



*Ancient Order of Hibernians*

*State board -- Commonwealth of Virginia*

## **BYLAWS**

Adopted February 23, 1991

Amended July 1997

Amended September 2004

Amended July 2007

### **ARTICLE I**

**NAME:** Section 1. This Board shall be known as the State Board of the Commonwealth of Virginia.

**PURPOSE:** Section 2. The purpose of this Board shall be to act as the governing body of the Ancient Order of Hibernians in the Commonwealth of Virginia and its subordinate units. The Board hereby declares its adherence to and compliance with the Constitution of the Order, as adopted by the National Convention of the Order.

### **ARTICLE II**

**MEETINGS:** Section 1. Regular meetings of the Board shall be held quarterly at a time, date and location to be determined by the State President with reasonable notice to all Board members. Special meetings may be held at such time as the business of the Order may require, provided that they shall be confined to the business for which they were called to consider. The President may call such meetings and shall call them when requested to do so in writing by 5 or more members of the Board.

**CONVENTIONS:** Section 2. State Conventions shall be held between the months of May 1 and September 30 in the odd-numbered years for the purposes of: Conducting necessary business, nominating, electing and installing Board officers.

**DELEGATES:** Section 3. The State Convention shall be composed of the following delegates: State Officers elected and appointed and all Virginia Past State Presidents. Directors and those delegates or alternates from the Divisions who have been elected. Each division shall be entitled to one delegate for each 25 dues-paid members or fraction thereof as of 1 January of the current year. Each Division's Secretary shall send a list of elected delegates and alternates to the State Secretary at least 30 days prior to State Convention. In the event that a member holds more than one position entitled to vote, he shall nevertheless be entitled to cast only one vote at the State Convention.

**NOTICE:** Section 4. The State Secretary shall notify each member of the Board at least 14 days in advance of each regular and special meeting. The State Secretary shall also issue the Official Call to State Conventions to each member of the Order within the Commonwealth of Virginia.

**QUORUM:** Section 5. One third of all members or delegates, duly elected, present and voting shall constitute a quorum for conducting business at meetings and conventions.

### **ARTICLE III**

**MEMBERS:** Section 1. The members of the State Board of the Commonwealth of Virginia shall be the following:

**Elected Officers:** President, Vice President, Secretary and Treasurer.

**Directors:** Immediate Past President, County and Division Presidents.

**Appointed Officers:** Chaplain, Editor of the Newsletter, Historian, Organizer, and the following Chairmen: Buy Irish, Catholic Action, Charities and Missions, Freedom for all Ireland, Immigration, Irish Awareness, Political Education, Pro-Life, and Publicity. All appointed officers shall be designated by the President and shall serve at his pleasure.

**QUALIFICATIONS:** Section 2. All members of the elected Board, except for Division Presidents, shall have received the Major Degree of the Order, except for Division Presidents for a period of one (1) year from the charter date of the Division.

**DUTIES:** Section 3. The duties of the Officers are as set forth in the Constitution of the Order. It shall also be the duty of an Officer to visit subordinate units when so directed by the President.

**TERMS:** Section 4. Tenure of office shall be for 2 years or until their successors have been duly qualified. No elected officer shall succeed himself more than one time.

**COMMITTEES:** Section 5. The President shall appoint and serve as an ex-officio member of all committees. The President shall appoint a Finance Committee and a Hibernian of the Year Award Committee.

**VACANCIES:** Section 6. In the case of death, resignation or removal, the President may fill any vacancy by appointment, provided, that all vacancies in elective offices shall be filled by election at the next following meeting of the Board. Any member of the Board who fails to attend 2 consecutive meetings, or 3 unexcused meetings, without just cause, may have his office declared vacant by the President.

**ELECTIONS:** Section 7. The President, Vice President, Secretary and Treasurer shall be nominated and elected at State Conventions.

**ARTICLE IV**

**ACCOUNTING:** Section 1. There shall be a uniform system of accounting and reporting covering all financial transactions.

**AUDITING:** Section 2. The President shall appoint an Auditing Committee, preceding each State Convention, who shall audit the accounts of the Secretary and Treasurer prior to Conventions and who shall report to the Conventions the results of the audits. The State and County Presidents shall appoint additional Auditing Committees, during the month of December of each year as prescribed by Article IX, Section 6 of the Constitution of the Order.

**REPORTS:** Section 3. County and Division Financial Secretaries shall prepare annual reports of membership and finances for the National and State Secretaries no later than February 15 of each year. State and County Secretaries shall prepare bi-ennial reports of membership and finances for the National and State Secretaries no later than 15 days after State and County Conventions. Such reports shall be accompanied by a current certificate of liability insurance.

