

**OPERATING PROCEDURES FOR THE ANCIENT ORDER OF HIBERNIANS,  
MILWAUKEE DIVISION**

**ARTICLE I-GENERAL**

SECTION 1: NAME: The name of this organization shall be the Ancient Order of Hibernians, Milwaukee Division, hereinafter referred to as the AOH-Milwaukee.

SECTION 2: PURPOSE: The purpose of the AOH-Milwaukee is to promote Friendship, Unity and Christian Charity; to foster and sustain loyalty to country and community; to promote peace and unity for all Ireland; to foster the ideals and perpetuate the history and traditions of the Irish people; to promote Irish culture; and to encourage civic participation.

**ARTICLE II – PRINCIPAL PLACE OF BUSINESS**

SECTION 1: The principal place of business shall be at Milwaukee, Wisconsin and at such other places as the Officers may from time to time determine.

**ARTICLE III-MEMBERSHIP**

SECTION 1: REGULAR MEMBERSHIP in the AOH-Milwaukee is confined exclusively to practicing Catholic males, at least 16 years of age, of Irish birth or descent and of good character. Regular Members shall be entitled to hold all offices in the Order and vote on all matters.

SECTION 2: ASSOCIATE MEMBERSHIP may be conferred, by a 2/3rds vote of regular members at a regular meeting, on persons who do not qualify for Regular Membership, but who have demonstrated good will towards the Order, its aims and principles. Associate Members shall be granted all social privileges, may attend, but may not vote at regular meetings.

**ARTICLE IV-MEMBERSHIP MEETINGS**

SECTION 1: REGULAR MEETINGS shall be held monthly at a time and place set by the President or Executive Committee. The President or Executive Committee may, upon advance notice to the members, dispense with a regular monthly meeting.

SECTION 2: VOTING. A majority vote of the members present at a regular membership meeting shall decide any question, except where otherwise required by law, or these Operating Procedures.

## **ARTICLE V-DUES**

**SECTION 1:** Annual dues may be determined by the Executive Committee at a December meeting and shall be effective for the following fiscal year (January 1-December 31). Failure to pay dues may be cause for dismissal.

## **ARTICLE VI-OFFICERS**

**SECTION 1: LISTING OF OFFICERS.** The Officers of the AOH-Milwaukee shall be a President, a 1<sup>st</sup> Vice-President, a 2<sup>nd</sup> Vice President, a Treasurer, a Financial Secretary, a Recording Secretary, and a Corresponding Secretary.

**SECTION 2: ELECTION AND TERM OF OFFICE.** The officers of the AOH-Milwaukee shall be elected annually by the membership at the March meeting of the members. A Nominating Committee consisting of the 1<sup>st</sup> Vice President, the 2<sup>nd</sup> Vice President and the immediate Past President shall file a report with the President 10 days prior to the February meeting of the members nominating one candidate for each of the officer positions. The President shall cause this report to be submitted to the membership with the notice of the February meeting of the members. At the February meeting of the members, nominations may also be made from the floor. A list of all the nominees for the various officer positions will be submitted to the membership with the notice of the March meeting of the members. The term of office shall be one (1) year or until a successor has been duly elected and installed.

**SECTION 3: VACANCIES.** A vacancy in any office because of death, resignation, removal, disqualification, or otherwise, may be filled by the Executive Committee for the unexpired portion of the term.

**SECTION 4: REMOVAL.** Any officer elected by the members or appointed by the Executive Committee may be removed by a two-thirds (2/3) vote of the membership at a meeting at which the notice of the meeting includes a statement that a vote will be conducted to remove a specified officer.

