**Ladies Ancient Order of Hibernians, Inc.**

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**BY-LAWS Texas Division/State**

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These By-Laws pertain to the Division/State of Texas specific to functions of the local organizations. More details are contained in the current revised Official National Constitution.

**Ladies Ancient Order of Hibernians, Inc.**

**Golden Rose, Queen of Ireland, Division 1, Travis County, Texas**

**OFFICAL BY- LAWS**

**PREAMBLE**

It is hereby declared and decreed that the purpose of the LADIES ANCIENT ORDER OF HIBERNIANS, INC. (LAOH) is:

1. To promote FRIENDSHIP, UNITY, AND CHRISTIAN CHARITY.
2. To foster and sustain loyalty to the Roman Catholic Church and foster and sustain loyalty to the United States of America among its members.
3. To aid and advance by all legitimate means the aspiration and endeavors of the Irish people for complete and absolute independence.
4. To foster the ideals and perpetuate the history and traditions of the Irish people and promote Irish culture.

Its membership is confined exclusively to practicing Roman Catholic women of Irish birth, or descent through either parent, or those who are legally adopted, or who are the wife or mother of a member of the Ancient Order of Hibernians in America, Inc., or the mother of a member of the Junior Division of either the Ladies Ancient Order of Hibernians, Inc., or the Ancient Order of Hibernians in America Inc. Membership is open to a woman of a Catholic religious order. All Divisions/State for this Order shall adopt the foregoing Preamble and the National Constitution.

The Ladies Ancient Order of Hibernians, Inc. shall have exclusive jurisdiction over its own affairs. We will continue to work with our brothers of the Ancient Order of Hibernians in America, Inc. in the spirit of Friendship, Unity, and Christian Charity.

**ARTICLE I**

**NAME**

The name of this Division shall be the “Ladies Ancient Order of Hibernians, Inc., Golden Rose, Queen of Ireland, Division No. 1, Travis County, State of Texas (TX)”.

**ARTICLE II**

**MISSION STATEMENT**

The purpose of this Division/State is set forth in the Official National Constitution of this Order, which 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.

**ARTICLE III**

**ORGANIZATION**

See the Official National Constitution for full details

**ARTICLE IV**

**MEMBERSHIP**

**QUALIFICATIONS FOR MEMBERSHIP**

Any woman possessing the qualifications is eligible to be admitted to membership with all rights and privileges:

1. Woman eighteen (18) years or older, and
2. Practicing Roman Catholic, and at least one of the following is required:
3. Irish or of Irish descent through either parent and/or one of the following:
	1. Who is legally adopted (of Irish decent)
	2. Who is the wife or mother of a member of the Ancient Order of Hibernians in America,
	3. Who is the mother of a member of the Junior Division of the Ladies Ancient Order of Hibernians, Inc., or
	4. Who is a woman of a Catholic religious order.

**APPLICATION FOR MEMBERSHIP**

Applications must be on the form provided by the National Board or on the website. Applications can be emailed to members in good standing for approval or rejection. Applications shall be read by the Recording Secretary or designee at a next regular or duly organized meeting of the Division/State. Member’s present at the meeting will then ballot by written or voice vote. Applicant will be declared accepted unless on-third (1/3) of the membership cast ballots against her. The proposer shall certify the applicant is a practicing Roman Catholic and worthy of membership.

**REGULAR MEMBERSHIP**

The Ladies Ancient Order Hibernians, Inc., Golden Rose, Queen of Ireland, Division No. 1, Travis County, State of TX may accept as members, women who meet the qualifications for membership as stated in Article IV and upon payment of the required initiation fee/dues. The Recording Secretary or designee shall notify in writing, as soon as possible, the acceptance or rejection, advising the date and location of initiation, and any dues and initiation fees applicable. Members shall be entitled to hold all offices in the Order and vote on all matters in accordance with the Division/State By-Laws. Any Division/State member in good standing has voice and vote at a Division/State meeting.

**MEMBER IN GOOD STANDING**

A member in good standing has paid all past dues and assessments, is a practicing Catholic, not under suspension and currently not involved in a grievance or a pre-grievance mediation and not under suspension for any infraction of the laws of the Order.

