at that time.

Section 10. The Award recipient shall be reimbursed for two (2) nights hotel room, award dinner, and travel expenses incurred if she is able to attend the biennial LAOH Interim Board Meeting to receive her award.

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CHAPTER NINE: DEGREES OF THE ORDER

I. Purpose

Section 1. Degrees of the Order are strongly suggested and often mandatory for members seeking a higher level of understanding of the Order or leadership positions, especially on the State and National levels. The Major Degrees are exemplified by National Board-certified Degree Teams. Through the Degrees, members are educated through theatrical presentation regarding aspects of our Celtic past, the inception of Christianity in Ireland, and the connection with the United States of America.

Section 2. The sole purpose of the Degree Team is to confer the Degrees to the members of the LAOH. The Degrees teach the lessons of our Order. They include some history, as well as the mission and purpose of the LAOH.

II. Formation

Section 1. A Degree Team may be formed by any State, County, or Division that has an LAOH.

Section 2. A County or Division wishing to establish a Degree Team shall contact the State Vice President, who will in turn contact the National 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 3. Whenever possible, a Degree Team shall be organized in each state**.**

Section 4. 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.

Section 5. The members of the Team must have received their Degrees. A Team will be made up of 17 members including a Director, Narrator, Music Director and any other extras that shall be determined by the Team.

Section 6. Any new Degree Team shall receive the official Degree workbook from the National Vice President or the Degree Team Liaison of the LAOH.

Section 7. The Director, Guardian, Secretary, and Treasurer shall be the elected officers. They shall be approved of or elected by a majority vote of the members present at a meeting, called for that purpose. A member of the Degree Team shall not serve in more than one (1) officer position at the same time. For example, but not limited to, if a Degree Team member is serving as a Director, she shall not hold the position of Treasurer, or any other officer position.

Section 8. The Team is not a committee of any State, County, or Division and functions under the sole authority of the National Board. Each Team has the authority to govern itself in the election of officers, admittance and dismissal of members, and the handling of finances. The entity under which the Degree Team has its Employer Identification Number (EIN) must perform an audit of the Degree Team's finances every year prior to the filing of the financial report.

Section 9. The National Vice President is the designated officer of the National Board to promote and advance the Degree work of the order.

Section 10. All Degree Teams shall follow the Degree Team Bylaws and the Ritual Workbook.

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CHAPTER TEN: MISCELLANEOUS ITEMS

I. *Religious Observances and National Holidays*

Section 1. Every member must receive Holy Communion between Ash Wednesday and Trinity Sunday.

Section 2. A Memorial Mass for departed members of the Order shall be offered at least once a year.

Section 3. 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	Immaculate Conception
December 28	Feast of the Holy Innocents

II. *Entertainment and Solicitations*

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 LAOH 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.

III. 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.

Section 2. Supply orders shall be filled within fourteen (14) calendar days of 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 President.

IV. Per Capita Taxes

Section 1. The National Board shall recommend the amount of the National Per Capita Tax thirty (30) calendar 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 2. 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 3. Religious members are exempt from all per capita tax and all assessments. All religious members should be included in the division total member count.

Section 4. No per capita tax or assessments shall be required of National Life Members.

Section 5. 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.

V. Uniforms

Section 1. Sashes are a crucial symbol of identity and pride for the LAOH. When worn at significant events such as Masses, installations, parades and funerals, they not only enhance the dignity of our appearance but also foster a strong sense of belonging among members. To honor our values of respect and unity, it is important to wear the sash without pins or decorations. While States, Counties, and Divisions have the authority to choose a sash that reflects the esteemed values of the LAOH, they must strictly adhere to the guidelines outlined above to maintain the integrity of our organization.

Section 2. Medallions – The Officer and Appointee Medallions represent the individual's position, with ribbon colors representing their specific level of authority: Gold for National positions, White for State positions, Green for County positions, Blue for Division positions, and Light Blue for Junior positions. These medallions shall be worn at all meetings, and State, County and Division Bylaws may require them for additional events. Officers and Appointees are responsible for maintaining their medallions, which must be worn plain and unembellished.

