

*By-laws of the Monsignor Charles A. Kelly Jr Division # 1*  
***Ancient Order of Hibernians in America***  
*Richmond, Virginia*



Approved by the Division on February 11, 2010  
As Amended December 9, 2010  
As Amended March 12, 2024

**ARTICLE I – NAME**

Section 1 Name: This Division shall be known as the Monsignor Charles A. Kelly Jr. Division # 1, City of Richmond, South, and Powhatan County, Virginia.

**ARTICLE II – PURPOSE**

Section 1 Purpose: To promote through its members the principles of the Ancient Order of Hibernians in America in the Counties of Chesterfield, and Powhatan, and the City of Richmond, Virginia, also through any individual that resides elsewhere and desires to affiliate or continue to affiliate with the organization.

**ARTICLE III – ORGANIZATION**

Section 1 Organization: The Division shall be organized and function as a Division as set forth in the National Constitution of the Order.

Section 2 Government: The division shall have control over its local affairs; however, the government of the Order shall vest in the State and National Officers, each exercising their prescribed function within the limits of the Constitution and each subject to the superior tribunal or Officers.

**ARTICLE IV – MEMBERSHIP**

Section 1 Qualifications: Applicants must be a male resident of the United States, Canada or other Western Hemisphere Country, prove his Irish Ancestry, be a practicing Roman Catholic, be of good character, and not less than 16 years of age.

Section 2 Applications: Applications must be made on the forms approved by the National Secretary, read by the Recording Secretary at a regular or duly authorized meeting, investigated as to the character and qualifications of the applicants a committee who will report their findings within a week of receipt of application and balloted upon by the members present at the next meeting. The proposer will certify the applicant is a practicing Roman Catholic. An applicant shall be elected by a majority vote. The applicant shall make his pledge at the next regular meeting, unless conditions allow his being inducted prior to that time.



- Section 3 Regular Membership: The Division may accept males over the age of 16 upon payment of the required initiation fees and dues as regular members. They shall be entitled to hold all offices and vote on all matters.
- Section 4 Associate Membership: The Division may confer associate memberships, by a two-thirds vote of the members present at a regular meeting on persons who do not qualify for regular membership if they have demonstrated good will toward the Order, its aims and principles. Associate membership includes all social privileges but does not include attendance at meetings or voting privileges. Dues shall be the same as those for regular members.
- Section 5 Withdrawal Cards: Withdrawal cards issued and signed by the National Secretary shall be given to member in good standing who resign the Order.
- Section 6 Readmission: A former member lawfully in possession and presenting a withdrawal card may be readmitted to membership provided he meets the requirements described in Sections 1 and 2 of this Article. He shall renew his pledge at a regular meeting.
- Section 7 Transfer: Any member in good standing desiring a transfer from one Division to another, shall make application to his Division and be furnished with a proper transfer card. This entitles the member to admission in the Division he desires, providing he is accepted by a majority vote; otherwise, his membership reverts to his original Division.

## **ARTICLE V – MEETINGS**

- Section 1 Meetings: The Division shall meet once a month, between September 1 and June 30 of each year.
- Section 2 Notice of the Meetings: The President shall be responsible for the preparation of a newsletter for mailing to the members at least eight days prior to a meeting, notifying them of meetings, elections, proposed changes in the by-laws, scheduled social events and other items of interest.
- Section 3 Rules of the Order: The order of business shall be in accordance with the ritual of the Order and all questions concerning rules and procedures shall be decided by the President in accordance with the recognized rules of parliamentary procedure set forth in Roberts Rules of Order.
- Section 4 Quorum: For the purpose of transacting business of the Division, six (6) members in good standing shall constitute a quorum.
- Section 5 Social Functions: There shall be a Saint Patrick's Day Social held on or about March 17th, and other functions as determined from time to time by the membership.
- Section 6 Religious Functions: All members are encouraged to attend a celebration of holy Mass on St. Patrick's Day, Our Lady of Knock, Independence Day, John Barry Day and the Feast of the Holy Innocents.



## ARTICLE VI – OFFICERS

- Section 1 Elective officers are: President, Vice President, Recording Secretary, Financial Secretary, Treasurer, Chairman of the Standing Committee, Marshall and Sentinel. Tenure of office shall be for one year. Failures by any officer to attend four straight monthly meetings shall be cause for replacement, unless he is excused by the President for valid reasons. When this occurs, the President shall ask for volunteers to replace absentee officer(s) and cause an immediate vote of those present to install replacements. If there are no volunteers, the President shall be empowered to appoint one at the earliest acceptance by any member in good standing.
- Section 2 Appointive Officers: The appointive officers are: Chaplain, subject to the approval of the appointee's Ordinary, Chairman of the Charities and Missions Fund, Chairman of Catholic Action, Historian, and Organizer; also, Chairman of Freedom For All Ireland. All serve at the pleasure of the President.
- Section 3 Nomination, Election and Installation of Officers:
- A) At the September meeting, the President shall appoint a nominating committee of three members in good standing to present a proposed slate of officers at the October meeting. Each nominee on the slate must have agreed to serve in the office for which he is nominated. Nominations may be made from the floor if the nominee has agreed to serve. All nominees shall be included in the meeting notice sent out for November.
  - B) At the November meeting, members will ballot on candidates previously nominated and any other candidates nominated at this meeting.
  - C) Newly elected officers shall be installed in December at any meeting, including a Christmas social if held, in accordance with the procedures set forth in the Constitution of the Order.
- Section 4 Duties: The duties and responsibilities of the Officers shall be as set forth in Article X of the current National Constitution of the Order and in the current National Manual for the Guidance of Officers in the Management of Divisions ("The Blue Book"), as made available through the National website. (As of the most recent amendments to these By-Laws, *see* <https://aoh.com/gobansaer/wp-content/uploads/2023/05/National-Constitution-Revised-July-16-2022.pdf> and the National Secretary Office order blank at <https://aoh.com/gobansaer/wp-content/uploads/2024/01/National-Order-Form.pdf>.)
- Section 5 The Board of Officers shall consist of the elected Officers and the immediate Past President.

