



**ANCIENT ORDER  
OF  
HIBERNIANS  
IN AMERICA**

## *Bylaws*

**John A Gildea**

**Division # 3**

**Danbury, Connecticut**

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**John A. Gildea Division # 3, Danbury, Connecticut**

**Of the**

**Ancient Order of Hibernians in America, Inc.**

**ARTICLE I (Name)**

**Section 1.** The name of this Division shall be the John A. Gildea Division #3, Danbury, Connecticut, of the Ancient Order of Hibernians in America Inc.

**ARTICLE II (Purposes)**

**Section 1.** The prime purpose of this Division is to foster and promote throughout the Greater Danbury area the purpose of the Ancient Order of Hibernians in America Inc. as set forth in the preamble to its Constitution, to wit;

- (a) To promote friendship, unity and Christian charity among its members;
- (b) To foster and sustain loyalty to country among its members;
- (c) To aid and advance by all legitimate means, the aspirations and endeavors of the Irish people for complete and absolute independence;
- (d) To foster the ideals and cultivate the history and traditions of the Irish race throughout the world.

**Section 2.** In striving to achieve these goals, the Division pledges itself to work in harmony with the doctrine of laws of the Roman Catholic Church and the legitimate directives of the County, State and National Officers of the Order. The National Constitution of the Ancient Order of Hibernians in America shall be the supreme law of the Division.

### **ARTICLE III (Membership)**

**Section 1. Qualifications:** An applicant for membership must be:

- (a) A male citizen of good character of the United States or has declared his intention to become such citizen;
- (b) Of Irish ancestry;
- (c) A practicing Roman Catholic;
- (d) Not less than sixteen years of age.

**Section 2. Application:** Applications for membership must be made on approved forms. Applications shall be read by the Recording Secretary at a regular or duly organized meeting of the Division. A committee of three shall investigate the character and qualifications of each applicant and report its findings to the membership. Members present will then ballot and an applicant will be declared elected unless five (5) ballots are cast against him.

**Section 3. Proposer:** Each application for membership shall be accompanied by the certification of a Division member in good standing that the applicant is a Roman Catholic and worthy of membership. The proposer shall attend the meeting and also insure that his candidate attends the meeting at which he is to be inducted. If the applicant fails to attend any of three successive meetings for his induction, without good reason, the application will be withdrawn.

**Section 4. Fees:** Each application shall be accompanied by current fees and dues as approved by the membership ;( one half the annual dues from July to December). In the event the application is rejected or withdrawn for any reason the dues shall be returned to the applicant.

**Section 5. Dues:** Membership dues shall be those dues voted by the Division. Dues are payable in the first quarter of the year. Dues of new members are payable in advance. If entry is made within the period July – December inclusive, the membership dues will be one half the prevailing dues. Duly ordained priests and members of religious congregations or seminarians and members of the Armed Forces are exempt from the provisions of this and the preceding sections. Senior citizens, 65 or older on January 1<sup>st</sup>, of any given year and out of area members defined as those members residing 100 miles or more from the Divisions meeting hall, and upon request, shall be assessed one half the prevailing dues. Full time students up to the age of twenty two shall also be assessed one half of the prevailing dues.

**Section 6. Suspension:** When any member fails to pay his dues or any fine or assessment for a period of three months, he shall be deemed to be in bad standing. He shall be duly notified by the Financial Secretary, who shall set forth the amount of his indebtedness in writing and notify him to pay the same immediately upon receipt of the request. On his failure to settle his indebtedness, the President in open meeting shall appoint a committee of at least two members to wait upon the delinquent to try to reclaim him wherever possible to do so. Only after these two steps are taken shall suspension take place. Suspension is to be made at a regular meeting and by a motion duly carried.