A member may be suspended from the Division/State if any of the following occurs at the dissertation of the President and Vice President:

1. Unexcused absence of a member without notifying the President or her designee of her absence for three (3) consecutive meetings; (Unexcused is defined as: Failure to notify the President or her designee of your absence from a meeting or event in advance of the meeting or event)
2. Non-participation on at least one Committee of the Division;
3. Recommendation from the Grievance Committee after formal review

**DUES & FEES**

The Ladies Ancient Order of Hibernians, Inc., Golden Rose, Queen of Ireland, Division No. 1, Travis County, State of TX initiation Fee shall not be less than fifteen dollars ($15.00 – increases anuually based on Consititution).

1. The annual dues shall be an amount ordered by the Division/State and payable by February 28 of each year, unless otherwise extended by the President. Annual dues shall be $75.00, with this amount modified if requested by the Treasurer and approved by a quorum at the October or November meeting annually or when By-Laws are revised. Religious members of this Division are exempt from fees.
2. The Financial Secretary shall notify members three (3) months in advance of February 28. The Financial Secretary shall notify members three months in arrears. Members whose dues remain unpaid for three months after such notice (total of 6 months in arrears) shall be automatically dropped from the membership roster and no longer considered a member in good standing.
3. New members joining the Division/State after July of the year will be $40 for membership dues.

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**MEETNG REQUIREMENTS**

Regular meetings shall be held on the Sunday at 3:00 PM alternating with Tuesday evenings at 7:00 PM at President’s discretion.

1. Meetings can be held virtually or in person to allow for requirements of our membership.
2. Invites for meeting will be sent out in advance with links to join or place of meeting.
3. During the summer, there will be no meetings during June, July and August and resume in September.
4. Attendance is expected; if members cannot attend, it is expected that they respond to the President or designee regarding absence.
5. Any permanent change to a new meeting time or location needs to be proposed at a meeting or email. At the next regular meeting, the change will be discussed and determined by a majority vote members present or by email communication.

**TRANSFERS**

 See the Official National Constitution for full details

**DEGREES**

See the Official National Constitution for full details

**NATIONAL LIFE MEMBERSHIP**

See the Official National Constitution for full details

**RESIGNATIONS**

See the Official National Constitution for full details

**ARTICLE V**

**DIVISIONS**

See the Official National Constitution for full details

**ARTICLE VI**

**DIVISION OFFICERS, DIVISION APPOINTEES, AND DIVISION MEETINGS**

**ELECTED DIVISION/STATE OFFICERS FOR TEXAS**

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Financial Secretary
6. Mission & Charities Officer
7. Irish Historian
8. Catholic Action
9. Mistress of Arms/Sentinel

The Officers of the Golden Rose, Queen of Ireland, Division No. 1, Travis County, State of TX shall retain the office for two (2) consecutive terms. This could be extended if the person is renominated and reelected to extended her term.

Nominations for Division/State officers shall be taken biannually (in odd numbered years) between October 1st and December 31st. The membership will vote for their officers at the last regular Division/State meeting of the year. The Installation of Officers shall take place wherever practical, but no later than January 31st.

Regularly scheduled Division/State meetings or organized social gatherings shall be held no fewer than eight (8) months in each calendar year.

A special meeting may be called by the Division/State President upon written request of five (5) members, providing that the special meeting has met the quorum requirements and all Division/State members have been notified. The only business which can be discussed at a special meeting shall be that for which the meeting was called.

The Division/State President may authorize the use of an electronic communication platform for a scheduled meeting.

It is necessary to have a quorum to hold a meeting to make substantial changes or conduct official business. When enough members are present, it will constitute a quorum for the transaction of business, unless otherwise provided for in Division/State Bylaws. (Example: A quorum for Texas Division/State is 25% of paying membership present at the meeting.)

**APPOINTED DIVISION/CHAIRS FOR TEXAS**

* Freedom For All Ireland (FFAI)
* Special committees as requested by National

The Division/State Officers and Division/State Appointees shall submit receipts for all expenses incurred in the performance of their duties when they request reimbursement according to Division/State By-Laws within 45 days of incurring the expense keep the financial books in order.

A Division/State elected Officer or Appointee absenting herself from a Division/State Meeting must submit relevant required reports during her absence to her Division/State President or Division/State Secretary.

An unexcused absence (Officers/Appointees) from two (2) consecutive Division/State meetings can be cause for removal from her office. The Division/State President shall declare the office vacant after notifying the officer. Unexcused is defined as: Failure to notify the President or her designee of your absence from a meeting or event in advance of the meeting or event.

In the event of removal from office by the death or resignation of the Division/State President, the Vice President shall fill the vacancy.

