

OFFICE OF THE
NATIONAL DIRECTOR
AND
NATIONAL ORGANIZER



ORGANIZERS FORMS AND PROCEDURES

STATE DIRECTOR / DIVISION ORGANIZER

NATIONAL ORGANIZER

Gerry Curran
1820 Tucker Trail
Lewis Center, Ohio 43035
Ph: 614.208.4324 Fax: 614.888.2564
hibernianorganizer@hotmail.com

NATIONAL SECRETARY

Thomas D McNabb
31 Logan Street
Auburn, New York 13021
Ph: (AOH Office) 315.252.3895 Ph: (Hm) 315.252.4872

INSTRUCTIONS:
SAVE THESE ORIGINAL FORMS
REPRODUCE COPIES TO USE AS NEEDED

Ancient Order of Hibernian In America, Inc.

Division Organizational Package

Familiarize yourself with **ALL** the materials within this packet. Make copies when necessary. The forms included in this packet are:

- A.) Division Organizational Package Instructions
- B.) Preamble to the National Constitution
- C.) FORM # 28 - Permission to Form a Division
- D.) FORM # 10 - Application for Charter
- E.) FORM # 40 - Computer Data Form
- F.) FORM # 41 - Application for Membership (Standard)
- G.) FORM # 41 - Application for Membership (Two-Page Tri-Fold)
- H.) FORM # 9 - Certificate of Election
- I.) FORM # 4 - Membership Directory
- J.) FORM # 11 - Division Financial/Spiritual & Membership Report
- K.) Transfer Card Form
- L.) New Division Installation Procedures
- M.) Initiation Pledge
- N.) British Penal Laws
- O.) AOH Record of Achievement
- P.) Letter from National Secretary

1. Be sure that everyone (New and Transfer members) understands the **PURPOSE of the AOH**. Make copies to distribute.
2. The first step in organizing a Division is to have **15 NEW** members who are ready, willing and able to become members of the AOH. Once the **15 NEW** members have been identified, the **Permission to Form a Division Form (Form #28)** should be filled out. Read the oath that is on the form carefully and have each new member print or type their name (minimum of 15 NEW members). **PUT ONLY THE FIFTEEN (15), OR MORE, NEW MEMBERS ON THE FORM #28, DO NOT PUT ANY OTHER NAMES (i.e., Transfers) ON THIS FORM.**
3. Fill out an **Application for Membership (Form #41)** for each potential member. ***There is NO NEED to send the Application (Form #41) in to anyone, including the National Secretary.***
4. Mail the **Permission to Form a Division Form (Form #28)** to the next highest authority. (Mail to County President, State President, State Organizer/Director, National Organizer and the National Secretary.) **NEW STATES SEND THE FORM #28 DIRECTLY TO THE NATIONAL SECRETARY.**
5. Wait for approval from the next highest authority to form the Division. While this is happening, an **Orientation Meeting** should be set-up to familiarize the **NEW members** with the AOH hierarchy, its duties, the purpose of the Order and the duties of the Officers and its members. If there is Transfer members involved, they should be involved in the Orientation Meeting as well. ***(An Orientation Packet should be created and individualized for each Division, with many items of interest including the British Penal Laws, the History of the AOH, among other things. Other items that will enlighten and educate the new members about the AOH and the individual Division should be included.)***

6. Once the approval is given to form the Division, an Initiation and Installation meeting should be called. **ALL NEW and TRANSFER** members shall go through the Initiation and Installation process.
7. **TRANSFER** members will be Initiated and Installed at the same time as the **NEW** members. Holding a meeting with the County President, State Officer, of National Officer present to administer **The Shamrock Degree and The Pledge** is desirable. They shall also supervise the nomination and election of Officers. (If this is not already been done). They will swear in the newly elected Officers. **ALL members are eligible to hold office.** (NEW or TRANSFER.) It is also very helpful that at the swearing in, each member should be given a copy of **The Pledge**, so that they can read along.
8. Once the **Initiation and Installation** process is completed and election of Officers has been accomplished, send to the National Secretary The following ASAP:
 - A.) **Certificate of Election (Form#9)** List the new Officers. (Names, Addresses, and Telephone #, and email).
 - B.) **Computer Data Form (Form #40)** on ALL members, including Transfers.
 - C.) **Application for Charter (Form #10)** Fill out ALL appropriate information. This form should be a high priority. You need a Charter to exist!

