



How to organize a

***New Junior Division***

to the Ladies Ancient Order of Hibernians, Inc.

Revised for the  
National Board  
4/22/2025



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## **A Primer on Organizing a Junior Division of the Ladies Ancient Order of Hibernians, Inc.**

Organizing a Junior Division is a rewarding experience for the members of your Division. It is important that each Division understand the importance of not only increasing membership in their division but also understanding that our children are our future members. Sponsoring a Junior Division of the Ladies Ancient Order of Hibernians, Inc. gives young women the opportunity to join our order, learn about Irish customs, and participate in activities that teach values that resonate our motto of Friendship, Unity and Christian Charity. It is our goal for young women to grow within the Junior Division into active members of our Order.

There are special challenges to form a new Junior Division and to ensure that it will continue as a vibrant Division. The first step is to fully commit to organizing a Junior Division. Vice Presidents, having responsibility for Junior Divisions, may enlist the assistance of adult members of the Ladies Ancient Order of Hibernians, Inc. to act as Junior Coordinators. The Junior Coordinators shall be required to follow all the rules and regulations that govern Vice Presidents.

### **LAOH JUNIOR DIVISION GENERAL INFORMATION BOOKLET**

Whether it is an Officer, member or a committee that is thinking about forming a Junior division, take the time to review the *LAOH Junior Division General Information booklet*. It covers important information and forms including the Constitution and Bi-Laws, Ritual, Charter information as well as other informative material relating to the Junior Division. You can download a copy from the **ladiesaoh.com** website.

### **FIRST STEPS**

- 1.** If a member, other than Vice President, discuss organizing a Junior Division with your Division Vice President, as your new Junior Division will be under the jurisdiction of your Division Vice President, review the responsibilities with her and enlist her support in forming the new division. The Division Vice President will have an active on-going role with the Junior Division. Seek out information from the LAOH County Vice President, if there is one in your area, and/or the State or National LAOH Vice-President who will also assist you.
- 2.** Before you can organize a Junior Division, it is necessary to obtain the consent of the **County** Vice President (if any), the **State** Vice President, and the National Vice President. This is accomplished by submitting an application to form a Junior Division sponsored by your division, which is available on the National Website <https://ladiesaoh.com/laoh-juniors/>
- 3.** Discuss with your members the desire to form a Junior Division and why it is important. Solicit volunteers who are willing to become the Junior Coordinator and active volunteers for the new Junior division.

## PLANNING

Have a planning meeting to review the LAOH Junior Division General Information booklet, and discuss decisions about the new division.

1. Review the *LAOH Junior Division General Information booklet*, make a list of questions and contact your State Vice President (or National) to answer your questions. You may want to reach out to existing Junior Division Coordinators for helpful information.
2. When is the best time for monthly meetings for the Junior Coordinator, Vice President, volunteers and most importantly the new Junior members keeping in mind their busy schedules?
3. Dues: An initiation fee and/or dues shall be at the discretion of the LAOH, Inc., Division Vice-President or Junior Coordinator. There is no State or National tax on Junior members. Discuss the benefit of capping or waiving dues. Dues may be a deterrent or hardship to families with several children interested in joining. A nominal one-time initiation fee (as little as \$1.00) can be considered in lieu of dues.
4. It is not necessary to have a separate bank account for your Junior Division. You can use your LAOH Division bank account or open a new bank account exclusive to your Juniors. Be sure to consider that you will need to keep records of the Junior activity for State reporting. The Division Vice-President and Junior Coordinator should have access to the account and be signatories on the account.
5. Fund Raising: What expenses will you incur to start the division? These may include printing brochures and applications, advertising, stamps, medallions, new member and officer installation costs. Is there a need to raise money to start-up the Junior Division by fundraisers or requests for donations?

## DIOCESAN SAFE ENVIRONMENT PROGRAM

In an effort to promote the protection of children, all members who work with children, in any capacity, are required 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. This mandate for training will include all Vice-Presidents and Junior Coordinators who have any Junior Divisions under their jurisdiction and control as well as any "Junior Parents," or others, who volunteer to work with the children. A copy of each adult's certification must be obtained and kept on file. Information on how, when and where to receive the training is available at [www.virtusonline.org](http://www.virtusonline.org). It is wise to have those adults who will work with the new Junior Division complete the training while you are in the process of starting the new division. Ensuring compliance is an on-going process for

adults who will be in contact with the Juniors. The protection of the Junior members will include insuring that a Virtus certified adult is always supervising the Junior members and that they are not left unattended at meetings and events.

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A permission slip for photographs of Juniors must be signed by all parents and will be kept on file. Identifying information should be left off photos and social media.

### **GET THE WORD OUT**

A minimum of **5 members, (ages 5 to 18)** are necessary to form the division. Once you have consent from your County (if any), State, and National, begin the process of getting the word out. You should actively seek members through your division. Reach out to Division Presidents and members of the AOH division(s) and other LAOH divisions in your County. Contact Catholic schools, churches (bulletins), and Irish dance schools, all good places to post or disseminate information.

**Take your time!** It is nice to be able to have 10 members to fill the 10 offices. The officers are as follow: President\*, Vice President\*, Recording Secretary\*, Treasurer\*, Irish Officer and Catholic Action Officer. All asterisk (\*) offices are mandatory.

Although a minimum of 5 members is necessary, keep in mind that the application for the Charter requires the names of your first officers.