**Section 7. Dropping from the Rolls:** Any member suspended under the forgoing section who fails to apply for reinstatement within sixty (60) days shall not be admitted to membership in this or any other Division, until he pays the amount due this Division. When a member is in arrears six months, he will be dropped from the Division at the close of the meeting on which the six months expire without any further action on the part of the Division. A member dropped from the rolls can only be reinstated when he pays a \$10.00 reinstatement fee and the current year's dues.

**Section 8. Expulsion and Penalties:** Any member who brings discredit on this Division, or without good reason regularly and consistently fails to attend Division meetings or participate in its affairs, or otherwise violates any of the rules or regulations of the order, may be fined, in accordance with the Orders Constitution and the applicable provision of the State, County and Division By- Laws.

**Section 9. Transfer or Resignation in good Standing:** Any member of the Division wishing to transfer or resign his membership in the Division shall make his wishes known in writing to the President of the Division. The President shall turn the request over to the Financial Secretary, who will search his records to insure that all dues, fines, etc. are current. If the Financial Secretary finds the member in good standing, he will notify the Recording Secretary of his findings and request that the Recording Secretary issue to the member the appropriate transfer or resignation notice.

## **ARTICLE IV (Meetings)**

**Section 1. Regular:** Regular meetings of the Division shall be held on the second Wednesday of each month throughout the year. In the event a national holiday falls on any such Wednesday, or for other good or sufficient reason, the President may schedule the meeting for an alternate date.

**Section 2. Special Meetings:** In case of emergency, the President may schedule special meetings upon duly notifying the membership at least three days prior thereto.

**Section 3. Legal Meetings:** To qualify as a legal meeting, either regular or special, a quorum of twelve (12) members is required.

## **ARTICLE V (Officers)**

**Section 1. Elective:** The following shall be the elective officers of the Division: President, Vice President, Recording Secretary, Treasurer, Chairman, Grievance and Standing Committee, Marshal, and Sentinel. Tenure of Office shall be one year or until a successor has been duly elected and qualified. Officers are expected to attend meetings on a regular basis and should an officer miss three (3) regularly scheduled meetings in succession without good reason, he will be subject to removal from office by a two thirds vote of the Divisions elected officers.

**Section 2. Appointive:** The following shall be the appointive officers of the Division: Chaplin, subject to the approval of his Ordinary, Chairman of Hibernian Charitable and Mission Fund, Chairman of Catholic Action, Historian, Organizer and a member of the County Committee of Freedom for All Ireland, Right to Life Chairman, Sick Committee, Member of the Grievance and Standing Committee, and any other special committee determined to be needed by the President, all of whom shall serve at the pleasure of the President.

## **ARTICLE VI (Nominations, Elections, Installations)**

**Section 1. Nominations:** Nominations for elective offices shall be made at the regular meeting of the Division in October of each year. The President shall appoint a committee on Nominations consisting of five non-officer members not later than September of each year. This committee shall interview and consider qualified candidates for the elective offices and submit their recommendations for each office, by way of nomination, at the October meeting. Nominations may then be taken from the floor. A list of all nominees shall be printed in the ensuing issue of the Division Bulletin, which shall be mailed to the membership at least five days prior to the next meeting.

**Section 2. Elections:** Elections of the officers shall be held following the regular order of business at the regular meeting of the Division in November of each year. Only those candidates properly nominated or proposed from the floor at the October meeting shall be eligible for election. Only members of the Division in good standing and present at the time of balloting shall be eligible to vote. Each office shall be voted on separately. Where a majority of the votes cast are not received by any of the candidates, the candidate with the least votes received shall be dropped and a re-balloting shall take place until a candidate obtains a majority vote.

**Section 3. Installation:** The County President or his duly authorized representative shall install the elected officers before the regularly scheduled meeting in January.