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CHAPTER ELEVEN: GRIEVANCES

I. At State, County and Division Levels

Section 1. All members are expected to live and act according to the motto of Friendship, Unity, and Christian Charity. However, in the event a member's actions violate the motto or they engage in improper conduct (the "Respondent"), then the witnessing member (the "Complainant") may file a grievance. Prior to the filing of any formal grievance, the parties must attempt a good faith resolution of their differences with a neutral third party, such as the Chaplain for the level that the grievance would be filed. A grievance is a serious matter and shall not be filed lightly.

A. Improper Conduct and its Penalty:

Section 2. Improper conduct shall include, but shall not be limited to:

- Violation of member's and/or officer's oath.
- Bringing discredit upon the Order.
- Improper handling or mismanagement of the funds of the Order.
- 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 3. 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 4. 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) calendar days after receiving it, shall be tried by the respective Grievance Committee, and, if found guilty may be reprimanded, suspended, or expelled.

B. Informal Resolution

Section 5. 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.

C. Statute of Limitations

Section 6. The statute of limitations for filing a grievance shall be ninety (90) calendar days from the time of the alleged grievance.

D. Filing a Grievance

Section 7. All grievances must be signed and presented in writing to the presiding officer of the respective level to which the grievance has occurred. If such 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. The recipient of the grievance must notify the applicable Grievance Committee to meet within fifteen (15) calendar days, or as soon

thereafter as practical, not to exceed thirty (30) calendar days to resolve the grievance. If there is no

active Grievance Committee, then a Grievance Committee must be elected at that time.

E. Procedures

Section 8. 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 Respondent, and the Complainant.

Section 9. The fully elected Grievance Committee the Complainant, and the Respondent only are to be present at the hearing. No other witnesses may be present, nor will a statement be accepted. In addition, one Officer of the applicable level may attend a grievance committee to ensure the integrity of the procedures, but shall not be permitted to vote in the deliberation

Section 10. The Respondent shall cooperate with all directives of the Grievance Committee, even if the Respondent believes that the grievance has not been properly filed. If the Respondent refuses to appear or participate in the hearing, the hearing will take place in her absence. For clarity, refusal to attend by the Complainant shall not include reasonable excuses, such as illness.

Section 11. The proper tribunals for the hearing of members and officers shall be:

- For Members and Division Officers: The Grievance Committee of the Division.
- For County Board: The Grievance Committee of the County Board.
- For State Board: The Grievance Committee of the State Board.
- For the National Board: The National Board of the LAOH. In the event of a tie, the National President shall cast the deciding vote.

F. Grievance Committee:

Section 12. 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) calendar days, or as soon thereafter as practical, not to exceed thirty (30) calendar days, to resolve the grievance.

Section 13. 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.

1. 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.
2. The recipient of the grievance must notify the elected Grievance Committee to meet within fifteen (15) calendar days, or as soon thereafter as practical, not to exceed thirty (30) calendar days to resolve the grievance.
3. 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.

Section 14. For County Officers: The Grievance Committee of the County Board shall consist of five members elected at the County Convention.

1. All grievances must be in written form, with a signature, and forwarded to the County President, or the next officer in descending order, who is not involved with the grievance.
2. The recipient of the grievance must notify the elected Grievance Committee to meet within fifteen (15) calendar days, or as soon thereafter as practical, not to exceed thirty (30) calendar days to resolve the grievance.
3. If a member of the County 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.

Section 15. For State Officers: The State President shall appoint five (5) impartial members to serve as members of the Grievance Committee.

1. All grievances must be in written form, with a signature, and forwarded to the State President, or the next officer in descending order, who is not involved with the grievance.
2. The recipient of the grievance must notify the elected Grievance Committee to meet within fifteen (15) calendar days, or as soon thereafter as practical, not to exceed thirty (30) calendar days to resolve the grievance.
3. If a member of the State 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.

