

Ohio State Board Bylaws
Ancient Order of Hibernians in America, Inc.

*Amended & Adopted at: Youngstown 2017; Dublin 2013; Youngstown 2011; Dayton 2009; Toledo 2007;
Youngstown 2005; Dublin 2003; Akron, Ohio 2001*

ARTICLE I **STATE ORGANIZATION**

- Section 1.1 The name of this Organization shall be **The Ohio State Board of the Ancient Order of Hibernians in America, Inc.**
- Section 1.2 The purpose, organization and qualifications for membership in this Organization shall be as set forth in the Preamble and Constitution of the Ancient Order of Hibernians in America, Inc., as adopted and amended at the Biennial Convention of the State Order. Any Section of these bylaws adjudged by the National Board of the Order to be in conflict with the Constitution of the Ancient Order of Hibernians in America shall be null and void.
- Section 1.3 The State Board shall hereafter within be referred to as "the Board, or "Order".

ARTICLE II **STATE OFFICERS**

- Section 2.1 The State Officers shall consist of a President, Vice President, Secretary, Treasurer, two (2) Directors, Immediate Past President and Chaplain. All Officers must have received the Major Degrees of the Order prior to their election or appointment. The officers of any new division formed after the closing of the previous State Convention shall have a period of one (1) year or the conclusion of the next State Convention to obtain their Major Degrees, whichever comes first.
- Section 2.2 The President, Vice President, Secretary, Treasurer and two (2) Directors shall be elected after the transaction of the regular business at the Biennial State Convention.
- Section 2.3 Election shall be by formal nomination and ballot.
- Section 2.4 Officers shall serve for a period of two (2) years and shall remain in office until a successor has been duly elected and installed.
- Section 2.5 All Officers, except for those Officers detailed in ARTICLE II, Section 2.A above shall be appointed, (for Appointed Officers and Committees, see ARTICLE III, Section 3.B.1) by the President following the Biennial State Convention and shall serve at his pleasure.
- Section 2.6 All elected Officers shall be limited to two (2) successive terms in the same office. This provision shall not apply to an Officer chosen for, and completing the unexpired term of a previous office holder. Additionally, this does not preclude an officer, after a break in service, from serving in the same office.
- Section 2.7 In the case of death, removal, or resignation of the President, the Vice-President shall assume the office of the President for the duration of the term.

A.) DUTIES OF ELECTED OFFICERS

- Section 2.1.A All elected Officers shall be members in good standing with the Ancient Order of Hibernians in America, Inc.

- Section 2.2.A Any section of ARTICLE II, Section A of these bylaws dealing with the duties of elected officers, and adjudged by the National Board of the order to be in conflict with ARTICLE X of the National Constitution shall be null and void.
- Section 2.3.A **The President** shall be the Chief Executive Officer of the State Board and shall preside at all meetings of the Board. He shall appoint members to constituted boards. He shall rule on questions of law under the State Bylaws and National Constitution. The President shall enforce the laws of the Order in the State of Ohio. He shall plan meetings and the activities of the Board. He shall hold Officers responsible for the activities entrusted to them. He shall sign all official documents and papers of the Board and perform such duties as are usually attached to the office of the President. He shall make reports to the membership at State Conventions and State Board meetings.
- Section 2.4.A **The Vice President** shall assist the President in the performance of the duties of the president. With the President, he shall represent the Board at meetings of the Board during the term in which the office is held; and, in the event of absence or withdrawal of the President, he shall assume all the duties and obligations of the presidency. He shall be responsible for advancing and promoting the Degree work of the Order. The Vice President shall be the Director of Junior Divisions under his jurisdiction. He shall establish and chair a Committee for Ethnic Understanding, to work with community and ethnic groups in addressing problems of racial, ethnic, and religious discrimination and prejudices. He shall report their activities of the Committee for Ethnic Understanding at the State Convention and Board meetings. The Vice President shall perform his duties as directed by the President.
- Section 2.5.A **The Secretary** shall keep all records of the proceedings at State Board meetings and Conventions, and read, or make available those minutes at the next Board meeting or Convention. He shall conduct the correspondence of the Board. He shall notify the membership of forthcoming Board meetings and Conventions, he shall receive and file reports from Divisions and County Boards. The Secretary shall maintain an accurate membership roster. He shall receive receipts and record all funds received by the Board and remit those funds to the Treasurer within ten (10) days. He shall maintain, and have available, on approved forms, an itemized record of accounts showing receipts and Moines forwarded to the Treasurer. He shall close the books on the last day of the month preceding the biennial Convention. He shall submit reports and activities of his office together with a numerical standing of the Divisions within the State as of the last day of the month preceding the Convention, for the use of the delegates to the Convention. He shall sign all documents and resolutions in the presence of the Board. The Secretary shall perform other such duties as directed by the President.
- Section 2.6.A **The Treasurer** shall be the custodian of all funds, bonds, securities and instruments held in the name of the Ohio State Board. He shall deposit all monies for safekeeping in a bank or savings institution within ten (10) days after receipt in the name of the Ohio State Board. He shall keep a record, on approved forms, of all monies received and disbursed. He shall not make any payment unless he has received a voucher that has been approved by the Board President and signed by the Secretary. He shall keep all vouchers for all disbursements. The Treasurer shall present a financial report at all Board meetings and at the Biennial Convention, and when ordered to do so by the State Board President or by the Board while in session. The Treasurer shall perform other such duties as directed by the President. The Treasurer shall keep and maintain all accounting and financial records based on a fiscal year basis. The Fiscal Year shall begin July 1 and end June 30 of each year. The Treasurer will prepare and file the appropriate annual tax return with the Internal Revenue Service required by the United States Treasury.
- Section 2.7.A **The Directors** shall be charged with the duty of arranging suitable programs of a nature that will attract, and be of interest especially to young Americans of Irish ancestry. They shall assist State, County and Division Officers in promoting programs within their jurisdictions. They shall report all activities at Board meetings and the Biennial Convention. Directors shall also serve as Deputy Organizers for the Board. The Directors shall perform other such duties as directed by the President.
- Section 2.8.A **The Junior Past President** shall have duties as assigned by the President.