VERY IMPORTANT

**ALWAYS RETAIN A COPY OF ALL FORMS & PAPERWORK
FOR DIVISION RECORDS!!!!**

**DISTRIBUTE RECRUITMENT MATERIALS TO
CHURCHES, IRISH CENTERS, IRISH STORES, ECT.**

PLACE NOTICES IN CHURCH BULLETINS AND OTHER AREA PUBLICATIONS.

The Ancient Order of Hibernians in America, Inc.



The Ancient Order of Hibernians was founded in America on May 4, 1836 at St. James Church in New York City. Its roots, however, are found in Ireland dating back some 300 years. Since then it has continued to grow and prosper until it has become the largest and most influential Irish Catholic men's organization in the world.

The Preamble to the AOH National Constitution

**It is hereby declared that the purpose of this Organization,
The Ancient Order of Hibernians in America, Inc. is:**

- 1. To promote Friendship, Unity and Christian Charity*
- 2. To foster and sustain loyalty to country and community*
- 3. to aid and advance by all legitimate means the aspirations and endeavors of the Irish people for complete and absolute independence, promoting peace (with justice) and unity for all Ireland*
- 4. To foster the ideals and perpetuate the history and traditions of the Irish people*
- 5. To promote Irish culture*
- 6. To encourage civic participation*
- 7. To encourage an equitable U.S. Immigration law for Ireland, and to cooperate with all groups for a fair American Immigration Policy*
- 8. To accept and support, without prejudice, the concept of free expression of religious practices for the people of the world*

Membership is confined exclusively to practicing Roman Catholic men of Irish birth or descent, who are citizens **(Or who have declared their intention to become a citizen)** of the United States, of Canada, or of any country of the Western Hemisphere.

APPLICATION FOR PERMISSION TO FORM A DIVISION

ANCIENT ORDER OF HIBERNIANS IN AMERICA, INC.

Date Submitted: _____



Gerry Curran, National Organizer
1820 Tucker Trail
Lewis Center, OH 43035
614.208.4324
email: hibernianorganizer@hotmail.com

To: NATIONAL BOARD
_____ STATE/PROVINCIAL BOARD
_____ COUNTY BOARD

We, the undersigned, hereby petition that we may be permitted, pursuant to the provisions of the National Constitution of the Ancient Order of Hibernians in America, Inc., and the bylaws of the above named State and County Boards, to organize as a local Division of the Ancient Order of Hibernians in America, Inc. We hereby pray that upon approval of this application, a Charter may be issued incorporating the undersigned as a local Division subject to the National Constitution, State and County bylaws, and the rules and regulations of the above stated superior boards, now in effect or that hereafter may be adopted.

Each of the undersigned represents and affirms that he is a practicing Roman Catholic, of Irish birth or descent (through either parent), loyal to the government of the United States of America (or Canada, for Divisions being formed there), opposed to Communism and Fascism, and not a member of any organization classified as subversive by the United States of America (or Canada) or any agency thereof.

Name	Address	City	State	Zip	Email

The original signed petition will be retained by the applicant Division's next higher superior board. Upon approval and immediately AFTER the organizational meeting of the new Division, there shall be sent to the National, State and County Secretaries, a full list by name and address of every member of the new Division, together with a list of first Officers. Also, the Division number, place of meeting, and the date on which the organizational meeting took place shall be included

ANCIENT ORDER OF HIBERNIANS IN AMERICA, INC.

Office of the National Secretary



A P P L I C A T I O N F O R C H A R T E R

(Write Names Clearly)

ORGANIZED ON _____ 20 _____

By _____

State of _____

_____ State President

_____ State Secretary

_____ State Treasurer

County of _____

Place of Meeting: Town/City of _____

_____ County President

NEW Division Name: _____

NEW Division Number: # _____

President _____

Vice President _____

Recording Secretary _____

Financial Secretary _____

Treasurer _____

Ship Charter to: _____

Address: _____

Sent Charter out on _____ 20 _____

FORM 10

Via _____

Number _____

CERTIFICATE OF ELECTION

Ancient Order of Hibernians in America, Inc.



