

BALLOT FOR OFFICE OF LAOH 2009

PRESIDENT _____
VICE PRESIDENT _____
SECRETARY _____
FINANCIAL SECRETARY _____
TREASURER _____
IRISH HISTORIAN _____
MISSIONS & CHARITY _____
CATHOLIC ACTION _____
MISTRESS AT ARMS _____
SENTINEL _____

If you are interested in any of these positions
Please put your name next to the office
and return to Tricia

ARTICLE X

DUTIES OF OFFICERS OF THE ORDER

Section 1.

PRESIDENTS shall:

- A. Call and preside at all conventions, meetings, regular and special, of the Order, in their respective jurisdictions.

- B. Be the Executive Officers of the Order.
- C. Rule on questions of law under this Constitution.
- D. Appoint committees for the good and welfare of the Order.
- E. Enforce the laws of the Order in their respective jurisdictions.
- F. Coordinate meetings and activities of the Order.
- G. Hold the officers within their jurisdiction responsible for the duties and activities entrusted to them.
- H. Immediately process and sign all official documents and papers of the Order immediately.
- I. Assure the transfer of the properties of the Order within thirty (30) days after elections.
- J. Make reports and recommendations to the membership at conventions and meetings.
- K. Organize Divisions and promote the growth of the organization.
- L. Perform such other duties as are usually attached to the office of President.

Section 2.

VICE PRESIDENTS shall:

- A. Have all the powers and perform all the duties of the President in her absence or disability.
- B. Organize Junior Divisions and promote their growth.
- C. Be responsible for promoting and advancing the Degree work of the Order.
- D. Promote and publicize the availability of the Trinity College Scholarship.
- E. Make reports and recommendations to the membership at conventions and meetings.

Section 3.

SECRETARIES shall:

- A. Record, prepare, read and issue all proceedings of their respective Board or Division meetings, as follows:

NATIONAL SECRETARY:

1. National Board Meetings - Six (6) weeks
2. National Convention Proceedings - Three (3) months
3. National Life Membership Certificates - Two (2) weeks
4. Supplies - Two (2) weeks
5. Issue Charters - Two (2) weeks

STATE SECRETARIES:

1. State Board Meetings - Three (3) weeks
2. State Convention Proceedings - Six (6) weeks or in accordance with the State By-Laws

COUNTY SECRETARIES:

1. County Board Meetings - Three (3) weeks
2. County Convention Proceedings - Six (6) weeks

DIVISION SECRETARIES:

1. Division Meetings - One (1) week

- B. Attend all conventions and meetings, regular and special, of their respective Board or Division.
- C. Write and issue the correspondence of the Order.
- D. Notify the membership of conventions and board meetings.
- E. Receive and file reports of States, Counties and Divisions.
- F. Maintain a current membership roster showing name, address, city, state, zip code and phone number. This roster should also indicate if a member has received the Degrees of the Order.
- G. Prepare relevant required reports for convention and meetings. Furnish supplemental reports within thirty (30) days of convention adjournment.
- H. Sign all necessary documents pertaining to the office.
- I. Transfer the properties of the Order to her successor within thirty (30) days.

Section 4.

RECORDING SECRETARIES for the County and Division shall:

- A. Perform duties as listed in Article X, Section 3.
- B. Notify members in writing of elections.
- C. Notify applicants of their acceptance or rejection for membership within one (1) week following the Division meeting.
- D. Be empowered to call a meeting in the absence of the President and Vice President and act until a chairman is appointed.
- E. Countersign all orders to the Treasurer.

Section 5.

FINANCIAL SECRETARIES of the Division shall:

- A. Keep an accurate record of the membership, designating date proposed, date initiated and the date Major Degrees were conferred.
- B. Collect all dues, fees, assessments, fines, and keep an accurate record thereof.
- C. Pay to the Treasurer all monies collected before the close of each meeting.
- D. See that attendance records of all meetings are kept.
- E. Record and report receipts at each meeting.
- F. Sign all transfer notices, traveling and dues cards.
- G. 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.
- H. Receipt and record all funds due the respective Board and remit to Treasurer immediately.
- I. Submit annual itemized accounts showing receipts and monies forwarded to Treasurers on the proper forms available through the National Secretary.
- J. Close books no more than thirty (30) days preceding the Biennial Convention.