G. *Procedures for Hearings at Division, County, and State Levels*:

Section 16. The following procedures shall be followed:

- The Chairman will read the grievance.
- The Respondent member will respond to the grievance.
- The Complainant will respond to the grievance.
- Discussion in an orderly manner amongst the Complainant, Respondent, and the Grievance Committee.
- The Complainant and Respondent are temporarily excused from the hearing during the Committee deliberation but must remain available until the grievance is resolved.
- If additional clarification is needed, the committee must recall both parties.
- The committee will deliberate until a resolution of the grievance is reached within the parameters described in Section 13 herein.
- The committee will recall the two parties and advise them of the decision.
- 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, and the Respondent and Complainant.

H. *Note to All Levels*:

Section 17. If the Respondent or the Complainant is an officer of more than one board of officers, then the grievance procedure must commence at the level of the alleged occurrence.

Section 18. If multiple grievances are filed by the same parties, all grievances must be heard

by the same Grievance Committee. For clarity, more than one member may file a grievance against the Respondent for the same improper conduct incident.

Section 19. If a member of the Grievance Committee, including the Chair, is related naturally or by marriage to either the Respondent or Complainant, or known personal friend, she must remove herself from the committee and ~~be~~ replaced in accordance with standard procedure.

I. Penalties, Suspensions, and Removals

Section 20. 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.

Section 21. The penalty shall be determined based on:

- the severity of the grievance
- if there is more than one grievance filed for the same incident
- any previous grievances filed against the Respondent

Section 22. A reprimand of a member should include a reminder of their LAOH oath, paying close attention to the specific sections of the oath that were violated, and a detailed description of behavioral expectations going forward.

J. Effect of Suspension

Section 23. If suspended, the Grievance Committee must provide a time limit for the duration of the suspension. The duration of the suspension shall be determined based on the guidelines listed above, but in no instances shall it exceed three hundred sixty-five (365) calendar days.

Section 24. During a suspension period, a member must turn in their traveling dues card, cannot attend meetings, any LAOH or joint LAOH/AOH sponsored events unless granted approval by the chair of the grievance committee and Division President, or events where attendance is as representation of an LAOH. At the end of the Respondent's suspension, the Grievance Committee shall remind the member of their oath. Such reminder may be sent via email or USPS and the President of that level shall be informed of all reminders.

Section 25. If the Respondent violates the suspension, then she shall be immediately expelled from the Order and notified via USPS and email by the Grievance Committee. The Division, County/State, and National Board Secretaries will also be notified of the member's expulsion.

Section 26. It shall be the duty of the National President, State President, County 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 27. 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 this document. 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) calendar days of the suspension.

K. Removals

Section 28. It shall be the duty of the National President, State President, County 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 29. 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 this document. 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) calendar days of the suspension.

L. Appeals

Section 30. The "Respondent" or "Complainant" may appeal the decision of the respective Grievance Committee if they can demonstrate non-compliance with the “Procedures at Hearings” as seen in G section 16 and that this resulted in a decision that was not impartial or just. Either party must verbally express their desire to appeal immediately upon hearing the decision of the Grievance Board, if in person.

Section 31. If either party decides to appeal, they must make this request in writing to the Chair of the Grievance Committee within ten (10) calendar days of receipt of the decision. The Complainant can only raise the issue of non-compliance with the “Procedures at Hearing” if verbally raised at the end of the grievance hearing. 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 LAOH. If either party does not return, after the deliberation period, for the Grievance Board's decision, they waive their right to an appeal.

Section 32. If the Respondent appeals the decision of the respective Grievance Committee, such appeal must be made in writing within ten (10) calendar 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 President of the LAOH

Section 33. 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 34. All disciplinary actions will remain in effect during the appeal process.

Section 35. 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.

II. At The National Level

Section 1. 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 2. *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 3. *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.

- The National Officer neglected to perform the duties of their office in the time frame allotted.
- The National Officer committed an offense which tends to bring discredit upon the Order.
- The National Officer improperly handled or mismanaged funds or property of the Order.
- 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.
- The National Officer failed to follow a legitimate direction of the National President in the time frame noted.

