

Ancient Order of Hibernians in America



ORGANIZER'S PACKAGE

NATIONAL PRESIDENT

Brendan Moore

NATIONAL SECRETARY

Jere E. Cole, Jr.

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NATIONAL DIRECTORS & CO-ORGANIZERS

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Ancient Order of Hibernians in America



Division Organization Package

Familiarize yourself with ALL of the materials within this packet. Make copies when necessary. 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 41 - Application for Membership
- E. FORM 32 - Transfer Card
- F. FORM 40 - Computer Data Form
- G. FORM 9 - Certificate of Election
- H. FORM 10 - Application for Charter
- I. New Division Installation Procedures
- J. Initiation Pledge
- K. British Penal Laws
- L. AOH Record of Achievement
- M. Assignment of Membership Numbers
- N. Letter from National Secretary

Ancient Order of Hibernians in America

Division Organizational Package Instructions

1. Membership is confined exclusively to practicing Catholic men 16 years-of-age or older of Irish birth, descent or adoption, who are residing in the United States and are of good character.
2. Be sure that everyone (New and Transfer members) understands the PURPOSE of the AOH. Make copies to distribute.
3. 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. After the 15 NEW members have been identified, the Permission to Form a Division Form (**Form 28**) should be completed. Read the oath that is on the form carefully and have each new member print or type his name (minimum of 15 NEW members). **PUT ONLY THE FIFTEEN (15), OR MORE, NEW MEMBERS ON FORM 28, DO NOT PUT ANY OTHER NAMES (i.e., Transfers) ON THIS FORM.**
4. 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.
5. Mail the Permission to Form a Division Form (**Form 28**) to the next highest authority. (Mail to [County President], or [State President], or [National Organizer and National Secretary].) Where a State Board does not exist the Form 28 should be sent directly to the National Organizer and National Secretary.
6. Wait for approval from the next highest authority to form the Division. While this is happening, an Organization 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 are Transfer members involved, they should be involved in the Organization Meeting as well. (An Orientation Packet should be created and individualized for each Division, with many items of interest including the British Penal Laws and history of the AOH among other items that will enlighten and educate the new members about the AOH and the individual Division should be included.)
7. After 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.
8. TRANSFER members will be Initiated and Installed at the same time as the NEW members. Holding a meeting with the County President, State Officer, or 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 has not already been done. They will swear in the newly elected Officers. ALL members are eligible to hold office. (NEW or TRANSFER). It will also be helpful at the swearing in if each member is given a copy of The Pledge, so that they can read along.
9. Once the Initiation and Installation process is completed and the election of Officers has been accomplished, SEND to the National Secretary the following ASAP:
 - a. **Certificate of Election (Form 9)** - List new Officers. (Names, Addresses, phone, & email).
 - b. **Computer Data Form (Form 40)** - List ALL members, including Transfers. **Contact the State President** for the assignment of membership numbers.
 - c. **Application for Charter (Form 10)** - Fill out ALL appropriate information. This form should be a high priority. You need a Charter to exist!
9. Order a Blue Book from the National Secretary for information on how to properly run meetings and basic rituals of the Order.

ALWAYS retain a copy of all **FORMS & PAPERWORK** for Division Records!!!

Distribute Recruitment Materials to Churches, Irish Centers, Irish Stores, etc.

Place Notices in Church Bulletins and other Area Publications

Ancient Order of Hibernians in America



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 and decreed 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 and unity for all Ireland;
4. To foster the ideas 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 groups for a fair American Immigration Policy;
8. To accept and support, without prejudice, the concept of free expression of religious practice for the people of the world; and
9. To protect and defend all life, born and unborn.

ANCIENT ORDER OF HIBERNIANS

IN AMERICA

Regular Election

Fill Vacancy



The following have been elected or appointed to _____ Division _____ State _____ County office. Their/his term will begin: _____
Insert date or the word "immediately"

(Type or print all names and addresses. Mail copy to each Superior Board.)

