

Ladies Ancient Order of Hibernians, Inc.

NEW YORK STATE BY-LAWS



REVISED AND ADOPTED AT THE NEW YORK STATE CONVENTION

SYRACUSE, NEW YORK  
JULY 2021

## TABLE OF CONTENTS

Article I. Name of Organization	3
Article II. National and State Conventions	
Section A. National Conventions	3
Section B. State Conventions	3
Article III. Order of Business In Conventions	4
Article IV. Year End Annual Reports	6
Article V. National, State and County Taxes	6
Article VI. Expenses of State Board Officers	6
Article VII. Charters, Constitutions By-Laws and Supplies	7
Article VIII. State Board And Guidelines for State Board Meetings	7
Article IX. Duties of State Officers	8
Article X. Levies	9
Article XI. Rules of Order	9
Article XII. Amendments and Division Office	10
Article XIII. Initiation, Fees and Dues	10
Article XIV. National Life Membership	10

## **ARTICLE I - NAME OF ORGANIZATION**

**Section 1.** This organization shall be known and denominated as the “Ladies Ancient Order of Hibernians, Inc.”

## **ARTICLE II - NATIONAL AND STATE CONVENTION**

### **SECTION A. NATIONAL CONVENTION**

**Section 1.** The seven (7) elected New York State Officers, or their duly appointed alternate, approved by the State President in conjunction with the State Secretary, all Past State Presidents, and State Appointees, in good standing shall be a delegate.

**Section 2.** Every elected County President, or her duly appointed alternate, shall be a delegate.

**Section 3.** In single Division Counties, without an elected County Board, the Division shall be entitled to the Division President or her duly appointed alternate, plus one at large delegate for the first fifty (50) members, and an additional delegate for every fifty (50) members over the first fifty (50) members.

**Section 4.** The balance of the at-large delegates for New York State will be divided proportionally among the counties with two (2) or more Divisions.

**Section 5.** The New York State Secretary in conjunction with the State President, shall determine the distribution of these at-large delegates pursuant to the percentage of County membership based upon the prior year’s annual report.

**Section 6.** The County Secretary shall determine proportionally the distribution of the County’s at-large delegates among the Divisions of the County.

**Section 7.** The Division delegates shall be the Division Officers in descending order, or thereafter, by Division election. When any Division does not designate all their at-large delegates, the County President may fill these delegate slots. Any County that does not designate all their remaining County at-large delegates shall return said delegates to the State.

**Section 8.** The County must provide to the State Secretary their unused delegate / alternate seats, 30 days prior to the Convention deadline

**Section 9.** The State Secretary in conjunction with the State President shall determine any remaining at large delegates.

### **SECTION B. STATE CONVENTIONS**

**Section 1.** The State President of the Ladies Ancient Order of Hibernians, Inc. of New York State shall order a State Convention to be held biennially.

Section 2. The following officers shall be eligible to be seated in the State Convention: the elected State Officers, State Appointees, all Past National and State Presidents in good standing and all National Officers who are members of a New York State Division of the Ladies Ancient Order of Hibernians, Inc., County Presidents, County Vice Presidents, County Secretaries, County Treasurers, County Irish Historians, County Office of Missions & Charities, County Office of Catholic Action, County Mistress-at-Arms, County Sentinels and the Immediate Past County Presidents, or alternates in good standing and Division Presidents or alternates in good standing to have a voice and a vote at the State Convention.

Expenses of the County officers shall be paid from the County Treasuries. In a County where there is only one Division, the elected Division officers, except the Financial Secretary, shall be the only delegates to the State Convention. All Divisions will be entitled to an additional delegate for every fifty members in excess of the first fifty members.

Section 3. The County Vice President shall be the alternate to the County President at both the National and State Convention. The Division Vice President shall be the alternate for the Division President at State Conventions and then other officers in descending order.

Section 4. New Divisions organized at any time before the Convention shall upon payment of any assessments or taxes due be entitled to a seat in the Convention, provided the Division has a membership of fifteen members (15).

Section 5. No County shall be allowed to hold more than two State offices. No member shall hold the same office on the State Board for more than one term or until the next State Convention, and no officer shall be eligible to succeed herself or repeat her office at a future date.

Section 6. The State President shall determine the date, then receive and appoint all Convention Committees.

Section 7. The State President shall appoint as soon as possible, a Committee who is nearest to the proposed Convention to investigate the localities seeking to host the next convention at the expense of the Convention Site Committee. Such Committee is to submit a written report to the State Convention for action.

Section 8. No member shall be eligible for State Office until she has taken the Major Degrees of the Order.