Section 4. *STATUTE OF LIMITATIONS*
The statute of limitations for filing a grievance shall be three months from the discovery of the alleged offense.

Section 5. *PROCEDURES*
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.

- Within five (5) calendar 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 Respondent to have a clear understanding of the circumstances surrounding the accusation. If the Respondent does not reply to the National President within a five (5) calendar-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.
- 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) calendar 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 Complainant. 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.
- After the five (5) calendar days waiting period for a response from the Respondent, or after the discussion with the Respondent 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 Respondent, and the Complainant to occur within ten (10) calendar days. This Informal Resolution Session can be conducted over the telephone, via a conference call, or face-to-face meeting, if practical. If the Respondent 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 Respondent, the National Secretary, and the National Chaplain or presider of the Informal Resolutions Session. If the Respondent is not in agreement with the written report of the session, the Respondent 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.
- After the Informal Resolution Session and the parties have not been able to come to an agreement, or the Respondent 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) calendar 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 calendar days with teleconferencing allowable.
- At the Hearing, the National President shall read the grievance. The Complainant will be afforded opportunity to speak for seven minutes regarding the grievance. After the Complainant has spoken, the Respondent will be afforded seven minutes to respond to the charges. After this period, both the Respondent and Complainant 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 the Respondent and Complainant 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 Respondent and Complainant 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 Respondent and Complainant. The National President shall impose the decision of the hearing and shall advise the Respondent of her right to appeal under this article, if applicable.

- If the decision of the Board is to remove the Respondent from office, the removal shall be effective on the eleventh (11th) calendar day after the filing of the decision of the National Officers and Past National Presidents. The Respondent is to surrender all monies and property of the Order to the National President immediately, if no appeal is filed. If the Respondent 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.

III. Appeal for National Officer: National Grievance Appeal Board

Section 1. In order to afford a Respondent 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) calendar day notice, with the expenses paid by the National Board. Each state shall determine how this member will be chosen.

Section 2. The Immediate Past National President shall be the Coordinator of the National Grievance Appeal Board.

Section 3. The Coordinator will be responsible for ensuring 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 calendar 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 4. Only the Respondent 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 5. Appeal Process

- If the Respondent 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 Respondent wishes to have considered by the National Grievance Appeal Board. No additional witnesses or evidence can be filed for consideration at the appeal level.
- 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.

Upon the filing of the appeal, the Coordinator shall immediately:

A. Initiate Appeal Process
   (1) From the list of members received at the National Convention, remove the names of the members of the states which the Respondent, Complainant, 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) calendar days of the notification of the appeal. The Coordinator shall arrange all meetings.
   (3) With at least a twenty (20) calendar-day's 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.

B. 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.

C. 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 Respondent within five (5) calendar 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.

D. If the National Grievance Appeal Board affirms the removal of the Respondent 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 Respondent is considered removed from office on the sixth day and must immediately surrender all monies and properties of the office to the National President.

E. 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.

F. 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 Respondent are to be reimbursed by the National Board.

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GLOSSARY

Appeals for Aid Fund: A designated fund category to which any recognized LAOH entity, member, or other donor may contribute by forwarding its donation to the National 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 LAOH noting the formation of a Division.

Days: All days referred to in the Constitution and SOPP 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 SOPP with 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, State, County, 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 LAOH

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, County, and Division's Bylaws.

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, County, State, or National Board of the LAOH that she currently holds or has held in the past. Upon resignation, a member forfeits all accrued years of service, degrees received and membership privileges. Should a former member reapply for admission, her application shall be processed as a new membership. If accepted she will receive no credit for prior service and will not retain the privileges of a degreed member or those afforded to members transferring between Divisions.

Ritual: An official publication of the Order, obtained from the National 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 364 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 in accordance with the Constitution and SOPP.

Transfer Member: A member in good standing that, by following the prescribed steps delineated in the Constitution and SOPP, transfers her membership from one Division to another Division.

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