Section 2.9.A **The Chaplain shall have duties as described by the National Constitution.**

B.) INSTALLATION OF OFFICERS

Section 2.1.B Installation shall be conducted prior to adjournment of the Convention, or at a public function in connection therewith.

Section 2.2.B A member of the National Board or his designee shall install Officers. Where two (2) or more members of the National Board are in attendance, this duty shall fall upon the ranking Senior National Board Member.

Section 2.2.B If no member or designee of the National Board is present, the highest-ranking State Officer present shall install the Officers, or someone designated by him. The name and rank of the installing Officer shall be noted in the minutes.

C.) SALARIES & EXPENSES

Section 2.1.C The Secretary shall be reimbursed at a rate of twenty cents (\$.20) per member, per year, based on the membership reported by the Divisions within their annual reports.

Section 2.2.C The Treasurer shall be reimbursed the sum of \$50.00 per year.

Section 2.3.C Elected and Appointed Officers shall be reimbursed for necessary and incidental expenses of his office. Expense reimbursement requests must be documented and presented, on approved forms, to the President and the State Secretary for their written approval.

Section 2.4.C Past Presidents in good standing shall be reimbursed for mileage when attending a meeting of the Board.

Section 2.5.C The first meeting of each newly elected Board, a reasonable per-diem rate allowance shall be determined for hotel overnight stays. The mileage reimbursement rate will be governed by the Internal Revenue Service and what is the statutory mileage rate for charitable giving at the time the individual qualifies for use of an automobile. This mileage reimbursement will be for the round trip incurred.

Section 2.6.C The Board shall also provide an emergency fund to be used at the President's discretion for the good and welfare of the Order.

Section 2.7.C The State Board shall compensate the State President in full for expenses relating to both State and National Conventions. These expenses are to include registration, convention meals, and room costs. Mileage will be reimbursed at the established rate.

ARTICLE III STATE BOARD

A.) MEMBERS

Section 3.1.A The State Board shall consist of the Officers, both elected and appointed; National Officers, as designated in the National Constitution and who are members in good standing of the State Order; all incumbent County and Division Presidents', within the State; and all Past Presidents who are members in good standing of the State.

Section 3.2.A Any State Board officer, elected or appointed, who misses three consecutive State Board meetings without a legitimate excuse shall be removed from their office.

B.) COMMITTEES AND APPOINTEES

Section 3.1.B The President shall appoint a Chaplain and members to serve on the following committees: Organizer; Historian and Irish Language; Missions and Charities; Freedom for all Ireland; Political Education; Catholic Action; Pro-life; Immigration; and Veterans

Affairs. The State President may appoint members to such other positions as he deems appropriate. These members shall not be voting members of the State Board.