() Regular Election

() Fill Vacancy

The following have been elected or appointed to office. The term of office will begin: _____
(Insert date, or word "Immediately")

PLEASE PRINT OR TYPE CLEARLY

<u>TITLE</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>	<u>EMAIL</u>
<i>President</i>	_____	_____	_____	_____
<i>Vice President</i>	_____	_____	_____	_____
<i>Recording Secretary</i>	_____	_____	_____	_____
<i>Financial Secretary</i>	_____	_____	_____	_____
<i>Treasurer</i>	_____	_____	_____	_____
<i>Standing Committee</i>	_____	_____	_____	_____
<i>Marshal</i>	_____	_____	_____	_____
<i>Sentinel</i>	_____	_____	_____	_____
<i>Chaplain</i>	_____	_____	_____	_____
<i>Historian</i>	_____	_____	_____	_____
<i>Organizer/Membership</i>	_____	_____	_____	_____
<i>Catholic Action/Pro-Life</i>	_____	_____	_____	_____
<i>Mission/Charities</i>	_____	_____	_____	_____
<i>Freedom for All Ireland</i>	_____	_____	_____	_____
<i>Political Education</i>	_____	_____	_____	_____
<i>Newsletter/Publicity</i>	_____	_____	_____	_____
<i>Web Master</i>	_____	_____	_____	_____

Division # _____ **County Board** _____ **State Board** _____

The above Officers were elected or appointed to the office designated on _____ 20 _____

President _____ **Secretary** _____

MAIL TO:
Your State Secretary
&
Thomas D. McNabb, National Secretary, 31 Logan Street, Auburn, New York 13021



The Ancient Order of Hibernians (AOH) is the oldest Catholic lay organization in America. Officially formed in New York in 1836, it was born in anger centuries earlier in Ireland, after successive invasions by those who tried to master the Irish, and alter their Gaelic life style. Inflexible opponents like the Vikings were fought until their power was broken; others, like the Normans, were absorbed until they became as Irish as the Irish themselves. Through it all, the Irish maintained their language, traditions, and religion. But in the Sixteenth century, a concentrated attack, unswervingly focused on the most precious part of their heritage - their religion - and proved to be their greatest challenge.

After several attacks on Irish and Church property, the Irish immigrant resorted to a familiar tactic. Those, who had been members of the AOH in Ireland, banded together in this new land, and in 1836, formed an American branch of their Order. True to their purpose, they stood guard to defend Church property, and though actual attacks were few and far between, the long, cold, and lonely nights of vigil were many. The early AOH in America remained a secret society, and little is known of its activities except that it provided a monetary stipend to immigrants who arrived as members in good standing from the Irish Order, and they assisted Irish immigrants in obtaining jobs and social services. Quite naturally, the early AOH Divisions were nurseries for the preservation of Irish culture and traditions in America. Naturally, the early AOH Divisions were nurseries for the preservation of Irish culture and traditions in America.

In large measure due to the significant contributions of the Irish in defending the Union during America's Civil War, it became unfashionable to be anti-Irish, and the bigoted Know Nothings faded away, taking their No Irish Need Apply signs with them. The AOH, on the other hand, grew stronger, following Irish immigrants as they worked their way across the country. As the need for militant support of their Church dwindled, the AOH shifted its purpose to charitable activities in support of the Church's missions, community service, and the promotion and preservation of their Irish cultural heritage in America. Today they stand, not only as the oldest Catholic Lay organization in America, but as the largest Irish society in the world with Divisions in Ireland, and 49 of the United States.

The AOH in America is partitioned into Divisions, County Boards, and State Boards, and is governed by a National Board elected every two years. The Division is the basic unit in the Order, and membership in a Division is membership in the Order. Even County, State, and National Officers, maintain membership in a local Division. Annual

dances, concerts, and parades sponsored by all levels of the Order raise millions for charity, while providing a showcase for the positive contributions of the Irish to every walk of American life. Divisions usually support local charities within their geographic areas, while sending a portion of their monies to higher levels for support of state, national, and international charities. Subcommittees are often established to perform specific functions such as the administration of an annual Feis or Festival, the raising of a historic memorial, or providing instructions in such Irish subjects as history, bagpiping, dancing, and language.

The many Divisions and Hibernian Halls across the country have also traditionally provided a welcome for new immigrants. Here, the unique art, dance, music, and other interests of the Irish are fostered and preserved, making the AOH Hall a home away from home for many. Together, they are at the forefront of support for issues concerning the Irish, such as Emigration Reform, MacBride Legislation, and the Right to Life. They never forget their ancestral homeland either, and can always be found actively lobbying for, praying for, and working for the total independence of a united 32-county Ireland, as their constitution avows: "by all means constitutional and lawful!"

As a potential Member to our Order you are seeking admittance to the finest and fastest growing Irish Catholic organization in the world. Our Catholic faith and our values are exemplified in our motto:

Friendship, Unity and Christian Charity.