In the event of removal from office by the death or resignation of any other officer at the Division/State level, the vacancy shall be filled by the majority vote of the division. Any Division/State member including the current officers may seek nominations to fill the vacancy.

See more details in the Official National Constitution.

**ARTICLE VII**

**MERGERS**

See the Official National Constitution for full details

**ARTICLE VIII**

**DISBANDMENT OF DIVISION**

See the Official National Constitution for full details

**ARTICLE IX**

**COUNTY BOARD OFFICERS, APPOINTEES AND MEETINGS**

See full details in the Official National Constitution.

**ARTICLE X**

**STATE BOARD OF OFFICERS, APPOINTEES AND MEETINGS**

See the Official National Constitution for full details

**ARTICLE XI**

**NATIONAL BOARD OF OFFICERS, APPOINTMEETS AND MEETINGS**

Not pertinent to Texas

**ARTICLE XII**

**CHAPLIANS, RELIGIOUS OBSERVANCES AND NATIONAL HOLIDAYS**

**CHAPLAINS**

There shall be a Chaplain at the Division level is applicable. The Chaplain shall be a member of the clergy, a member of a Catholic religious order or lay minister. The Chaplain shall be consulted before determining anything relative to morality or religion. The Division/State President shall have the power of choosing their respective Chaplains. See full details in the Official National Constitution.

**RELIGIOUS OBSERVANCES AND NATIONAL HOLIDAYS**

The following shall be the Religious Observances and National Holidays of the Order and shall be celebrated in on or around a manner determined by the Division/State:

February 1 St. Brigid’s Day

March 17 St. Patrick’s Day

July 4 Independence Day

August 21 Feast of Our Lady of Knock

December 8 Feast of the Immaculate Conception

December 28 Feast of the Holy Innocents

**ARTICLE XIII**

**DUTIES OF OFFICERS OF THE ORDER**

**TEXAS EXECUTIVE TEAM**

The Division/State of Texas Executive Team consists of the following offices, see details for each below. Full details can be found in the Official National Constitution.

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Financial Secretary

**PRESIDENTS shall:**

1. Be the Executive Officer of the Order
2. Call and preside at all conventions, meetings, regular and special, of the Order in their respective jurisdictions.
3. Appoint all committees, including the Audit Committee, for the good and welfare of the Order.
4. Enforce the laws of the Order in their respective jurisdictions.
5. Coordinate meetings and activities of the Order.
6. Immediately process and sign all official documents and papers of the Order.
7. Assure the transfer of all monies and properties of the Order within thirty (30) days after elections at the end of her term of office.

**VICE PRESIDENTS shall:**

1. Have all the powers and perform all the duties of the President in her absence or disability.
2. Be responsible for promoting and advancing the Degree work of the Order.
3. Be responsible for the operation, promotion, and advancement of the availability of the Trinity College Scholarship and the Notre Dame Scholarship at all levels.
4. Assure the transfer of all monies and properties of the Order at the end of the term of her office.

**SECRETARY shall;**

1. Record, prepare, read, maintain, and issue all proceedings of their respective Board or Division/State meetings as follows:
2. Write and issue the correspondence of the Order; minutes are to be transcribed prior to the next meeting and posted on State of Texas LAOH website (members only).
3. Receive and file membership reports of the Division and forward membership information for the Annual Reports to the respective Secretary.
4. Maintain a current membership roster showing name, address, city, state, zip code, phone number, and e-mail address. This roster should also include the year initiated into the order, if a member has received the Degrees of the Order, and the year that the Degree was received.
5. Be empowered to call a meeting in the absence of the President and Vice President and act until a chairman is appointed.
6. Assure the transfer of all monies and properties of the Order at the end of the term of her office.

**TREASURERS shall:**

1. Be responsible for all monies of the Order and deposit in a reliable financial institution immediately upon receipt. Golden Rose Division/State used Frost State Bank.
2. Keep a record of all monies received and disbursed.
3. Checks are to be signed by the Treasurer and might be countersigned by the President if required.
4. Present a financial report of the respective jurisdiction at all meetings and when ordered to do so by their respective President.
5. Close the books no later than thirty (30) days preceding the end of her term of Office. Furnish supplemental reports within thirty (30) days at the end of her term of office.
6. Transfer all monies and properties of the Order to her successor within thirty (30) days at the end of her term of Office.
7. Submit all Annual Financial Reports from the Division/State to the National Treasurer by January 31.