C.) MEETINGS

- Section 3.1.C The State Board shall meet at least once each year at a time and place as shall be designated by the President.
- Section 3.2.C The Secretary shall issue the official call for the Board meeting to each member of the Board. The quorum for a Board meeting shall consist of at least nine (9) members of the Board.
- Section 3.3.C Expenses associated with any Board meeting or State Convention shall be borne by the State Board. Such expenses associated with attending any Board meeting shall be extended to all elected and appointed officers. County and Division Presidents' expenses shall be borne by their respective County or Division organizations.
- Section 3.4.C The Board shall pay fees required for voting at the State Convention for all qualified Past State Presidents, who are not attending in any other official capacity.

ARTICLE IV CONVENTIONS

A.) DATE & SITE

- Section 4.1.A A State Convention shall be held every odd numbered year between the dates in accordance with the National Constitution Article XII, Section 10 (currently May 1 and October 31) at a time and place determined during the previous State Convention.
- Section 4.2.A The selection process for determining a Convention site shall include the votes of the delegates to the Ladies AOH Convention.

B.) OFFICIAL CALL

- Section 4.1.B The Secretary shall prepare the Official Call and calling for the Convention. He shall forward copies to all concerned, no less than thirty (30) days, nor more than ninety (90) days prior to the Convention.

C.) REPRESENTATION

- Section 4.1.C The following members shall be entitled to seats at the State Convention, and shall have a vote on all matters presented: the Board Officers, elected and appointed (See Constitution, Article VIII, Sections 3 and 4); Officers of each County, elected and appointed (See Constitution, Article VIII, Sections 5 through 8), and their Chaplain; each Past State President; each National Officer who is a member in good standing of the State; the Chaplain of each Division; the President of each Division or his alternate.
- Section 4.2.C In addition, each Division shall be entitled to one (1) delegate or alternate for each (10) members, or major fraction thereof over and above the first (10) members, based on the Division membership as reported on Line 11 of the Division Membership and Financial Report for the year immediately preceding the Convention.
- Section 4.3.C This same formula shall be used to determine the number of delegates entitled to new Divisions organized after the first day in January of the year of the Convention.
- Section 4.4.C Representation to the State Convention is by County. In jurisdictions where a County Board is present, the County Board shall represent all of the Divisions within the County. In jurisdictions where there is no presence of a County Board, the Division shall serve as "the County Board" and shall represent the County at the State Convention.

D.) ELIGIBILITY

- Section 4.1.D No member shall be eligible for election as a delegate or alternate unless he is a member in good standing in his respective Division. In the absence of his regularly elected or appointed delegate and upon presentation of proper credentials, an alternate shall be entitled to a seat and a vote at the Convention.
- Section 4.2.D Under no circumstances shall proxies be recognized.
- Section 4.3.D No alternate may serve in place of a Chaplain, National Officer or a Past President.

E.) REGISTRATION

- Section 4.1.E No delegate or alternate will be permitted to register until he has properly identified himself with his current valid traveling and dues card issued by the National Board. In the event a current valid traveling card is not available, other proof which would vouch for the delegate or alternate to be a member in good standing with the Order is permitted.
- Section 4.2.E Non-delegate members, upon proper identification, shall be entitled to register as guests and receive a guest's badge. Non-delegate members will have no voice or vote on the Convention floor, unless specifically ordered by the presiding Officer.
- Section 4.3.E At least ten (10) days prior to the State Convention, the County and Division Secretaries of each jurisdiction shall forward to the State Secretary a list of the duly elected delegates and alternates delegates representing their jurisdiction. These lists shall, together, comprise the official list of delegates for use by the Committee on Credentials and for the proceedings within the Convention. The State Secretary will be responsible for providing Credential Cards for Delegates and Alternates to the State Convention.

F.) QUORUM

- Section 4.1.F For the purpose of transacting the business of the State Convention, one-third (1/3) of the registered delegates shall constitute a quorum.

G.) ORDER OF BUSINESS

- Section 4.1.G The Order of Business at the State Convention shall include:
- Preliminary Proceedings
 - Calling the Convention to order
 - Appointing a Sentinel, Marshal and other such assistance as may be needed
 - Opening Prayer by the Chaplain, or ranking Senior Officer
 - Appointing the Committee on Credentials
 - Report of the Committee on Credentials
 - Appointments to the Committee on Constitution Amendments
 - Appointments to the Committee on Resolutions
 - Appointments to the Committees on Grievances, Auditing and other Committees as necessary
 - Report of the State President
 - Report of the Officers
 - Report of the Committees
 - Nomination of Officers
 - Nomination of Cities for the next Convention
 - New Business
 - Election of Officers
 - Selection of site of next Convention
 - Installation of Officers
 - Adjournment

H.) REPORT OF THE CONVENTION

- Section 4.1.H The Secretary holding office during the Biennial State Convention shall, within sixty (60) days of the close of the Convention, distribute a copy of the proceedings of the State

Convention to all members of the newly elected and appointed State Board, as well as to all past State Presidents.