APPLICATION FOR MEMBERSHIP

I hereby apply for admission into the Ancient Order of Hibernians in America, Inc., and agree that my reception and continuance in said Order shall depend upon the truthfulness of my answers to the questions which are attached, and my answers are made by me for the purpose of obtaining admission into the Order. You must be Irish by birth or descent and a practicing Roman Catholic to become a member

Name: _____
 Address: _____
 City: _____
 State: _____ Zip (+4) _____
 Birth Date: _____
 Email: (H) _____
 Email: (W) _____
 Phone (H): _____
 Phone (W): _____
 Occupation: _____
 Mother's Maiden Name: _____

Are you Roman Catholic? YES NO
Are you Irish? YES NO by: BIRTH DESCENT

Have you complied with your religious duties within the past twelve (12) months? YES NO

Do you belong to any society(s) to which the Catholic Church is opposed? YES NO

Parish Name: _____

Have you ever been a member of the AOH? YES NO
 If so, name Division/State/County: _____

SPONSOR: _____

I do solemnly pledge my sacred word and honor that the answers I have given to the above questions are true.

Applicant's Signature: _____

Dated this _____ of _____ 20 _____

We want to know your interests!
PLEASE CHECK ALL THAT APPLY

- _____ Irish History
- _____ Irish Northern Aid
- _____ Missions/Charities
- _____ Catholic Action
- _____ Catholic Schools
- _____ Political Education
- _____ Irish Language Lessons
- _____ Irish Step Dance Lessons
- _____ Comahlas Music Sessions
- _____ Div Golf Tournaments
- _____ Family Picnics
- _____ Dinner/Dance
- _____ Fundraising
- _____ Marketing
- _____ Service Projects
- _____ Other _____

Please explain: _____

DIVISION USE ONLY

SPONSOR'S CERTIFICATE

I hereby certify on my honor as a member of the Ancient Order of Hibernians, that I am acquainted with the applicant. I know him to be a practicing Roman Catholic, and one worthy in every way to become a member of this Order.

Sponsor's Signature: _____
Address: _____

REPORT ON APPLICATION

This committee, was referred to the applicant, and would respectfully report that we have investigated the qualifications of said applicant for membership and we recommend him.
Committee Chair: _____

DIVISION PRESIDENT'S CERTIFICATE

I hereby certify that this application has been read by me at a regular meeting and that the applicant has been elected by the membership of this Division on the: _____ day of _____ 20__

President _____

FINANCIAL SECRETARY'S CERTIFICATE

I hereby certify that the initiation fee of \$ _____ has been paid on this _____ day of _____ 20__

Financial Secretary _____

MEMBERSHIP NUMBER: _____



**The Ancient Order of Hibernians
are on the Internet!!!**

Go to www.aoh.com and find out what is happening in the world of the AOH. Find a local Division, news releases, articles on Irish History and much more!!!

Remember:
www.aoh.com





APPLICATION FOR MEMBERSHIP



ANCIENT ORDER OF HIBERNIANS IN AMERICA, INC.

I hereby apply for admission into the Ancient Order of Hibernians in America, Inc., and agree that my reception and continuance in said Order shall depend upon the truthfulness of my answers to the questions which are hereto attached, which answers are made by me for the purpose of obtaining admission into the Order.

Name: _____ Birthdate: _____

Address: _____ Phone: (H) _____

City: _____ State: _____ Zip (+4) _____

Email: (H) _____

Occupation: _____ Phone: (W) _____

Mother's Maiden Name: _____ Are you Roman Catholic? Yes No

Are you Irish by either: Birth Yes No or Descent Yes No

Have you complied with your religious duties within the past twelve (12) months? Yes No

Do you belong to any society to which the Catholic Church is opposed? Yes No

Parish Name: _____

Have you ever been a member of the Ancient Order of Hibernians? Yes No

If so, name Division/State/County: _____

I do solemnly pledge my sacred word and honor that the answers I have given to the above questions are true.

Applicant's Signature _____
Dated this _____ of _____ 20_____

PROPOSER'S CERTIFICATE

I hereby certify on my honor as a member of the Ancient Order of Hibernians, Inc, that I am acquainted with the above applicant. I know him to be a practicing Catholic, and one worthy in every way to become a member of this Order.