**FINANCIAL SECRETARIES shall:**

1. Keep accurate record of the membership, designating date proposed, date initiated and the date Degrees were conferred.
2. Collect, record, and report all dues, fees, assessments, and fines to the Treasurer before the close of the meeting. Pay these monies to the Treasurer before the close of each meeting.
3. Sign all transfer notices, traveling, and dues cards.
4. 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 membership roster.
5. Assure the transfer of all monies and properties of the Order within thirty (30) days after the end of her term of office.
6. Provide a report of financial activities and membership at each Division/State Meeting.

**MISSIONS AND CHARITIES OFFICER shall:**

1. Make annual appeal to encourage greater participation in the missionary work of the Church. The Columban Fathers as the designated charity of the Ladies Ancient Order of Hibernians, Inc. as we pledged to Bishop Galvin in 1935, and the Columban Sisters in 2006 as well as other needs of the Universal Church.
2. At the Division/State level, the membership will determine the proportion of funds collected for distribution to the Columban Fathers, Columban Sisters and Appeal for Aid fund each year during the budget discussions.
3. Receipt of all Mission & Charities funds must be immediately directed to the National Board Missions & Charities Officer.
4. Appeals for Aid are intended to provide limited aid to charities at the National Convention. All appeals for aid requests must be from a 501(c)(3) charity and submitted to the National Board Missions & Charities Officer 45 days prior to the Convention. The Missions & Charities Appeals for Aid Committees shall bring these recommendations to the National Convention delegates for approval.
5. Report at Division/State meetings.
6. All properties of the Missions & Charities Officer shall be transferred within thirty (30) days after elections at the end of her term of Office.

**IRISH HISTORIANS shall:**

1. Promote proper recognition of the study of Irish history in Catholic, public and private schools, home schools, colleges, and all other educational institutions.
2. Publicize the annual Irish History Writing Contest through Boards, Divisions/State and local press.
3. Recommend Irish History Writing Contest subjects to the National Irish Historian.
4. Select qualified judges with expertise in history and education to evaluate the students’ submissions in the Irish History Contest at the Division/State level.
5. Report on Irish culture at Division/State meetings.

**CATHOLIC ACTION OFFICER shall:**

1. Encourage and participate in all forms of Christian Charity.
2. Report annually the Catholic Action activities at the respective level.
3. Provide reports for conventions and Division/State meetings .
4. Promote and solicit donations to SOAR (Support Our Aging Religious) and provide the link for the electronic SOAR Newsletters and market.
5. Promote Project St. Patrick with the membership to raise funds for grants to support all religious furthering their studies.
6. Receipt of all Catholic Action funds must be immediately directed to the National Board Catholic Action Officer.
7. Arrange the celebration for St. Brigid Feast Day.
8. Serve as coordinator or Project St. Patrick.
9. All properties and monies of the Catholic Action Officer shall be transferred within thirty (30) days at the end of her office.

**MISTREES AT ARMS/SENTINEL shall:**

1. Assist the President in preserving order, escort new members to be initiated, and perform duties as assigned by the President.
2. Be responsible for the St. Brigid statue, flags, Charter, and other paraphernalia as designated by the President.
3. Guard the entrance to the meeting room, and admit only members of the Order and clergy during the meeting.
4. Not allow members to leave the room during the meeting without the consent of the presiding officer admit no one during the opening or closing ceremonies or during the reading of the minutes.

**ARTICLE XIV**

**DUTIES OF APPOINTEES OF THE ORFER**

**APPOINTED CHAIRS**

The Division/State of Texas Appointed Chairs consists of the following, see details for each below. Full details can be found in the Official National Constitution.

1. Freedom For All Ireland (FFAI)
2. Special committees as requested by National

**FREEDOME FOR ALL IRELAND (FFAI) shall:**

1. Promote the education of members On the FFAI mission.
2. Promote the implementation of the major “giving period” commonly referred to as the Christmas Appeal.
3. Attend the National Committee meetings for FFAI.
4. Report on FFAI Division/State meetings.
5. All properties and monies of the Catholic Action Officer shall be transferred within thirty (30) days at the end of her office.

**ARTICLE XV**

**AUDIT COMMITTEE**

See Official National Constitution for full details.

**ARTICLE XVI**

**PER CAPITA TAX, FEES, AND DUES**

**ANNUAL DUES**

Texas dues are $75 per year, due by February 28 of each year. Those joining after July of the year will pay $40. See more details under membership.