Section 6.

TREASURERS shall:

- A. Be responsible for all monies of the Order and deposit same in a reliable financial institution immediately upon receipt.
- B. Keep a record of all monies received and disbursed on the proper forms which are available through the National Secretary.
- C. Pay no money except on a voucher signed by the respective Secretary and countersigned by the President. Vouchers are available through the National Secretary. Checks are to be signed by the Treasurer and countersigned by the President.
- D. Keep vouchers for all disbursements.
- E. Present a financial report of the respective jurisdiction at all meetings and when ordered to do so by respective President.
- F. Close books no later than thirty (30) days preceding the biennial convention. Furnish supplemental report within thirty (30) days of convention adjournment.
- G. Transfer all monies and properties of the Order to her successor within thirty (30) days.

Section 7.

IRISH HISTORIANS shall:

- A. Promote proper recognition of the study of Irish history in Catholic, Public, and Private schools and colleges and all other educational institutions.
- B. Publicize the annual Irish History Essay Contest through Boards, Divisions and local press.
- C. Recommend Irish History Essay Contest subjects to the National Irish Historian.

- D. Recommended to State, County and Division Historians suggested topics and material for study of Irish history.
- E. Select qualified judges with expertise in history and education.
- F. Report at conventions and meetings.

Section 8.

OFFICE OF MISSIONS & CHARITIES shall:

- A. Make an annual appeal to encourage greater participation in the missionary work of the church. This includes the Columban Missions as the principal charity of the Ladies Ancient Order of Hibernians in America as we pledged to Bishop Galvin in 1935, as well as other needs of the universal church.
- B. At the State, County and Division levels, the membership will determine its proportion of funds collected for distribution to the Columban missions and other designated missions. Respective Boards must stipulate the designation to the Columban Missions or other charities.
- C. The National Office of Missions and Charities will solicit recommendations through the State Board for charitable projects to be considered. The recommendations must be submitted forty-five (45) days prior to the National Convention. The Missions and Charities Committee will bring recommendations to the National Convention delegates.

Appeals for Aid are intended to provide limited aid to charities at the National Convention. All appeals for aid must be submitted to the Appeals for Aid Committee. The Appeals for Aid Committee will bring these recommendations to the National Convention delegates for approval. The amount of money to be disbursed for

Appeals for Aid will be determined by the National Board based on recommendations of the Budget Committee.

- D. Receipt all Mission & Charities Funds and immediately deposit same in a reliable financial institution. Such funds shall be channeled through the respective Secretary and Treasurer and then submitted immediately to the respective Office of Missions and Charities.
- E. Disburse funds from this account only on the order of the respective President, countersigned by the respective Secretary.
- F. Report to the conventions and meetings.

Section 9.

OFFICE OF CATHOLIC ACTION shall:

- A. Encourage and participate in all forms of Christian Charity in the name of the Ladies Ancient Order of Hibernians in America.
- B. Forward to the respective office all correspondence pertaining to the committee.
- C. Revise the Catholic Action report form periodically to keep it current.
- D. Take action on anything derogatory or demeaning to the Irish race or Catholic faith.
- E. Serve as the coordinator for Pro Life activities.
- F. Report to the conventions and meetings.
- G. Serve as coordinator for "Project St. Patrick."

Section 10.

MISTRESSES-AT-ARMS of the County and Division shall:

- A. Assist the President in preserving order, escort new members to be initiated, and perform duties as assigned by the President.

- B. Be responsible for the St. Brigid statue, flags, charter and other paraphernalia as designated by the President.

Section 11.

SENTINELS of the County and Division shall:

- A. Guard the entrance to the meeting room, and admit no one but members of the Order and clergy during the meeting.
- B. 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.