Proposer's Signature _____
Address _____

REPORT ON APPLICATION

Your Committee, to whom was referred the application of:

would respectfully report that we have investigated the qualifications of said applicant for membership in the Ancient Order of Hibernians, Inc, and recommend him

Committee

DIVISION PRESIDENT'S CERTIFICATE

I hereby certify that this application has been read by me at a regular meeting and that the applicant has been elected by the membership of this Division on the: _____ day of _____, 20_____

President

FINANCIAL SECRETARY'S CERTIFICATE

I hereby certify that the initiation fee of \$ _____ has been paid on the _____ day of _____ 20_____

Financial Secretary

MEMBERSHIP NUMBER

[Empty box for membership number]



TRANSFER CARD

DATE _____

Issued to _____

MEMBERSHIP NO. _____

MAJOR DEGREE - YEAR _____

Address _____

City _____ State _____ Zip _____

TRANSFERRING FROM: DIVISION NO. _____ COUNTY _____

DIVISION NAME _____ STATE _____

TRANSFERRING TO: DIVISION NO. _____ COUNTY _____

DIVISION NAME _____ STATE _____

FINANCIAL SECRETARY

PRESIDENT

COUNTY RECORDING SECRETARY

COUNTY PRESIDENT



TRANSFER CARD

DATE _____

Issued to _____

MEMBERSHIP NO. _____

MAJOR DEGREE - YEAR _____

Address _____

City _____ State _____ Zip _____

TRANSFERRING FROM: DIVISION NO. _____ COUNTY _____

DIVISION NAME _____ STATE _____

TRANSFERRING TO: DIVISION NO. _____ COUNTY _____

DIVISION NAME _____ STATE _____

FINANCIAL SECRETARY

PRESIDENT

COUNTY RECORDING SECRETARY

COUNTY PRESIDENT

- () COUNTY BOARD
- () STATE BOARD
- () NATIONAL BOARD

Ancient Order of Hibernians in America, Inc.
DIVISION-FINANCIAL, SPIRITUAL & MEMBERSHIP REPORT
for the year ending December 31, 20_____

MEMBERSHIP REPORT

Federal ID # _____
 Division Number _____
 Division Name _____
 City/Town _____
 County _____
 State, District _____
 Date Organized _____
 Meeting Place _____
 Address _____
 Meeting Day _____

INCREASES

1.) Membership - as of Jan 1, 20_____ _____
 2.) Initiated in 20_____ _____
 3.) Reinstated in 20_____ _____
 4.) Transfer in 20_____ _____
 5.) **TOTAL INCREASE** _____
 (add lines 1-4)

DECREASES

6.) Deaths _____
 7.) Resigned _____
 8.) Transferred _____
 9.) Suspended _____
 10.) **TOTAL** (add lines 6-9) _____
 11.) **TOTAL MEMBERSHIP** _____
 (deduct line 10 from line 5)
 12.) Priest/ Religious Community _____
 13.) Armed Forces _____
 14.) National Board Life Members _____
 15.) **TOTAL** (line 12-14) _____

TOTAL members subject to per capita tax (deduct line 15 from line 11) _____

NATIONAL PER CAPITA TAX: \$8.00
INITIATIONS \$2.00
REINSTATEMENTS \$1.00
PLEASE MAKE SEPARATE CHECKS FOR INITIATION FEES

President: _____
 Address: _____
 Email: _____
 Secretary: _____
 Address: _____
 Email: _____

FINANCIAL REPORT

RECEIPTS

a.) Initiations, Dues _____
 b.) Other Sources _____
 c.) Cash Balance on LAST report _____
 d.) **TOTAL** (add a, b & c) _____

EXPENDITURES

e.) AOH Missions & Charities _____
 f.) Other contributions _____
 g.) Assessments _____
 County (\$1.00 per) _____
 State (\$2.00 per) _____
 National (\$8.00 per) _____
 h.) All other expenses _____
 i.) **TOTAL** expenditures _____
 j.) Cash on Hand _____
 k.) Bonds, Stocks, ect. _____
 l.) Real Estate _____
 m.) **TOTAL** assets (lines j,k & l) _____

SPIRITUAL ASSETS

Members who are:
 Eucharistic Ministers _____
 Ministers of the Word _____
 Parish Council _____
 Parish Committee Members _____
 School Committee Members _____
 Religious Edu Teachers _____
 Youth Ministers _____
 RCIA Leader _____
 Prayer Group Leader _____
 Deacons _____
 Other _____
TOTAL _____

DO YOU HAVE A JUNIOR DIVISION? Y N

COPIES OF THIS REPORT MUST BE SENT TO NATIONAL, STATE & COUNTY SECRETARIES AND CATHOLIC ACTION CHAIRMAN BY February 15th each year.