## **ARTICLE VII (Duties of Elective Officers)**

**Section 1. Executive Board:** The executive Board shall consist of the elective officers of the Division and the immediate Past President. The duties of the executive board:

- (a) Meet at the discretion of the President who shall act as Chairman of the Board.
- (b) Plan activities of the Division and prepare the agenda of the monthly meetings.
- (c) Develop an annual division budget including a comparison of the previous year's revenues and expenditures. It shall be submitted not later than the regular February meeting for Division approval.
- (d) Monitor the budget and recommend to the Division any budget modifications for its approval.
- (e) The outgoing officers shall assist the incoming officers with county, state and national reports.
- (f) Serve as the Employment Committee.

**Section 2. President:** The President shall:

- (a) Preside at all meetings of the Division.
- (b) Be the Executive Officer of this Division.
- (c) Appoint members to constitute boards and committees.
- (d) Rule on questions of law under the Constitution and these By - Laws.
- (e) Appoint Committees he deems necessary and proper for the good and welfare of this Division (ex. Admissions, Audit, Finance, Sick).
- (f) Enforce the laws of the Order within this Division.
- (g) Plan meetings and activities of the Division.

(h) Hold the officers of the Division responsible for activities entrusted to them.

(i) Sign all official documents and papers of the Division.

(j) Make reports to the membership at meetings and in no case not less than once a year or at the final meeting of his term.

(k) Serve as an ex - officio member of all boards and committees.

(l) Have authority to expend Division funds for Division purposes, in the amount not to exceed \$50.00 per transaction.

(m) Attend or appoint a duly qualified representative for all County, State and National Conventions.

(n) Perform such other duties as are usually attached to the office of President.

**Section 3. Vice President:** The Vice President shall have all the powers and perform all the duties of the President should the latter be absent or disabled and then report to the President the transactions of the Division which occurred in his absence prior to the next regular meeting of the Division. He is also responsible for advancing and promoting the degree work of the Division, and directing the Junior Division, if any, and report on its activities, and serve as Chairman of the Finance committee.

**Section 4. Recording Secretary:** The Recording Secretary shall:

- (a) Notify new members of the first meeting of the Division.
- (b) Keep accurate minutes of all meetings.
- (c) Keep attendance records of all meetings.
- (d) Notify applicants of their election and members of their suspension, within one week thereafter.
- (e) Make detailed required reports, on all facts regarding the Division, to County, State and National bodies on approved forms issued by the National Secretary.
- (f) Conducts the correspondence of the Division.
- (g) Not issue any voucher or receipt for money unless voted on and passed by the Division.
- (h) Carry out all duties as directed by the Constitution, Division By – Laws, and as directed by the President and the Division.
- (i) Add all newly sworn members to the newsletter mailing list.
- (j) Notify the visiting committee on sick members.

**Section 5. Financial Secretary:** The Financial Secretary shall:

(a) Keep an accurate record of the membership, showing date initiated, and the dates of reception of the Major Degrees.

(b) Collect all dues, fees assessments and fines. Keep accurate records thereof on forms approved by the National Secretary.

(c) Pay to the treasurer all monies collected at each meeting's closing.

(d) Keep an accurate membership roster with all members' addresses.

(e) Make a monthly and annual financial report as directed by the President.

(g) From time to time, or as directed by the President, announce to the membership at a regular meeting, in the form of a motion, the names of members in bad standing or suspended members, that such members be dropped.

**Section 6. Treasurer:** The Treasurer shall:

(a) Be the custodian of all funds, bonds, securities and instruments held in the name of the Division, and deposit the same in a bank or savings institution within ten (10) days after receipt in the name of the Division.

(b) Keep a record of all monies received and disbursed on forms approved by the National Secretary.

(c) Pay no money except on voucher signed by the President and countersigned by an additional authorized signature.

(d) Present a financial report to the Division at all meetings and when ordered to do so by a higher authority.

(e) Recommend to the Division's Executive Board, semi-annual contributions to the GDICC, not to exceed fifty percent (50%) of current dues collected.

(f) Close his books in December of each year. Submit a typewritten report to the President of all the monies received and disbursed during his term of office at the final meeting of his term. Thereafter submit a supplementary report at the next regular meeting.