Section 9. Whenever possible all Major Degrees should be given at the State Conventions.

### **ARTICLE III - ORDER OF BUSINESS IN CONVENTIONS**

Section 1. At the opening of the biennial sessions, the State President by and with the consent of the convention, shall appoint committees on Credentials, Rules of Order, Auditing, By-Laws, Irish History, Resolutions, Juniors, Public Relations, Grievance, Missions and Charities, Catholic Action, Freedom For All Ireland, and any special committees at the direction of the State President.

Section 2. The committee on Credentials shall examine the credentials of the delegates from each County and report and verify the accuracy of the submitted credentials. The credentials shall be in the hands of the State Secretary at a time prescribed by the State Secretary but no less than 10 days prior to the convention.

Section 3. The By-Laws committee shall receive all proposed amendments to the State By-Laws and recommend any changes they deem advisable for the welfare of the Order in the State of New York and report it to the State Convention session.

Section 4. The Committee of Grievances shall examine just be advised of the number of grievances referred to the State Board accordance with the National Constitution. All grievances must be submitted to the State President prior to the opening of the State Convention and only those grievances shall be recognized that have been first presented to a County Convention.

Section 5. The business of the New York State Convention shall be conducted as dictated by the Rules of Order as they coincide with the National Constitution. See National Constitution.

Section 6. The business of the biennial meeting shall be taken up in the following manner:

- A. Opening
  - B. Opening Prayers
  - C. Reading of the State Board Minutes and Official Convention Call
  - D. First Report of the Credentials Committee
  - E. Report of the Rules of Order
  - F. Appointment of judges and clerks of the election.
  - G. Appointment of all other Committees.
  - H. Comments of the State Officers, Past Presidents, & State Appointees.
  - I. Nomination of Officers / Election Protocol Report
  - J. Reports of all Committees, (Committee Reports to be read as they become available)
1. Appeal for Aid / Patricia Doyle Memorial Grant
  2. Audit
  3. By-Laws
  4. Catholic Action
  5. Election
  6. Freedom for All Ireland
  7. Fundraising
  8. Grievance
  9. Immigration and Education
  10. Irish History
  11. Juniors
  12. Junior Scrapbook
  13. Ladies Scrapbooks
  14. Missions and Charities
  15. Public Relations/Publicity
  16. Resolutions
    - K. Unfinished Business
    - L. New Business
    - M. Final Report of Credentials
    - N. Election of Officers
    - O. Good and Welfare
    - P. Motion to adjourn
    - Q. Final Prayers

Section 7. Copies of resolutions, changes or proposed amendments to the Constitution and By-Laws that have been approved and endorsed by County Conventions should be forwarded to the State President at a time announced by the State President prior to the Convention.

Section 8. Should the Convention recess before concluding the foregoing order of business, it shall commence at the point reached at the previous session.

#### **ARTICLE IV - YEAR END ANNUAL REPORTS**

Section 1. Each Division shall make a report of its membership count and financial standing as of the last day of each year. The report shall be made through the County President, Secretary and Treasurer to the State Treasurer in accordance with forms and instructions furnished by the State Treasurer.

Section 2. After elections at County Conventions, the County Secretary shall report all new officers to the State Secretary.

#### **ARTICLE V - NATIONAL, STATE AND COUNTY TAXES**

Section 1. The County and Division Presidents shall ensure payment of the National, State and County taxes.

Section 2. All taxes should be paid promptly to the State Treasurer. Any County or Division failing to file their annual report or pay their National per capita taxes by the stated due date shall be subject to a fine imposed by the State Treasurer. The County fine shall be fifty dollars (\$50.00), and fifty dollars (\$50.00) every fourteen (14) days until the Annual Report is filed and national per capita tax paid to the State Treasurer. Divisions not having County status will be fined twenty-five dollars (\$25.00) and twenty-five dollars (\$25.00) every fourteen (14) days until the Annual Report is filed and National per capita tax paid to the State Treasurer.

Section 3. Each Division shall pay to the National Treasurer through the County and State Treasurers a National per capita tax as passed by the National Convention Delegates annually, payable with their annual report, based on the membership of said report. No annual report will be accepted until the National per capita tax has been paid.

Section 4. Each Division shall pay to the State Treasurer through the County Treasurer a State per capita tax as passed by the State Convention Delegates annually and based on the last year's annual report and paid at the same time as the National Per Capita Tax.

Section 5. Each Division shall pay through the County Treasurer an amount to be determined by the County Board which shall be used to defray all expenses of the County Board.