**NATIONAL: MAIL TO: Thomas D McNabb
 31 Logan Street
 Auburn, NY 13021-3925**
STATE: MAIL TO: STATE SECRETARY

STATUS REPORT FORM 40

COMPUTER DATA

RETURN TO:
Thomas D McNabb
31 Logan Street
Auburn, New York 13021

MEMBER-NUMBER

--	--	--	--	--	--	--	--

ST CNTY DIV IND

N -NEW MEMBER
R -REINSTATED
C -CHANGE
T -TERMINATED

OFFICER

 PRESIDENT
 FINANCIAL SECRETARY

FIRST NAME - MIDDLE INITIAL

--	--	--	--	--	--	--	--	--	--	--	--

LAST NAME

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

ADDRESS - 1

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

ADDRESS - 2

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

NOTE: IF ADDRESS INCLUDES CHURCH, RECTORY, COLLEGE, VILLAGE, ESTATES, ECT.
ENTER IN ADDRESS - 2 AND ENTER STREET ADDRESS IN ADDRESS - 1. IF NOT - SHOW STREET ADDRESS IN
ADDRESS - 1, SKIP ADDRESS - 2.

CITY

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

STATE

--	--

ZIP CODE

						-					
--	--	--	--	--	--	---	--	--	--	--	--

STATUS

1 - REGULAR
2 - CLERGY
3 - MILITARY
4 - NATIONAL LIFE MEMBER

MAJOR DEGREE YEAR

--	--

GENERAL INSTRUCTIONS:

LINE #1 MUST BE COMPLETELY FILLED OUT.
COMPLETE ENTIRE FORM 40 FOR NEW OR REINSTATED MEMBER.
DO NOT USE PERIODS (.), COMMAS (,), OR OTHER SPECIAL CHARACTERS.
USE SPACES FOR SEPARATION.

NATIONAL OFFICE DATA

DATE OF BIRTH

--	--	--

MM DD YY

DATE INITIATED

--	--	--

MM DD YY

DATE TERM

--	--	--

MM DD YY

TERM REASON

6 - TRANSFER
7 - DEATH
8 - RESIGNED
9 - SUSPENDED

Ancient Order of Hibernians In America, Inc.

Division Installation Procedure



This procedure should be followed with only minor changes for a shortage of qualified members, who have earned their degrees, available to perform **The Shamrock Degree** (*First Degree of the Order*)

Needed:

Blue Books: (Manuals) Ideal number to have is five (5)
American Flag
Irish Flag
Organizer's Video (Use at Orientation Meeting)
Copies of The Purpose, AOH History, and the Pledge

Step 1. Ask ALL (**NEW and TRANSFER members**) present if they have any questions about **The Ancient Order of Hibernians in America**. (Pass out copies of the **AOH Purpose** and **The History of the Order**). If possible use the **Organizer's video** as a starting point. (**STEP 1 of the meeting can also be accomplished at an Orientation Meeting prior to Initiation and Installation Ceremony**).

ANSWER ALL QUESTIONS WITH GREAT CANDOR.

- Emphasis that the Order's foundation is deeply based and rooted in the practice of the **Catholic** faith
- Our position on **Pro-Life** should be answered positively. (**Cardinal O'Connor** was a recipient of the AOH **John F Kennedy Award**)
- That the **AOH** is dedicated to the free practice of religion. (**Freedom of Religion**), this is because the Irish people were denied this right.
- Emphasis that the Order is dedicated to a **Free and United Ireland by all peaceful means**. (Questions about Sinn Fein, Gerry Adams and John Hume, who were co-recipients of the **AOH John F Kennedy Award**, and the Irish Political Prisoners, should be answered positively). Former Irish prime Minister and author of the Peace Process, Albert Reynolds, received the **AOH Seam MacBride Award**.
- Questions about the **IRA** should be answered by stating that our Constitution states the word "**peaceful**" very strongly. Individual members may differ, but the Constitution spells out the AOH position.
- Other questions should be answered to the best knowledge of the Installing Officer. If needed, we can get the answer to any question. Always tell the questioner that you will get back to him if the question can not be answered.