ARTICLE V **RULES OF ORDER**

Section 5.1 All Board meetings and Conventions shall be governed by *Roberts' Rules of Order (Revised Edition)* in all matters not satisfactorily provided for by these bylaws or the National Constitution.

ARTICLE VI **REPORTS**

Section 6.1 Reports of Officers and Committees to the State Convention and State Board Meetings shall be transmitted to the Secretary Two (2) reports shall be typed on 8.5 X 11.0 paper and presented to the Secretary on the day of the meeting.

Section 6.2 The reports, which shall be included with the minutes of the meeting, shall be issued no later than sixty (60) days following the close of the Convention or thirty (30) days after a Board Meeting.

ARTICLE VII **STATE CONVENTION COMMITTEE**

Section 7.1 The State Convention Committee shall serve at the direction of the Board. It shall submit to the Secretary any information as required by the Board. The Board shall have final approval on all plans for the Convention including the registration and delegate fee to be charged delegates and guests.

Section 7.2 The Committee shall submit a complete proposal to the Board for its review and final approval not less than one (1) year prior to the projected Convention dates. A previously approved proposal can only be changed in an emergency, by a two-thirds (2/3) vote of the Board.

Section 7.3 In the absence of a timely proposal from the Committee, the Board, by majority vote, may designate Convention site and dates.

Section 7.4 The host Division shall pay the Board ten dollars (\$10.00) per registered delegate within thirty (30) days after the close of the Convention.

Section 7.5 All revenues from the State Convention shall go to the local Divisions.

ARTICLE VIII **ASSESSMENTS**

Section 8.1 The Board shall levy an annual assessment on all Divisions of six dollars (\$6.00) per year for each member in good standing as of December 31. Two dollars (\$2.00) of this assessment amount shall be earmarked to offset expenses for the hospitality room at the National Convention. The assessment shall be submitted with the Division's annual report and corrected membership roster, on or before February 15.

Section 8.2 Annual reports received later than February 15 shall include an additional ten percent (10%) levy not to exceed twenty-five dollars (\$25.00).

- Section 8.3 During their first year of their existence, newly organized Divisions shall pay assessments of twenty-five cents (\$.25) per each month the Division has been in existence, not to exceed three dollars (\$3.00) per member, per year.
- Section 8.4 Annual reports and assessments shall be sent to the Secretary by Certified Mail.

ARTICLE IX INITIATION AND REINSTATEMENTS

- Section 9.1 When a member is initiated or reinstated in a Division, the Division shall, within thirty (30) days, forward three dollars (\$3.00) to the Secretary from the member's initiation or reinstatement fee, together with the required change of status information.
- Section 9.2 This fee shall be used for the exclusive purpose of increasing membership.

ARTICLE X CHANGE OF STATUS

- Section 10.1 The Financial Secretary of each Division shall report to the Secretary, all initiations, reinstatements, transfers and changes of address, immediately following each Division meeting, so that the State Membership Roster may be kept current at all times.

ARTICLE XI AUTHORITY OF COUNTY BOARDS

- Section 11.1 Whenever two (2) or more Divisions exist within the same County, a County Board shall be organized.
- Section 11.2 The President of the Senior Division shall, within ninety (90) days of the establishment of an additional Division within a county, call a meeting of the elected Officers from each Division. This meeting shall also include; immediate Past Division Presidents, State and National Officers' who are members in good standing, of Divisions within the County.
- Section 11.3 The purpose of this meeting shall be as follows; to designate a time and place for a County Convention; to establish guidelines in order to conduct a County Convention; To establish rules for the election of County Officers; To formulate a set of bylaws for the County.
- Section 11.4 Failure of the Senior Division President to call a meeting within ninety (90) days shall empower the State President to call the meeting.

ARTICLE XII INCORPORATION OF DIVISIONS

- Section 12.1 No Division shall have the right to incorporate, under the laws of the State, unless such Division has first secured the consent and permission of the County, State and National Boards.

ARTICLE XIII DEGREE OF THE MOTTO

- Section 13.1 Each Division shall confer the degree of the motto upon each new member at the time of his admission as a member.