**ARTICLE V**

**FEES:** Section 1. Initiation fees of new members and reinstatement fees for former members shall not be less than \$5.00, to be distributed as follows:

	National	State	County	Division
Initiation	\$2.00	\$1.50	\$1.00	\$1.00
Reinstatement	\$1.00	\$1.00	\$0.50	\$2.50

All fees shall be paid to the National, State and County Secretaries by the 15<sup>th</sup> day of February each year. Newly organized divisions shall be exempt from the above fees on new members initiated during the first 60 days of existence in accordance with the Constitution of the Order. Duly ordained priests and members of religious congregations are exempt from the provisions of this section

**ASSESSMENTS:** Section 2. There shall be an annual assessment of each member in good standing as of December 31 of each year equal to the following:

National	State	County
\$8.00	\$2.00	\$1.00

Newly organized Divisions shall pay an assessment equal to \$0.80 per member for each month the Division was in existence before December 31, as determined by the National Board, not to exceed the full annual assessment to each of the National, State, and County Boards. Duly ordained priests and members of religious congregations, as well as members of the Armed Forces of the United States serving on active duty and National Life Members, are exempt from the provisions of this article. Divisions shall be exempt

from payment of the above on duly ordained priests, members of religious congregations, National Life Members, and members in the Armed Forces, provided names, dates of enlistment, and military addresses are furnished with Annual Reports and corrected membership rosters.

**BLANKET LIABILITY:** Section 3. There shall be a yearly Division assessment, based upon the total membership as of December 31<sup>st</sup>, for payment of a State Blanket Liability Insurance Policy. The assessment shall be determined by the premiums cost, divided by the total membership, multiplied by the division total membership.

## ARTICLE VI

**GOVERNMENT:** Section 1. The subordination of government is as follows: National Convention Officers; State, District or Provincial Conventions; State, District or Provincial Officers; County Conventions; County Officers; Division Officers; members.

**RULES OF ORDER:** Section 2. The subordination of rules governing all meetings and conventions shall be: Constitution of the Order, State Board Bylaws, County Bylaws, Division Bylaws and, if not provided for by the previous, the Newly Revised Roberts Rules of Order.

**MEMBERS:** Section 3. No member shall belong to more than one Division of the Order nor cast more than one vote at any one time.

**UNITS:** Section 4. Division and County Boards may be formed in accordance to the Constitution of the Order and shall serve under the jurisdiction of the State Board of the Commonwealth of Virginia.

**MEETINGS:** Section 5. Divisions shall meet at least once a month between October 1 and June 30 of each year and not less than 10 times per year.

**SUSPENSIONS, DISSOLUTIONS:** Section 6. All suspensions and dissolutions shall be in accordance to the Constitution of the Order.

**IMPROPER CONDUCT:** Section 7. The following are improper conduct and shall require action by the governing board as necessary: Neglecting or refusing to conform to the Constitution of the Order, enactments or resolutions of National Conventions, State and/or County Board By-Laws; neglecting or refusing to make returns or for non-payment of fees and/or assessments to National, State or County Boards; neglecting, without proper authority, to hold regular meetings, excepting unforeseen circumstances.

**PROPERTIES:** Section 8. Any County Board or Division suspended for cause, dissolved or becoming extinct, shall turn over all paraphernalia, money, books, goods and effects to the State Officers, to become property of the State Board. No Division or

County Board may financially obligate the State Board without the express written consent of the State Board given by duly adopted resolution.

**FINANCES:** Section 9. The State President and/or the Audit Committee shall have the authority to examine the books of any unit whenever deemed necessary.

**EXPENDITURE:** Section 10. Expenditures of State Board funds for regular operating expenses may be made upon authorization of the President and Secretary. Expenditures of State Board funds for other purposes may be approved, up to \$100.00, by the President and Treasurer. All other expenditures must be approved by the Board at a regular or special meeting or in convention upon recommendation by the Finance Committee.

## ARTICLE VII

### Virginia Hibernian of the Year Awards Program

**AWARD:** Section 1. The Virginia State Board shall award, annually, The Virginia Hibernian of the Year Award, by the last day of February each year at a time and place designated by the President and the Chairman of the committee.

**COMMITTEE:** Section 2. The committee shall be comprised of the Chairman, appointed by the President, the Hibernian of the Year and the immediate two past Hibernians of the Year and County and Division Presidents.

**NOMINATIONS:** Section 3. Nominations for the Hibernian of the Year Award may be made by any member in good standing of any unit governed by the State Board no later than December 15 to the Chairman of the committee. Such nominations must be accompanied by the following information: Name and affiliation of the nominee, all offices held, description of the nominee's credentials and the nominator's identification.

**SELECTION:** Section 4. All nominees will be considered by the committee and awarded points as determined by the committee from time to time. The nominee receiving the greatest number of points shall be declared the Hibernian of the Year.

**ST. COLMCILLE AWARD:** Section 5. From time to time, the State Board may award the St. Colmcille Life Achievement Award at a time and place designated by the President. The committee for the determination of the winners of the St. Colmcille award shall be composed of the elected officers of the Virginia State Board and the two most recent recipients (if there be any) of the Award. Nominations for the St. Colmcille Award may be considered if made by any member of the Virginia Ancient Order of Hibernians in good standing.

**NOTICES:** Section 6. It shall be the full responsibility of the Chairman to broadcast adequate notices: Soliciting nominees for the award, the significance of the award and proper publicity for its recipient.

**ARTICLE VIII**

**ADOPTION:** Section 1. These By-laws will become effective upon a two-thirds vote of the State Board of the Commonwealth of Virginia and approval by the National President.

**AMENDMENTS:** Section 2. These By-Laws may be amended by a two-thirds vote of the total membership of the elected State Board at any regular or special meeting called for that purpose and subsequent approval by the National President. Proposed amendments to these By-Laws must be submitted to the State Secretary, in writing, not less than 60 days prior to the meeting at which any amendment will be called to a vote.

**APPROVED**

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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