#### **ARTICLE VI - EXPENSES OF STATE BOARD OFFICERS**

Section 1. State Officers shall submit for approval the receipted expenses of the President, Vice President, Secretary, Treasurer, Irish Historian, Missions & Charities Office, Office of Catholic Action, Immediate Past President, Chaplain, and other appointed Chairpersons when acting on behalf of the Ladies Ancient Order of

Hibernians, Inc. shall be paid out of the State Treasury. The past State Presidents and Past National Presidents from New York shall receive one hundred and fifty dollars (\$150.00) plus mileage for their participation at NYS Board Meetings and Conventions.

Section 2. At the invitation of the New York State President the current National President regardless of her state, shall be afforded: two (2) night's stay and a ticket to the Installation Banquet, at the expense of the New York State Board. If the National President is a member of the New York State Board, she cannot collect from two (2) Boards.

## **ARTICLE VII - CHARTERS, CONSTITUTION, BY-LAWS AND SUPPLIES**

Section 1. Each Division shall make an application to the State Secretary for a charter on the date of organization and pay a charter fee as established by the National Board.

Section 2. It shall be the duty of the State Secretary to have the most up-to-date copy of the New York State Bylaws available to all members on the State's official website.

Section 3. All members are responsible to access the State Website for the most recent versions of the Constitution, Ritual and By-Laws.

Section 4. The outgoing Secretary, no sooner than three (3) months and not later than six (6) months, after the close of the State Convention, shall furnish the State President an electronic copy of the Convention's Proceedings for immediate placement on the State's official website for the use of all members.

## **ARTICLE VIII - STATE BOARD AND GUIDELINES FOR MEETINGS**

Section 1. The State Board shall consist of the State Officers, and the County Presidents of each County within the State, or their alternates, and all past County Presidents with no alternate, and all present and Past National and State Presidents who are bona fide members of the State.

Section 2. The State President is required to hold four State Board Meetings during her term of office at locations of her choice.

Section 3. Guidelines for State Board meetings are as follows:

- A. State Board meeting shall be conducted with the dignity, protocol, and decorum of a State Convention modified to the extent that time requires.
- B. The County President or her alternate, all Past County Presidents with no alternate, and all Division Presidents, or her alternate shall be a delegate at State Board meetings with a voice and vote but at no expense to the State Board. Designation of alternates should be in accordance to descending order of office.
- C. Roll call by the State Secretary shall be made at the beginning of each State Board meeting.

- D. No State Officer can represent her state office and county office at the same time. She either represents her State Office and has her expenses paid by the State Board or represents her County with expenses paid by her County Board. She cannot collect from the two Boards.
- E. No County President or her duly elected alternate can submit any subject for discussion at a State Board Meeting that has not been discussed and voted upon at her County Board Meeting.
- F. Any member of the Order in New York State in good standing may attend a State Board Meeting but will have no voice or vote.

## **ARTICLE IX - DUTIES OF STATE OFFICERS**

### **Section 1.** State President

The State President shall preside at the State Convention and at all meetings of the State Board and/or State Officers: countersign all checks for the legitimate state expenses as presented by the State Treasurer and perform all other duties according to the National Constitution. The office of the State President shall be reimbursed for her expenses as related to the office upon submission of receipts, sign all orders drawn on the State Treasury and perform all other duties according to the National Constitution.

### **Section 2.** State Vice President

The State Vice President shall assist the President in the discharge of her duties and in her absence, officiate in her stead. She shall have supervision of the Junior work, as well as promoting the advancement for the Degree Work. The office of State Vice President shall be reimbursed for her expenses as related to the office upon submission of the receipts.

### **Section 3.** State Secretary

The State Secretary shall keep the minutes of the meetings of the State Officers and the State Board, correspond with County Presidents of the State and perform all other duties according to the National Constitution. The State Secretary shall furnish credentials to Counties not in arrears for taxes at least one month prior to the Convention. The office of State Secretary shall be reimbursed for her expenses as related to the office upon submission of the receipts.

### **Section 4.** State Treasurer

The State Treasurer shall receive from the State all monies due to the State and give receipts thereof, disburse the same amount on the order of the President. The State Treasurer shall sign all checks ordered by the State President. The State Treasurer shall insure the filing of all tax returns and documents for all LAOH entities in the State of New York. The State Treasurer shall perform all other duties according to the National Constitution. The office of the State Treasurer shall be reimbursed for her expenses as related to the office upon submission of the receipts.

### **Section 5.** State Irish Historian

The State Irish Historian shall issue the Irish History Contest Materials received from the National Irish Historian. The State Board shall make the following awards in the Annual Irish History Contest Materials: High School - First Prize, Second Prize, and Third Prize; Elementary School - First Prize, Second Prize, and Third Prize. The monetary amounts shall be determined by the Committee based on the budget provided by the State Board. The Irish Historian shall perform all her duties according to the National Constitution. The Office of the Irish Historian



shall be reimbursed for her expenses as related to the office upon submission of the receipts to the State Treasurer.