## ARTICLE VII – DEATH OF A MEMBER

- Section 1 Death of a Member or Immediate Family of a Member: The President or the Vice President shall arrange for the mailing of a Mass card upon the death of member or immediate family member. The President shall arrange for a eulogy, the draping of the charter and prayers for the deceased member at the next meeting.



## **ARTICLE VIII – FINANCES**

- Section 1 The following shall automatically become the Finance Committee: Newly elected President, Vice President, Treasurer, Financial Secretary and Chairman of the Standing Committee. Three members shall constitute a quorum. The committee will draft a budget and submit it to the membership at the January meeting for discussion, amendment(s) and adoption by the majority of those present. Finance committee approval will not be required for: Masses, state and national assessments, obituaries and other normal operating expenses.
- Section 2 Advances: Committee chairmen must make written request for the advance of funds for regularly scheduled events in order to determine the availability of funds.
- Section 3 Donations, Advertisements, etc.: All requests must be in writing, read by the Recording Secretary and reviewed by the Finance Committee. The Finance Committee shall make its recommendation at the next meeting. This provision may be suspended by three-fourths (3/4) vote of the members present and voting at a membership meeting.
- Section 4 General Fund: The Treasurer shall set up a fund for General Operating Expenses to include all monies received.
- Section 5 Annual Audit: The President shall appoint an audit committee of three members in good standing during the month of December to audit the books of the Division. The committee shall submit a written report which shall be available for the County or State Audit Committee prior to the 15th day of February.

## **ARTICLE IX – FEES**

- Section 1 Initiation Fee: The initiation fee shall be not less than \$5.00 and distributed as follows: \$2.00 to the National Secretary for the purpose of increasing membership and payable with the notice of initiation, up to \$2.00 to the State Secretary for the purpose of increasing membership and payable with the annual assessment and the balance to be retained by the Division.
- Section 2 Division Dues: Dues shall be payable on an annual basis, by the February meeting, in the amount of \$40.00. Priests, members of religious Orders and members serving in an active-duty assignment of the Armed Forces shall be exempt from fees, dues and assessments. Members over 75 years of age, dues are \$20.00.
- Section 3 Reinstatement Fee: A fee of \$5.00 shall be required at the time a former member is reinstated in addition to the Division dues. The sum of \$1.00 shall be forwarded to the National Secretary along with the reinstatement notice and a sum of \$1.00 shall be forwarded to the State Secretary with a copy of the reinstatement notice.



Section 4 National Assessment: An annual assessment of \$16.00 for each member in good standing as of the preceding December 31st shall be payable with the annual report and corrected membership roster on or before February 15th.

Section 5 State Assessment: An annual assessment of \$5.00 for each member in good standing as of the preceding December 31st shall be payable to the State Secretary with a copy of the annual report and corrected membership roster on or before February 15th.

Note: The annual national assessment and state assessment are to be taken from the annual division dues.

#### **ARTICLE X – SUSPENSION**

Section 1 Suspension: When any member of the Division fails to pay his annual dues for a period of three months, he shall be duly notified by the Financial Secretary. The Financial Secretary shall set forth the amount of his indebtedness in writing and notify him to appear at the next regular meeting to pay his dues. Suspension shall be made at a regular meeting and by a motion duly carried. This should take place prior to June 30th. The membership can waive payment of delinquent dues because of hardship.

#### **ARTICLE XI – BY-LAWS**

Section 1 These By-Laws shall become effective upon a two thirds (2/3rds) vote of the division members present at a regular meeting and approval by the State Board of the Commonwealth of Virginia and the National President of the Ancient Order of Hibernians.

Section 2 By-Laws may be amended at a membership meeting by a two-thirds (2/3rds) vote of the members present, provided however, that the full membership has been notified of the proposed amendment one (1) month prior to the proposed vote of adoption.

#### **ARTICLE XII – AWARDS**

Section 1 Gael Of The Year

- A) A member of the Division, who during the year, made significant contributions of time and effort to promote the Order, Division and Irish Heritage, shall be named “GAEL OF THE YEAR”.
- B) The Board of Officers shall meet and discuss candidates for this honor during the month of October. They shall then submit one or more candidates to the members attending the November meeting.
- C) Voting shall be by secret written ballot. The President and Recording Secretary shall tally the votes and determine the winner.
- D) The winner will be announced at the December meeting and presented with a plaque recognizing his efforts.

### ARTICLE XIII PAYMENT OF AUTHORIZED EXPENSES

Section 1 In the event that a quorum is not attained by the Division at a regularly called business meeting and authorized expenses need to be paid, the president or his duly authorized representative/division officer shall be empowered by a simple majority vote of those division members present to direct payment of such expenses.

\_\_\_\_\_  
Legal Counsel

Date: \_\_\_\_\_

\_\_\_\_\_  
Approved by Virginia State Board

Date: \_\_\_\_\_

\_\_\_\_\_  
Approved by National President

Date: \_\_\_\_\_

*Dennis Mulligan*  
\_\_\_\_\_

Adopted by Division

Date: 3-12-2024