**Section 7. Chairman, Grievance and Standing Committee:** The Chairman shall call and preside at all meetings of the Grievance and Standing Committee which shall:

(a) Try all charges filed in writing against a member with the Recording Secretary.

(b) Act as an arbitration board to settle and adjust all disputes and grievances arising in the Division. Perform such other duties as may be assigned to it by the President of the Division.

**Section 8. Marshall:** The Marshall shall:

(a) Be responsible for the proper appearance and arrangement of the meeting room at all times.

(b) Maintain decorum among the members as directed by the president.

(c) Examine all membership cards when the meeting is called to order and assure the President that all in attendance have a current membership card.

(d) Assist the President in the initiation of new members.

(e) Escort honored guests and visiting superior officers of the Order to the President's station.

(f) Be responsible for the custody and maintenance of the Division's physical property used at meetings or ceremonies such as flags, stations and degree equipment, etc.

(g) Perform such other duties when called upon to do so by the President or other superior authority.

**Section 9. Sentinel:** The Sentinel shall:

- (a) Provide for the proper security of the meeting room at all times.
- (b) Admit no one to the meeting room that is not in possession of a current membership card proving that he is a member in good standing of the Division or Order, or if in doubt, request the Marshall to conduct the one seeking admittance to the President or Financial Secretary for verification of his credentials.
- (c) Assist the Marshall in the performance of his duties.
- (d) Perform such other duties when called upon to do so by the President or other superior authority.

**ARTICLE VIII (Duties Appointive Of Officers)**

**Section 1. Chaplin:** The Chaplin shall:

- (a) Exercise spiritual supervision over the Division and its members.
- (b) Give advice and counsel on all matters pertaining to the welfare of the Division.
- (c) Be entitled to attend all meetings and to participate in all discussions within the Division.
- (d) Annually during November, offer the Holy Sacrifice of the Mass for the repose of the souls of all deceased members.
- (e) Be a member of the Division's Catholic Action Committee.

**Section 2. Chairman, Charity and Missions:** This Chairman shall:

- (a) Cooperate and assist the National Chairman and report all contributions made to him by the Division.
- (b) Receive, review and approve requests for charitable contributions on behalf of the Division, make appropriate requests to the treasury for payment to those charities to be supported.

**Section 3. Chairman of Catholic Action Committee:** This Chairman shall:

- (a) Develop a Division program for participation in Catholic Action.
- (b) Apprise the Division of any innovations in, or opportunities for, concerted Catholic Action.
- (c) From time to time, arrange for speakers or other programs concerned with Catholic Action.
- (d) Arrange for the Annual Communion Breakfast and Mass for the Deceased members.

**Section 4. Historian:** The Historian shall:

- (a) Promote, supervise and direct proper recognition of the study of Irish History in Catholic Schools, Collages and other educational institutions in the Greater Danbury area.
- (b) Cooperate with the National Historian and act under his advice in implementing the above program.
- (c) At each meeting unless directed otherwise by the President, deliver a reading from Irish history, biography or literature, or a short talk on a subject of current events or general interest.
- (d) Act as the Chairman of the Irish History Committee which shall be in charge of Irish History within the Division.
- (e) From time to time, recommend Irish History and literature to community sources (libraries, schools etc.)

**Section 5. Organizer:** The Organizer shall:

- (a) Direct the membership recruitment activities of the Division.
- (b) Appoint such assistants or committees, he deems necessary to provide a vigorous program to secure members.
- (c) From time to time, exhort and encourage the members to recommend and sponsor qualified members.

**Section 6. Member of the County Committee of Freedom for All Ireland:**

This member shall:

(a) Support and inform the membership on all legislative action for the abolition of the partition of Ireland.

(b) From time to time inform the membership on the national and economic aspects of Ireland.

(c) Be the Division's representative on the County Committee of Freedom for All Ireland and faithfully attend its meetings and report thereon to the Division.