Section 6. State Office of Missions and Charities

The State Office of Missions and Charities shall receive all Columban Mission funds and other designated charities; remit it to the National Office of Missions and Charities, after making the necessary disbursements on order of the State President, countersigned by the State Secretary. The Office of Missions and Charities shall perform all other duties according to the National Constitution. The State Missions and Charities Officer shall be reimbursed for her expenses as related to the office upon submission of receipts to the State Treasurer. The check will be drawn against the General Fund. The State Missions and Charities Officer shall be responsible for the application of the Patricia Doyle Memorial Grant and chairing the Committee Meeting. In addition, all monetary information shall be kept by the office of Missions and Charities, with all monies forwarded to the State Treasurer.

Section 7. State Office of Catholic Action

The State Office of Catholic Action shall carry out the program submitted to her by the National Chairman of Catholic Action and advise the County Officers of the same. She shall correspond with the National and County Office of Catholic Action on all timely subjects, receive and file all catholic action reports and report biennially to the State Convention. She shall encourage more correspondence from the Divisions and Counties to the state on all matters pertaining to our faith and any assaults against it. The Office of Catholic Action shall perform all other duties according to the National Constitution. The Office of Catholic Action officer shall be reimbursed for her expenses as related to the office upon submission of receipts to the State Treasurer. This check will be drawn against the General Fund.

**ARTICLE X - LEVIES**

Section 1. Any member who shall allow her dues, fines, and assessments to remain unpaid for a period of six (6) months shall be notified by the Financial Secretary and failing to pay such arrearage at the next regular meeting, shall be suspended. A member who allows her dues, fines, and assessments to remain unpaid by December 30<sup>th</sup>, shall be dropped from the membership roster and no longer considered a member in good standing. If a member fails to pay all arrears for which she owes, she shall be dropped from the roster of members in good standing and is considered to have been suspended from the Order.

Section 2. Any Officers or members collecting any monies belonging to the Division must pay it to the proper authority within ten (10) days.

**ARTICLE XI - RULES OF ORDER**

Section 1. The current Ritual shall prescribe the Order of Business at regular meetings.

Section 2. The generally accepted rules governing legislative bodies laid down in Roberts Rules of Order - Newly Revised shall govern the deliberations of all levels of the Ladies Ancient Order of Hibernians, Inc.

Section 3. The number of consecutive terms an officer may hold any office shall be determined by the Division.

Section 4. Any Division not organized ninety days prior to the date of the County Convention in the County in which it is organized, shall not be eligible to vote for candidates for office at said convention.

Section 5. Electronic reports of State Officers, State Appointees and State appointed Committee chairs (except for the State Treasurer and Audit Committee) shall be available for all delegates on a password protected State Website.

Section 6. The Immediate Past President on the Division, County and State levels shall be considered a Board Officer with a voice and a vote at all meetings.

### **ARTICLE XII – AMENDMENTS AND DIVISION OFFICE**

Section 1. No part of these By-Laws or any of its rules shall be suspended, altered or amended, except that written notice of the same to be presented at the biennial meeting or at a special meeting called for the purpose, when if two-thirds of the members present vote in favor thereof, the same shall be adopted.

Section 2. No member shall be eligible for Division office unless she has attended at least four business meeting during the calendar year and has been a member in good standing thirty days prior to the Division election.

Section 3. New or newly reinstated members must be in good standing thirty (30) days prior Division election.

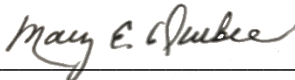
### **ARTICLE XIII – INITIATION FEES AND DUES**


Section 1. Initiation fees and dues shall be determined by the Individual Divisions.

### **ARTICLE XIV NATIONAL LIFE MEMBERSHIP**

Section 1. Any Division and County Board wishing to enter the name of a member for National Life Membership in accordance with the provisions delineated in the National Constitution, must submit all required paperwork to the Sate President and copied to the State Secretary solely between February 1<sup>st</sup> and April 15<sup>th</sup> of each year for voting by the State Board at the Spring Board Meeting.

These New Stat By-Laws were approved and accepted by the membership of the State Biennial Convention held July 2021, Syracuse, NY.

Mary Beth Durkee   
New York State Board President  
Ladies Ancient Order of Hibernians, Inc.

Karen Keane   
National President  
Ladies Ancient Order of Hibernians, Inc.