### **NEW MEMBER INSTALLATION**

A target date to install your new Junior members and new officers. Consider a fun place to install your members. Have a discussion with your Juniors about the offices and who will serve in each office. The date of installation will be the “date organized” on your Application for Charter. The member installation is on page 8 of the *LAOH Junior Division General Information booklet*.

### **INSTALLATION OF JUNIOR DIVISION OFFICERS**

How and when will you install your first Junior officers? Since these are the first officers, consider whether to have your Division (County) President install the officers or whether to invite your State Vice President or State President to install them. The Officer Installation ceremony is on page 9 and 10 of the *LAOH Junior Division General Information booklet*.

### **REPORTS**

The LAOH Junior Division is required to file annual Treasurer and Membership reports to the State. These reports are in the same format as the LAOH annual reporting and are filed with the LAOH reports at the beginning of the year. It is important to keep good records of members and banking transactions. The reports are due to the National Vice President by January 31.

Have fun with your new Junior Division. Your President or Junior Coordinator will organize monthly meetings, events, and fundraisers and keep parents in the loop about the Junior Division. The Division/County Vice President will assist with on-going promotion and support of the Junior Division.

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## FORMS

- 1) The **Application to Form a Junior Division (1)**.
- 2) The Ladies Ancient Order of Hibernians, Inc. **Application for Junior Division Membership (2)** is on page 12 of the LAOH Junior Division General Information booklet. You can also download the Junior Brochure from the National website ([ladiesaoh.com](http://ladiesaoh.com)).
- 3) After completing the **Ladies Ancient Order of Hibernians, Inc. Junior Division Charter Membership List (3)**, complete the **Ladies Ancient Order of Hibernians, Inc. Junior Division Application for Charter (4)**. When you are comfortable with your recruiting efforts and install your first members (minimum of 5) and officers, complete the Application for Charter and submit it to the LAOH State Vice President with the **“Ladies Ancient Order of Hibernians, Inc. Junior Division Charter Membership List”**. These forms are in the LAOH Junior Division General Information booklet on page 13 and 14.



Ladies Ancient Order of Hibernians, Inc.  
LAOH Division - Application to Form a Junior Division

Please print or type all the information.

Date: \_\_\_\_\_

Sponsoring Division # \_\_\_\_\_ Div. Name \_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_

National VP \_\_\_\_\_ Email: LAOHNationalVicePresident@gmail.com

County VP \_\_\_\_\_ Email: \_\_\_\_\_

State VP \_\_\_\_\_ Email: \_\_\_\_\_

Division VP \_\_\_\_\_ Email: \_\_\_\_\_

Madam Vice President,

On behalf of Division # \_\_\_\_, County of \_\_\_\_\_ State of \_\_\_\_\_,

we would like to notify you of our intent to form a Junior Division. We have reviewed the Junior Handbook and the responsibilities of sponsoring a Junior Division. We understand that we will need to obtain our certification for Protecting God's Children.

Organizer \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signatures:

Approving Div VP \_\_\_\_\_ Date \_\_\_\_\_

Approving Co VP \_\_\_\_\_ Date \_\_\_\_\_

Approving State VP \_\_\_\_\_ Date \_\_\_\_\_

State Vice President is to forward this application to the National Vice President and a copy to the sponsoring Division





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

Please print or type all information

Date Organized \_\_\_\_\_

Sponsoring Division \_\_\_\_\_ Meeting Place \_\_\_\_\_

State of \_\_\_\_\_

National President \_\_\_\_\_ State President \_\_\_\_\_

National VP \_\_\_\_\_ State VP \_\_\_\_\_

National Sec \_\_\_\_\_ State Sec \_\_\_\_\_

National Treas \_\_\_\_\_ State Treas \_\_\_\_\_

County of \_\_\_\_\_ County VP \_\_\_\_\_

Junior Coordinator \_\_\_\_\_ Email \_\_\_\_\_

Junior Division Name and Number \_\_\_\_\_

Installed by \_\_\_\_\_ Date Installed \_\_\_\_\_

**Junior Officers:**

President \_\_\_\_\_

Vice President \_\_\_\_\_

Recording Secretary \_\_\_\_\_

Financial Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

Irish Historian \_\_\_\_\_

Missions and Charities \_\_\_\_\_

Catholic Action \_\_\_\_\_

Mistress at Arms \_\_\_\_\_

Sentinel \_\_\_\_\_

Mail Charter to: \_\_\_\_\_ Charter Size \_\_\_ 8.5 x 11

\_\_\_\_\_ \_\_\_ 11 x 14

\_\_\_\_\_ \_\_\_ Other \_\_\_\_\_

Revised January, 2025

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**Ladies Ancient Order of Hibernians, Inc.  
JUNIOR DIVISION TWO**

**PARENT/GUARDIAN Youth Photo Release Form**

Photographs and video may be taken of the Junior Division members at events and may be used for various promotional reasons such as posting on the LAOH Facebook page, Local, State, and National websites. The photos may be used in the LAOH Junior Division 2 scrapbook as well as other media publications.

I

hereby consent to the use of photographs or videos of my child/dependent/self, and/or any copies of photographs or videos in any editorial and/or promotional material produced and/or published by the Broome County Ladies Ancient Order of Hibernians Division 2, NYS Ladies Ancient Order of Hibernians or National Ladies Ancient Order of Hibernians. I understand that signing this release does not guarantee publication of the photo or video. I will make no monetary or other claim for the use of my child's likeness.

**Name of Junior member**

**Name (Adult or Parent/Guardian)**

**Signature (Adult or Parent/Guardian)**

Date