- Step 2.** When the question and answer period is finished ask all present if they are willing to take the Oath and become a member of the Organization. **If they are not ready, ask them to leave at this point.**
- Step 3.** Read the paragraph at the top of **FORM #28 (Permission to Form a Division)**. All those present should have their names affixed to this document.
- Step 4.** Read the “**Opening Prayer**”, in the Blue Book. Also pray an “**Our Father**” and “**Hail Mary**”.
- Step 5.** **Pledge of Allegiance** is recited.
- Step 6.** **Shamrock Degree** (or if not possible, Initiation Pledge). **NEW and TRANSFER** members should go through the Shamrock Degree **TOGETHER**. Because of this, **ALL the NEW and TRANSFER** members of the new Division can start on equal footing. (It is understood that the Transfer members have already gone through the Shamrock Degrees, and many may have already gone through the Major Degrees of the Order). Read the “**Initiatory Preamble**” in the Blue Book. Copies of **The Pledge** should be available so that those being initiated can read along. **The room should be set-up as in diagram in the Blue Book.**
- Step 7.** Proceed with **The Shamrock Degree** and **The Pledge**. (In The Blue Book)
- Step 8.** Once **The Shamrock Degree** has been given, ask if the **New Division (now installed)** has agreed on Officers. Nominations and Elections of the Officers should take place at this time. Once elections or appointments have been agreed upon, **then the Installation of the new Officers should take place**. The Installing Officer should take the role of the County President in the Installation. Preparations are stated in the Blue Book.
- Step 9.** Follow the **Installation Procedure** (Blue Book) Installing Officers (use “**The Circle**” (Blue Book) if possible, it is much more impressive than a line of Officers, especially of all Offices are filled).
- Officer’s Duties** – Read this page to the Division
Circle – Read this if you have formed a Circle
Obligation – Read this to those assembled
Investiture – Read the Officer’s Pledge.
Officers – Assume their stations – Read this to complete the ceremony
- Step 10.** Because this will be the first ceremony that the new members will have seen and/or participated in, answer any questions which the members have on the ceremony.
- Step 11.** **Closing Prayer – Prayer for Vocations, “Our Father” and “Hail Mary”**
Read the Statement at the top of page eight (8) in the Blue Book.

INITIATION PLEDGE

President: “Gentlemen, I welcome you. It is necessary that I should remind you before giving our pledge that if you entertain any mental reservation regarding any part of the pledge you are about to take; if you are actuated by any unworthy motive in joining our society; if you nurture in your heart(s) any bitterness, hate and malice against any worthy member of our Order, it is your duty to proceed no further. If, however, you fully appreciate the true spirit of “Friendship, Unity and Christian Charity” and are pure in the mind and heart, you are entitled to seek admittance here. Candidate(s), if you take our pledge, will you be loyal in letter and spirit?”

Candidate(s): “Yes”

NOTE: ALL MEMBERS STAND TO TAKE THE OATH TOGETHER

(This gesture connects all the members as true brothers and reaffirms each members commitment to the Order)

President: “Gentlemen, place your right hand on your heart(s) and repeat aloud after me the following pledge.”

ST. PATRICK’S PLEDGE

I (State your name) do declare and promise / that I will keep inviolate / all the secrets of the Ancient Order of Hibernians / from all but those whom I know / to be members in good standing, except the Roman Catholic clergy. / And that I will support the Constitution and By-Laws / of this organization to the best of my ability.

That I will be true and steadfast to the brethren of this Organization, / dedicated to St. Patrick, the Patron Saint of Ireland, / and that I will duly conform myself / to the dictates of my legally elected officers / in all things constitutional and lawful.

That I will not provoke or quarrel with any of my brethren. / If a brother should be defamed, or be treated unjustly, / I will espouse his cause, / give him the earliest possible advice / and aid him when in distress.

I also promise that I will not propose, / nor assist in admitting, / any person of a bad or suspicious character; / and that I will at all times / be zealous for the interests of this organization, / and will not knowingly wrong a brother.

That I will not countenance by my presence, / nor support any performance / that may reasonably be interpreted / as caricaturing or debasing the Irish people, / whether in public or in private, / in song, recitation or story, / on the stage or on the screen.

That I will ever be true to the Constitution of my country / and will combat any and all attempts / that would tend to destroy its spirit.

All this I pledge my sacred word and honor to do and perform.

The Ancient Order of Hibernians in America, Inc.