**SECTION 5: POWERS AND DUTIES OF THE PRESIDENT.** The President shall be the chief executive officer of the AOH-Milwaukee and shall preside at all regular meetings of the membership and the Executive Committee. The President shall have general and active management of the business of the AOH-Milwaukee and shall see that all orders and actions of the membership and the Executive Committee are carried into effect. The President shall cause a notice of meeting to be submitted to all the members prior to each monthly regular meeting. The President may appoint Committees. The President may sign, with the Financial Secretary or any other officer authorized by the Executive Committee, any contracts or other instruments which the membership or Executive Committee has authorized to be executed, unless the signing and execution is expressly delegated by the membership, the Executive Committee or by statute to some other officer of the AOH-Milwaukee. In general, the President will perform all duties

incident to the office of President and such other duties as may be prescribed by the members or by the Executive Committee. The President shall coordinate the Cultural Area Exhibit at Irish Fest and the December Mass and regular membership meeting, including the initiation of new members who joined the AOH-Milwaukee during the calendar year.

**SECTION 6: POWERS AND DUTIES OF THE 1<sup>ST</sup> VICE-PRESIDENT.** The 1<sup>st</sup> Vice-President shall, in the absence, refusal to act or disability of the President, perform the duties and exercise the powers of the President and shall perform such other duties as the members or the Executive Committee shall prescribe. The 1<sup>st</sup> Vice-President shall act as the program chairperson for the regular meetings of the members. The 1<sup>st</sup> Vice President shall act as co-coordinator of the AOH-Milwaukee hospitality suite at Irish Fest.

**SECTION 7: POWERS AND DUTIES OF THE 2<sup>ND</sup> VICE-PRESIDENT.** The 2<sup>nd</sup> Vice-President shall, in the absence, refusal to act or disability of the 1<sup>st</sup> Vice-President, perform the duties and exercise the powers of the 1<sup>st</sup> Vice-President and shall perform such other duties as the members or the Executive Committee shall prescribe. The 2<sup>nd</sup> Vice-President shall assist the 1<sup>st</sup> Vice President as the program chairperson for the regular meetings of the members. The 2<sup>nd</sup> Vice-President shall act as co-coordinator of the AOH-Milwaukee hospitality suite at Irish Fest.

**SECTION 8: POWERS AND DUTIES OF THE TREASURER.** The Treasurer shall be the custodian of all funds, bonds, securities and instruments held in the name of the AOH-Milwaukee, and shall deposit same for safekeeping in a bank or savings institution as soon as possible after receipt. The Treasurer shall maintain the financial accounts and records of the AOH-Milwaukee, shall normally sign checks and shall keep vouchers for all disbursements. The Treasurer shall pay no money except on voucher signed by the President or the Financial Secretary. The Treasurer shall be the coordinator of the William Ryan Drew Scholarship Spaghetti Dinner at St. Rose of Lima School.

**SECTION 9: POWERS AND DUTIES OF THE FINANCIAL SECRETARY.** The Financial Secretary shall keep an accurate membership roster, including a record of each member's date proposed and date initiated. The Financial Secretary shall collect all dues, fees, assessments and keep an accurate record thereof, and shall deposit, or give to the Treasurer to deposit, all monies collected. The Financial Secretary shall notify applicants of their election as members and shall make detailed reports of all membership matters, including payment of the National dues, to the National Office. The Financial Secretary shall keep attendance records at all regular membership meetings and make an annual calendar year financial report of dues collected and outstanding for submission to the President, Executive Committee and members at the February regular membership meeting. The Financial Secretary shall, in the absence of the Treasurer, be authorized to sign checks, but shall pay no money except on voucher signed by the President. The Financial Secretary shall be the coordinator of the AOH-Milwaukee ushering duties at the Irish Fest Mass for Peace and Justice.

**SECTION 10: POWERS AND DUTIES OF THE RECORDING SECRETARY.** The Recording Secretary shall keep, or cause to be kept, accurate minutes of regular membership and Executive Board meetings, and shall pay to the Treasurer or Financial Secretary all monies that the Recording Secretary may collect at each regular membership meeting. The Recording Secretary shall coordinate the maintenance of the AOH-Milwaukee Web Site and the creation of a list of the members e-mail addresses. The Recording Secretary shall act as the Historian for the AOH-Milwaukee. The Recording Secretary shall coordinate the Program and Mass prior to the William Ryan Drew Scholarship Spaghetti Dinner at St. Rose of Lima School.