Title	First Name	Last Name	Address	City	State	Zip Code	Phone #	E-Mail
PRESIDENT								
VICE PRESIDENT								
RECORDING SECRETARY								
FINANCIAL SECRETARY								
TREASURER								
CHMN. STANDING COMM.								
MARSHAL								
SENTINEL								
CHAPLAIN								
HISTORIAN								
ORGANIZER								
CHARITIES & MISSIONS, CHAIRMAN								
CATHOLIC ACTION, CHAIRMAN								
F.F.A.I., CHAIRMAN								
PRO-LIFE, CHAIRMAN								
P.E.C., CHAIRMAN								
IMMIGRATION, CHAIRMAN								
VETERANS AFFAIRS								
WEBMASTER								
HIBERNIAN HUNGER PROJECT								
PROJECT ST. PATRICK								
JR. PAST PRESIDENT								

_____ Division #: _____ County Board _____ State Board

The above officers were elected or appointed to the office designated on: _____
 _____ Date

_____ President's Name / Signature _____ Secretary's Name /Signature

MAIL TO:
 Ancient Order of Hibernians in America * P.O. Box 539 * West Caldwell, NJ 07007

ANCIENT ORDER OF HIBERNIANS IN AMERICA, INC.

Office of the AOH National Secretary

APPLICATION FOR CHARTER

(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** _____

Via _____

Number _____



TRANSFER CARD
ANCIENT ORDER OF HIBERNIANS IN AMERICA, INC.

Issued to _____
Address _____
City _____ State _____ ZIP _____
Division No. _____ County of _____ State of _____
Date _____ Membership No. _____
Major Degrees – Year _____

Financial Secretary President

County Recording Secretary County President
FORM 32



TRANSFER CARD
ANCIENT ORDER OF HIBERNIANS IN AMERICA, INC.

Issued to _____
Address _____
City _____ State _____ ZIP _____
Division No. _____ County of _____ State of _____
Date _____ Membership No. _____
Major Degrees – Year _____

Financial Secretary President

County Recording Secretary County President
FORM 32



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Major Degrees – Year _____

Financial Secretary President

County Recording Secretary County President
FORM 32

Ancient Order of Hibernians in America

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

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 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.

Division Installation Procedure (*Continued*)

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.**
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.
4. Read the “**Opening Prayer**”, in the Blue Book. Also pray an “**Our Father**” and “**Hail Mary**”.
5. **Pledge of Allegiance** is then recited.
6. **Shamrock Degree** (or if not possible, **Initiation Pledge**). **NEW** and **TRANSFER** members should go through the Shamrock Degree **TOGETHER**. Because of this, **ALL 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 the diagram posted in the Blue Book.
7. Proceed with **The Shamrock Degree** and/or **The Pledge**. (In The Blue Book)
8. Once **The Shamrock Degree** and/or **The Pledge** 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 **State or County President** in the Installation. Preparations are stated in the Blue Book.
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 if 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*)
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.
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.

Ancient Order of Hibernians in America



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 (**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, / and not otherwise.

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, / or the Catholic Faith / 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.

Ancient Order of Hibernians in America



A Record of Achievement



- 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**.

Ancient Order of Hibernians in America



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.**

Ancient Order of Hibernians in America



Assignment of Membership Numbers



This is the responsibility of either the Division President or the Organizer working together with the State President.

When assigning numbers, type up a list of the Members names followed by their Membership number.

1 State	2 County	3 Division	4 Member
52	XX	01	006

An example of a membership number: **52XX01006**.

- 1. State:** The “52” represents the state identifier.
- 2. County:** The two letters represent the County (usually the first two letters of the county unless there is a conflict with an existing county).
- 2. Division:** The next two numbers represent the number of Divisions within the county. For example, 01 represents the first Division established in that County. The second Division receives the digits 02, the third Division 03, etc.
- 3. Member:** The last three digits represent the individual members. When issuing these digits, the following guideline should be followed:
 - a) 001-005 are reserved only for Chaplains.
 - b) 006-999 are assigned to the members.

**OFFICE OF THE
NATIONAL SECRETARY**

PO Box 539
1120 Bloomfield Ave
West Caldwell NJ 07006-7138
Office Phone: (973) 575-0050
Office Fax: (973) 575-0051
Email: jcole4838@gmail.com



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,

Jere E. Cole , Jr.
National Secretary