**ARTICLE IX (Committees)**

**Section 1. Appointment:** Except as otherwise provided in these By – Laws, the President, at the first meeting of his term, shall appoint the Chairman and members of the following committees; Finance, Entertainment, Irish History, Sick, Press, Catholic Action. From time to time thereafter he may appoint the Chairman and members of committees for such special events or purposes he deems necessary.

**Section 2. Terms of Committee Members:** Unless otherwise indicated in these By – Laws, all Chairmen and members of committees shall serve at the request of the President.

**Section 3. General Duties:** The members of each and every committee shall faithfully and expeditiously perform all duties imposed on them by the president and their Chairman. The Chairman of each committee will call meetings of his committee, preside over them and report to the membership on the committee's status at the regular Division meeting when called upon to do so by the President. The Chairman of each committee will be responsible for all Division funds or property entrusted to his committee and shall remit such funds to the Treasurer within ten days of receipt, or return such property to the proper officer promptly after its use is no longer required by the committee. All committees handling money are to make a detailed written report of all incomes received, expenses incurred, and profit or loss, for presentation at a regular meeting. Said report is to be filed with the Financial Secretary.

**Section 4. Specific Duties of Certain Committees:** The specific duties of certain committees shall be as indicated herein:

(a) The Finance Committee shall examine and approve all requests for expenditures exceeding \$50.00 that have not been budgeted for in the annual budget, audit accounts of the Financial Secretary, Treasurer, Treasurer of the House Committee, and all other officers or committees receiving, handling or holding monies of the Division. Notice of the time and place of holding meetings to examine accounts shall be given all parties concerned and the committees shall at the last regular meeting in December and June, and at such other times that may be designated by the President, report in writing on the financial condition of the Division and the accounts of its officers.

(b) The Employment Committee shall render every possible help to unemployed members to aid them in obtaining employment or necessary assistance.

(c) The Irish History Committee shall have charge of the study of Irish History in the Division and assist in the movement for securing its proper recognition in our Catholic Parochial schools, high schools and colleges.

(d) The Committee on the Sick shall visit, and learn the cause and duration of illness of every sick member and report at the next regular Division meeting, giving the duration of sickness and recommending the amount of any benefits to which the sick member is entitled, and an appropriate token of the Division's sympathy.

(e) The Press Committee shall secure publicity for all activities of the Division and all matters affecting the Irish cause. Keep the Division prominently and favorably before the public and arrange for proper photographic coverage of Division events and affairs.

## **ARTICLE X (ORDER OF BUSINESS)**

**Section 1. The Regular Order of Business:** The regular order of business for the meeting of this Division shall be prescribed in the "Manual, Ancient Order of Hibernians in America. Incorporated (rev. 1986)" as the same may hereafter be revised from time to time by the National Boards, or in the Constitution of the Order.

**Section 2. Roberts Rules of Order** shall govern all matters not satisfactorily provided for herein or in the By – Laws of the County, State or National Boards, or in the Constitution of the Order.

## **ARTICLE XI (SALARIES, EXPENSES)**

**Section 1. Salaries, Expenses:** No officer of this Division shall be entitled to receive any salary or other compensation for the performance of his duties. However officers shall be reimbursed for their expenses actually and necessarily incurred by them in the performance of their duties. Expenses include a reasonable allowance when officially in attendance at conventions, board meetings, or other official functions of the Division or Order. The President is not required to pay admission at any of the Division activities.

## **ARTICLE XII (MEMBERS IN GOOD STANDING)**

**Section 1.** A member in good standing is one who maintains the qualifications for membership as set forth in Article III of these By – Laws.

**Section 2.** Only members in good standing are eligible for election or appointment to any Office, Committee or other place of honor within the Division for any of its activities.

### **ARTICLE XIII (HOUSE COMMITTEE)**

**Section 1.** The John A. Gildea Division, Ancient Order of Hibernians, shall maintain a permanent House Committee. Said House Committee shall consist of six elected members plus the current Division President. The members of the House Committee shall be subject to the same attendance requirements as Division officers, outlined in Article V Section 1.