**TEXAS ANNUAL BUDGET**

The Annual Budget is submitted for approval at the first February regular meeting of the new term The following components (but not limited to) shall include the following:

1. National fees
2. Allowance for Annual St. Brigid Tea
3. Missions & Charites donations to Columban Sisters/Fathers
4. SOAR Fund
5. FFAI
6. St. Patick Fund
7. Irish Historian essay contest
8. Miscellaneous expenses and appeals

**YEAR-END REPORTS/OFFICER FILLINGS**

The Division shall report annually in the month of January through the President, Treasurer, and Financial Secretary:

1. The number of members in good standing on the 31st day of December of the previous year; number admitted during the year; suspended; resigned; transferred; deceased; as well as the financial standing, including receipts and disbursements. A list of all members and their addresses must accompany the Division annual.
2. This list should designate the members who received the Degrees of the Order. For this purpose, the National Secretary shall furnish through the State Secretary five (5) report forms for each Division.
3. The Division shall complete and submit its reports as follows:
4. One copy shall be filed by the Division/State Treasurer,
5. Second copy shall be retained by the County Treasurer of LAOH (as applicable),
6. Third copy shall be retained by the State Treasurer,
7. Fourth copy shall be retained by the National Treasurer
8. Fifth copy shall be sent to the State Secretary to be retained.

**DATES FOR SUBMISSION OF ANNUAL REPORTS – see Official National Constitution for full details**

1. The Division/State Treasurer to the National Treasurer will submit on or before January 31st each year.
2. After fourteen (14) days, the Division/State shall be suspended for not compliance with the mandated deadlines and the Division/State shall immediately cease all Hibernian business and activities.
3. Both a Division/State (if applicable) Per Capital Tax shall be paid in full annually to the State Secretary, as required, based on the amount reported in the annual report.

**ARTICLE XVII**

**EXPENSES OF NATIONAL OFFICERS**

See Official National Constitution for full details.

**ARTICLE XVIII**

**PROCEDURES FOR NOMINATIONS AND ELECTIONS**

See Official National Constitution for full details.

**ARTICLE XIX**

**NATIONAL CONVENTIONS**

See Official National Constitution for full details.

**ARTICLE XX**

**STATE CONVENTIONS**

Texas State conventions will be held every two years on the off years from the National convention. It will be in cities based on membership.

**ARTICLE XXI**

**COUNTY BOARD CONVENTIONS**

See Official National Constitution for full details.

**ARTICLE XXII**

**ENTERTAINMENT AND SOLICITATION**

See Official National Constitution for full details.

**ARTICLE XXIII**

**LAOH MERCHANDISE**

See Official National Constitution for full details.

**ARTICLE XXIV**

**GRIEVANCE PROCEDURE**

See Official National Constitution for full details.

**ARTICLE XXV**

**ST. BRIGID OF IRELAND HUMANTARIAN AWARD**

See Official National Constitution for full details.

**ARTICLE XXVI**

**FREEDOM FOR ALL IRELAND**

See Official National Constitution for full details.

**ARTICLE XXVII**

**CONFICT OF INTEREST**

See Official National Constitution for full details.

**ARTICLE XXVIII**

**CONSTITUTIONAL AMENDMENTS**

See Official National Constitution for full details.

**ARTICLE XXIX**

**CONSTITUTION AND PARLIMENTARY PROCEDURE**

See Official National Constitution for full details.

**AMENDMENT OF BY-LAWS AND STANDING RULES**

1. These By-Laws may be amended at any regular meeting of the Division/State by a two-thirds (2/3) vote of the members present at the meeting. The proposed amendments must be submitted in writing at the previous regular meeting and all members must be notified in writing.
2. Any amendment to these By-Laws, which is adopted by the Division/State, shall not be in effect until after approved by the Division/State Executive Team of the TX Ladies Ancient Order of Hibernians, Inc.
3. Amendments to these By-Laws shall be published by a “Change Notice” numbered Sequentially beginning with “I” and shall bear the date adopted and approved. These By-Laws will follow the format of the most current Official National Constitution.
4. By-Laws will be amended as needed upon approval of the Official National Constitution.

These By-Laws are hereby entered into and approved by the membership of the Golden Rose, Queen of Ireland, Travis County Division 1 Chapter as affirmed by the authorized officials of the Division/State:

**SIGNATURE PAGE**

President Date of Approval

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Vice-President Date of Approval

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**Amended:**

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