THE LADIES ANCIENT ORDER OF HIBERNIANS, INC.

NEW YORK STATE BOARD



PROTOCOL AND PROCEDURES BOOKLET

NEW YORK STATE CONVENTION

REVISED AND ADOPTED

JULY 2017

BUFFALO, NEW YORK

LADIES ANCIENT ORDER OF HIBERNIANS, INC. MISSION STATEMENT

While practicing Friendship, Unity and Christian Charity, we will work to strengthen our Roman Catholic Faith, our Country, and our Communities; and perpetuate the religion, history, culture and traditions of our Irish Heritage.

INTENTION

The Procedure and Protocol Booklet should provide a structure for ongoing development of the membership. This booklet is not a substitute for the National Constitution, the Ritual or the New York State By-laws. This booklet is a tool for the membership in performance of their duties. It should also create a better understanding of the Order.

CONDUCT

It is imperative that proper protocol and proper procedures are followed, while maintaining order and dignity, either at meetings or in public.

Remember our Installation Promise to work for the good of our Order. To follow our Constitution, Ritual, By-laws and Roberts Rule of Order.

Always show the sign of courtesy when entering and leaving a meeting that is in session. The sign of courtesy is: place your right hand over your heart and a give a slight nod of your head, to the Presiding Officer

DISTRIBUTION

This booklet was originally distributed at the July 2007 State Convention. It will be reviewed and adopted at each New York State Convention. It will become part of the Procedures and Protocol Committee report and will be available on the New York State website.

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THE CHURCH

The foundation of the Ladies Ancient Order of Hibernians, Inc. is the Roman Catholic Church. Your membership in our Order verifies that you are a practicing Catholic. The clergy of the Catholic Church, our Chaplains and Religious members should be treated with respect and courtesy at all times.

MASS

When the Chaplain’s presence is a necessary part of any event, do not assume the Chaplain will be available for your events. Clear dates, time and places before you proceed.

Silence and Respect should be practiced throughout the entire Mass.

CHAPLAINS

An invitation should be extended to your Chaplain and religious members in both social and religious events.

Chaplains should be seated at a place of honor.

Chaplains, depending upon their schedule, should be given the opportunity to speak at each meeting. Assist the religious of your Division/County in any need they may have.

WAKE AND FUNERALS

When it is the duty of the Division/County to visit the funeral home to pay respects to a deceased Member always contact the Family and inform the Family of the Ritual process. Please try to honor any request the family has.

Please follow the protocol found in the ritual.

HONOR GUARDS

Honor Guards may be present at masses, funerals and other events.

MEETINGS

The meetings of the Ladies Ancient Order of Hibernians, Inc. are governed by our National Constitution, Ritual and Robert’s Rules of Order, revised. The President, the Officers, and the members of all the governing Boards should maintain order and dignity during all meetings.

The chain of command is as follows:

National

Sate

County

Division

If a grievance arises, please refer to the Grievance Procedure as defined in the Constitution.

The President votes to break a tie in a matter such as motions, or By-Law Resolution.

PRESIDENT AND OFFICERS

* Start the meeting on time.
* Prepare the set up prior to the meeting. St. Brigid should be in a place of honor.
* Show respect to everyone.
* Officers should sit aside from the members.
* Make it clear to the Members exactly what you want to achieve during the meeting.
* All Officers reports should be prepared prior to the meeting
* The President or Officers should discuss problems prior to the meeting.
* Discuss communications from the State or National Boards.
* Avoid digressions and interruptions.

ELECTIONS

The Ladies Ancient Order of Hibernians, Inc. use the ballot system to vote. If there is a tie in the election of Officers, the President calls for a new election.

MEMBERSHIP

* Come prepared to participate.
* Do not speak over anyone who is speaking.
* Respect everyone and everyone’s right to participate.
* Allow for differing options and views.
* Do not yell, argue or be the factor in the meeting straying from the objectives.
* Do not just disagree, offer alternatives.

INFORMATION TECHNOLOGY

SHARING DOCUMENTS ONLINE

Documents shared on email and posted to websites should be in Portable Document Format (PDF). This is the preferred format for sharing documents on the internet (they cannot be altered and appear consistently across devices).

If documents or website pages are password protected, passwords must be updated at least annually to ensure only members in good standing have access.

EMAILS

Member emails may only be used for LAOH business.

Email lists shall never be sold or shared with any person or group outside of the LAOH.

When sending mass emails utilize the blind copy (bcc) feature to protect recipients privacy.

MISCELLANEOUS

AGREEMENTS

The Membership of the Ladies Ancient Order of Hibernians, Inc. may be asked to be a part of an Agreement, with the AOH, the Community or Local Business. Always be certain that you know what you are signing and be sure that the membership is aware of all agreements and more so, approve. Only enter into Agreements with honorable people who will follow through with the Agreement.

SOCIAL EVENTS

All Events should be in the best of taste, never bringing dishonor to the Order. When a visiting Officer from State, County or National attends or is invited, they should always be greeted, introduced and if possible given a seat of honor.

ATTIRE

The Ladies Ancient Order of Hibernians, Inc. does not have a dress code. However, a first impression can never be made again. The dress attire that is appropriate for the National, State, County and Division Meetings is business casual.