**Section 2.** Members of the House Committee shall be elected concurrently with the annual election of Division officers and shall be nominated in accordance with Article VI, Section 1 of these By – Laws. The first permanent House Committee consisted of two members elected for a one year term, two members elected for a two year term, and two members elected for a three year term. Thereafter all terms of office shall be for three years. The House Committee shall elect officers in December of each year consisting of Chairman, Secretary and Treasurer and shall establish such sub – committees as are necessary in carrying out its duties.

**Section 3.** The House Committee shall be charged with the general management of the Division Clubrooms. The House Committee shall maintain a separate Treasury, at the discretion of the Division. The Chairman of the House Committee or his designee shall make monthly reports and an annual financial report.

**Section 4.** The Division Audit Committee shall include the House Committee in its semi – annual audit of Division finances.

**Section 5.** The permittee shall not be the Chairman of the House Committee. This provision will be effective January 1, 1993.

### **ARTICLE XIV (PRECEDENCE, EFFECTIVE DATE)**

**Section 1.** The National Constitution of the Order, and the By – Laws of the State Board shall have precedence over these By – Laws, and any part thereof in conflict with any provision of those documents is hereby declared null and void and of no effect.

**Section 2.** These By – Laws shall be effective for Intra-Divisional purposes on June 15, 1992 and for all purposes when approved by the County, State and National President of the Order in accordance with Article XXIV of the Constitution of the Ancient Order of Hibernians in America, Inc.

## **ARTICLE XV (AMENDMENTS)**

**Section 1.** Proposed amendments to these By – Laws must be submitted in writing to the Recording Secretary at least thirty (30) days prior to the regular meeting at which the proposed amendments are to be acted upon. The Recording Secretary shall cause the proposed amendments, or an exact summary thereof, to be published in the next Division Newsletter which shall be mailed to all members at least five (5) days prior to the next regular meeting.

**Section 2.** These By –Laws may only be amended by a two – thirds vote of those present and voting at a regular meeting of the Division properly notified in accordance with Section 1 above.

## **ARTICLE XVI (ASSOCIATE MEMBERSHIP)**

**Section 1.** The John A. Gildea Division Ancient Order of Hibernians of Danbury Ct. in accordance with Article IV section 8, of the National Constitution of the Ancient Order of Hibernians in America Inc. by this amendment hereby initiates the practice of Associate Membership.

**Section 2.** Associate members dues will be one-half of the annual prevailing dues, payable upon submitting an Application. No application will be considered, if not accompanied by the first year’s dues. Any increase in the yearly dues of a regular member will be reflected by a like change in the dues of an associate member.

**Section 3.** An associate member must be a Christian of good character, and not less than 16 years of age. A Division Review Board will review all applications for Associate Membership, and will make their recommendations at monthly Division meetings. Applications for Associate Membership shall originate with the John A. Gildea Division. A 2/3 vote at a Division meeting shall be necessary for the admittance of an Associate Member.

Associate members shall be issued an annual membership card of local origin and be charged annual dues as determined by the John A. Gildea Division.

**Section 4.** The Division Review Board shall be appointed by the President, and be comprised of four members in good standing, including two current Division officers. Review Board terms of office will run concurrently with the Division President’s term of office.

**Section 5.** Associate members cannot attend Division meetings, but will be entitled to the following benefits:

(a) The right to serve on, but not chair specific committees, including the Bar Committee.

(b) Access to the Hibernian Hall, including the right to sponsor visitors.

(c) Any other privileges that the John A. Gildea Division wishes to grant Associate members that are consistent with local, State and National rules of the Ancient Order of Hibernians.

**Section 6.** A 2/3 vote at a Division meeting will be necessary to dismiss an Associate member, after review of a complaint by the Division Review Board.

May 11, 2010

P.E.G. Sr.