A RECORD OF ACHEIVEMENT



- The Order awards the prestigious **J.F.K.** and **Sean MacBride Humanitarian Awards** to outstanding individuals.
- The Order donates millions annually to charitable causes and provides thousands each year in scholarships through our National, State, County Boards and Local Divisions.
- The Order established the first chair of Celtic Studies at Catholic University in 1894.
- The AOH has recognized Commodore John Barry as the father of the American Navy, And has established September 13th as a legal holiday of the Order.
- The AOH has recognized the valuable contributions of the Ladies Ancient Order of Hibernians to our Order, the Catholic Church and Columban Mission Fathers.
- The Order has sponsored and supported Feises, as well as traditional Irish music, dance and song.
- The AOH has recognized, honored and supported Irish American achievement in theater, education, law, medicine, music, business, and the arts.
- The AOH has encouraged tourism to our ancestral homeland, Ireland.
- The Order has supported the G.A.A. and all traditional ancient sporting games of Ireland.
- The AOH through monetary, political and other means has supported vigorously humanitarian and civil rights works in the North of Ireland.
- The AOH has recognized the contributions of the Irish in the American Civil War through history, lectures, films and monuments.
- The AOH has assisted in the reforestation of Ireland through the **Trees for Ireland** program.
- The Order has fostered the instilling of our Irish culture, history and traditions in our youth through the **AOH Irish Way Scholarship Program** for the sons and daughters of its members.
- The AOH has recognized the contributions of Irish Americans and Irish born who received the Medal of Honor, and has erected a monument in their honor at the Valley Forge Medal of Honor Grove.
- The AOH being composed of loyal Americans recognizes July 4th as one of the legal holidays of the Order.
- The AOH has consistently promoted and tried to preserve our ancient language, Gaelic-Irish.
- The AOH recognizes March 17th as one of the legal holidays of the Order, thus preserving the teachings and ideals of St. Patrick, the patron saint of Ireland, and the Catholic Church.
- The AOH through its many monetary donations to various charitable societies in Ireland has shown that the motto of our Order, "Friendship, Unity, and Christian Charity" is as important today as it was when the Order was founded in New York City on May 4, 1836.

British Penal Laws



Professor Lacky, a Protestant of British blood and ardent British Sympathizer, says (in his history of Ireland in the 18th Century)

that the objective of the Penal Laws were threefold.

- 1. To deprive the Catholics of all civil life.**
- 2. To reduce them to a condition of most extreme and brutal ignorance.**
- 3. To disassociate them from the soil.**

He might, with absolute justice, have substituted Irish for Catholic and added;

- 4. To expire the race.**

The Irish Catholic was forbidden to practice their religion.

Forbidden from receiving and education.

Forbidden from entering a profession.

Forbidden from holding public office.

Forbidden from engaging in trade or commerce.

Forbidden from living in, or within five (5) miles of a corporate town.

Forbidden from owning a horse of greater value than five pounds.

Forbidden from purchasing land.

Forbidden from leasing land.

Forbidden from accepting a mortgage on land in security of a loan.

Forbidden from voting.

Forbidden from keeping any arms for their protection.

Forbidden from holding a life annuity.

Forbidden from buying land from a Protestant.

Forbidden from accepting a gift of land from a Protestant.

Forbidden from renting land worth more than thirty (30) shillings a year.

Forbidden from reaping from their land a profit exceeding a third of the rent.

Could not be a guardian to any children.

Could not, when dying, leave their infant children under Catholic guardianship.

Could not attend Catholic worship.

Was compelled, by law, to attend Protestant worship.

Could not educate their children themselves.

Could not send their children to a Catholic teacher.

Could not employ a Catholic teacher to come to their children.

Could not send their children abroad to receive an education.

OFFICE OF THE
NATIONAL SECRETARY



Dear AOH Officer;

Our organization, just as any other group, must maintain an effective and efficient line of communication between all levels of its jurisdiction. With this in mind, the starting point within our organization is the very important **FORM #9**. This form indicates the names and addresses of the Officers of your jurisdiction and **MUST** be filed immediately after any election. I would recommend that the responsibility for filing the **FORM #9** be that of the incumbent Recording Secretary.

The membership list of each Division must be kept up-to-date by the Division Financial Secretary and should be reviewed at least every couple of weeks. This Officer must submit a **FORM #40** for each and every change within the membership of the Division. Any change of address; new members; any terminations; regardless of the reason, must be submitted to the **NATIONAL SECRETARY** as soon as possible.

Regarding **NEW DIVISIONS**, the National Secretary will assign the membership numbers to these new members. In the case of new members coming into an existing Division, the Division Financial Secretary must assign the numbers, which will remain the same as long as the individual maintains his membership in the Order. Division Financial Secretaries should keep the membership numbering system in a consecutive numerical ordering system. If a member resigns, or for any reason gives up his membership, then his number should be used for the **NEXT NEW** member coming into the Division.

The Office of the National Secretary has available many different forms that will assist the Officers in their duties and in carrying out their responsibilities. I hope that you will make use of these forms, and in doing so conduct the business of your Division in a professional manner.

The Office of the National Secretary is always available to assist all the Officers in the performance of their duties. It is the responsibility of this office to assist any Officer in any way that we can to make you job easier. This office is the direct link with the National Board and the State and County Boards and the Division. Please do not hesitate to call upon me at any time and for any reason.

Fraternally & sincerely

Thomas D McNabb
National Secretary