**SECTION 11: POWERS AND DUTIES OF THE CORRESPONDING SECRETARY.** The Corresponding Secretary shall cause the notice of all regular membership meetings to be sent to all members. The Corresponding Secretary shall coordinate the St. Patrick's Day Mass and Parade activities.

#### **ARTICLE VII-CHAPLAIN**

**SECTION 1:** The President shall appoint a Chaplain, who shall be a Priest or Deacon who will:

- Provide spiritual guidance for their respective jurisdiction;
- Advise on all matters pertaining to the welfare of the Order; and
- Attend meetings and participate in discussions within their jurisdiction.

#### **ARTICLE VIII-EXECUTIVE COMMITTEE**

**SECTION 1:** The Officers of the AOH-Milwaukee shall constitute an Executive Committee. This Committee may meet on stated times, or on notice to all by the President or by two of the other Officers, and shall act on behalf of, and with the authority of, the entire membership. The Executive Committee shall keep regular minutes of its proceedings and report the same to the regular membership at the next regular membership meeting. At least four members must concur to make any action of the Executive Committee effective. The Executive Committee shall be responsible for the development of a long-range plan for the AOH-Milwaukee and shall assist the President to plan the agenda for regular membership meetings.

#### **ARTICLE IX-COMPENSATION**

**SECTION 1:** No officer or member shall be compensated for time and effort. The Executive Committee may, however, authorize reimbursement of actual and necessary expenses incurred while on AOH-Milwaukee business.

## **ARTICLE X-FINANCES**

**SECTION 1: FISCAL YEAR.** The accounts of the AOH-Milwaukee shall be maintained on a fiscal year basis from January 1 through December 31.

**SECTION 2: FINANCIAL REPORTS.** The Treasurer shall prepare and present a monthly financial statement for submission to the President, Executive Committee and members at each regular membership meeting, and the Treasurer shall prepare and present an annual calendar year financial statement for submission to the President, Executive Committee and members at the February regular membership meeting.

**SECTION 3: SIGNATURES ON CHECKS.** The Treasurer shall normally sign checks. The Financial Secretary shall, in the absence of the Treasurer, be authorized to sign checks. The Treasurer shall pay no money except on voucher signed by the President or the Financial Secretary. The Financial Secretary shall pay no money except on voucher signed by the President.

## **ARTICLE XI-ADOPTION OF OPERATING PROCEDURES AND AMENDMENTS**

**SECTION 1: ADOPTION OF OPERATING PROCEDURES.** The original Operating Procedures were adopted by the regular membership of the AOH-Milwaukee at a regular membership meeting on March 10, 2005.

**SECTION 2: AMENDMENTS.** Amendments to these Operating Procedures may be made by the Executive Committee, provided such amendments are sent to the regular members as soon as possible after adoption by the Executive Committee. Amendments to these Operating Procedures may also be made by the membership at a regular membership meeting, by a 2/3rds vote of the members present at such meeting, provided that notice of such proposed amendment shall have been included in the official notice for that regular membership meeting.

## **LIST OF AOH-MILWAUKEE EVENTS THAT NEED A COORDINATOR**

1. The St. Patrick's Day Mass and Parade activities.
2. The AOH-Milwaukee hospitality suite at Irish Fest.
3. The Cultural Area Exhibit at Irish Fest.
4. The AOH-Milwaukee ushering duties at the Irish Fest Mass for Peace and Justice.
5. The Program and Mass prior to the William Ryan Drew Scholarship Spaghetti Dinner at St. Rose of Lima School.
6. The William Ryan Drew Scholarship Spaghetti Dinner at St. Rose of Lima School.
7. The December Mass and regular membership meeting, including the initiation of new members who joined the AOH-Milwaukee during the calendar year.