SASHES

The green, white and orange sashes are worn as part of the “uniform” of the Ladies Ancient Order of Hibernian, Inc. It is worn with pride and it should always be maintained. The sash is worn over the right shoulder. The color green at the neck, across the body and attached at the hip.

MEDALLIONS

The Officer Medallions identify what level the individual’s Office is. The various colors also identify the level:

* blue - Division Officers
* green - County Officers
* white - State Officers
* gold - National Officers

The medallions should be worn at all meeting and in many instances the local By-Laws determine what other events the Medallion should be worn. They should be maintained by the Officer and should not be adorned with anything that will take away from or disrespect the Medallion.

PARADES

The Ladies Ancient Order of Hibernians, Inc. participates in many parades. Parades are held at Convention, by the various Communities and on National Holidays. However in March the Irish Parades are help in honor of St. Patrick. The members participating in the parades usually wear dress that is inform. This “uniform” identifies the Organization and allow the members to demonstrate that they are proud to be a part of their Organization. No member of the Ladies Ancient Order of Hibernians, Inc. should ever disrespect the Order by acting inappropriately.

CONVENTION AND SPECIAL EVENT SEATING

County and Division events should recognize any State or National Officer and Appointees in attendance.

THE DAIS

The Dais are the raised seats and are usually reserved for the top State Officers, Priests, Masters of Ceremony, and on some occasions, award winners and guest speakers.

FRIDAY NIGHTS AWARD DINNER

The upper dais should include the State President, Vice-President with escorts, Priest, Master of Ceremony and guest speaker. The lower dais should include Secretaries, Treasurers and local Convention Chairs all with escorts.

* The first set of tables must always be the National Board members attending with LAOH and AOH mixed (usually consisting of two tables because we have NYS Past National Presidents on both sides).
* The second set of tables is for the NYS LAOH & AOH Officers and Directors (including NYS Past Presidents and guests).
* The third set of tables is for the State LAOH and AOH Appointees and guests.
* The fourth set of tables is for the current LAOH and AOH County Members and guests.
* The fifth set of tables is for the local Committee’s County Members.
* The sixth set of tables is for the award winner’s County.
* Then the remaining guests by County A-W

SATURDAY NIGHTS AWARD DINNER

The upper dais should include the Immediate and New State Presidents, Vice-Presidents with escorts, Chaplains, Master of Ceremony and guest speaker. The lower dais should include the new Secretaries and Treasurers with escorts.

* The first set of tables must always be the National Board members attending with LAOH and AOH mixed (usually consisting of two tables because we have NYS Past National Presidents on both sides).
* The second set of tables is for the newly elected NYS LAOH & AOH Officers and Directors (including NYS Past Presidents and guests).
* The third set of tables is for the newly appointed State LAOH and AOH Appointees and guests.
* The fourth set of tables is for the newly elected LAOH and AOH County Members and guests.
* Then the remaining guests by County A-W

CITIZENSHIP

FLAG ETIQUETTE

* The flag of the United State of America must always be treated with care and respect.
* When the flag is flow with another Country’s Flag, the American Flag holds a place of prominence.
* The flag of the USA should never be worn as clothing (shirts, bandanas).
* The flag if displayed flat on a speaker’s platform should always be displayed above and behind the speaker.
* The flag if staffed on the Speaker’s platform should hold the position of superior prominence in advance of the audience and at the position of honor at the Celebrant or Speaker’s right (to the left of the audience).
* The flag must be lighted at all times either by sunlight or appropriate light source.
* The flag should be flow in fair weather unless the flag is designated for in inclement weather.
* The flag should never be dipped to any person or thing.
* The flag should never be used for advertisement purposes. No advertisement should be attached to the staff.
* The flag should not be used as a costume or part of an athletic uniform.
* The flag may be used on a patch of Military Personnel, Firefighter, Police Officer and members of patriotic organizations.
* The flag should never have any attachments of any kind attached to it.
* The flag should never be used for receiving, carrying, holding or delivering anything.
* When the flag is lowered, no part of it should touch the ground.
* The flag should be stored neatly and ceremoniously.
* The flag should be cleaned and mended as necessary.
* When the flag is so worn, it should no longer be displayed and should be destroyed ceremoniously. i.e. Veteran’s Groups

NATIONAL ANTHEM

Star Spangled Banner

* During the rendition of the National Anthem when the Flag is displayed all present should stand at attention, face the flag with the right hand over the heart.
* Men not in uniform should remove their headdress with their right hand and hold it at their left shoulder, with the right hand over their heart.
* Persons in uniform should render the military salute at the first note of the anthem and retain this position until the last note.
* When the flag is not displayed those present should face toward the music and act in the same manner they would if the flag was displayed.
* When two anthems are being sung the Star Spangled Banner is sung last in a position of prominence.
* It is considered to be disrespectful (unless there is a good reason) to sit during the Star Spangled Banner and other Patriotic Songs.
* There should be no talking or laughing during the rendition.

THE PLEDGE OF ALLEGIANCE

* The Pledge of Allegiance is said at all meetings of the Ladies Ancient Order of Hibernian, Inc.
* Those in attendance should look towards the flag; place their right hand over their hearts, and speak in one voice.

I pledge Allegiance

To the flag

Of the United States of America

For which it stands

One nation under God

Indivisible

With liberty and justice

For all.