

Msgr. Crean Division I
Ancient Order of Hibernian's in America
2419 Kuser Rd., Hamilton, NJ 08690
Chartered May 15, 1889

BY-LAWS

Article I

Section 1. **Name.** This Division shall be known as the Msgr. Crean Division No. 1 Mercer County, NJ, Ancient Order of Hibernian's in America, and it shall be subject to and governed by the National Constitution of the Ancient Order of Hibernian's in America Inc., and the By-Laws of the New Jersey State Board, Ancient Order of Hibernian's in America.

Section 2. **Location.** The principle seat or place of business of this Division shall be 2419 Kuser Road, Hamilton, NJ, 08690, or such other place as may be designated by the Division from time to time.

Section 3. **Meetings.** Regular meetings of the Division shall be held monthly throughout the year on a day to be agreed upon by the membership. The Executive Board shall meet each month at the call of the President, prior to the regular meeting.

Section 4. **Rules of Order.** All meetings shall be governed by the Constitution of the A.O.H. and/or Roberts Rules of Order in all matters not satisfactorily provided for herein.

Article II

Section 1. **Officers.** The Division officers shall be Chaplain, President, Vice President, Treasurer, Chairman of the Standing Committee, Financial Secretary, Recording Secretary, Marshall, Sentinel and the Junior Past President.

Section 2. **Elective.** The Division officers shall be President, Vice President, Treasurer, Chairman of the Standing Committee, Financial Secretary, Recording Secretary, Marshall, and Sentinel.

Section 3. **Appointive.** The Division President shall appoint a Division Chaplain who must be a member of the Roman Catholic Clergy, with the approval of the Ordinary of the Diocese, a Chairman of Missions, Chairman of the Sick & Vigil Committee, Chairman Organizer and Parliamentarian, all to serve at the pleasure of the President, or until a qualified successor is appointed. The President also may appoint from the Division membership at large chairmen and members of special committees as may be required to carry out the functions of the Division; such committees and chairmen to be named either on an ad-hoc basis or for an indefinite term, serving also at the pleasure of the President.

Section 4. **Duties.** The officers shall perform such duties as are defined in Article X of the National Constitution and in the Ritual of the Order and such other duties as may be directed by the State, or County Board from time to time. The Recording Secretary, in addition to the duties defined above, shall notify all members of the time and place of regular or special meetings of the Division prior to each meeting in a manner to be prescribed by the Division or Policy. The

Budget and Fiscal Chairman and his committee shall cause the books of the Treasurer to be audited prior to November 1 of each year. The same committee shall submit a proposed budget for the coming year to be presented at the February meeting each year.

Section 5. *Executive Board.* The Executive Board of the Division shall consist of all elected officers as defined in Section 1 of this Article and all members of the National, State or County Boards who are bona fide members of the Division and the Chaplain.

Section 6. *Eligibility for Elective Office.* Any member of the Division shall be eligible to hold elective office provided he has been a member of the Order for at least six months from the date he would assume said office, and provided further that he shall have received all the Degrees of the Order, including the Lesson of the Tower, as provided in Article XI, Section 5 of the State By-Laws. Provisions of this article may be suspended if a qualified candidate has not been nominated for the office. The candidate must agree to fulfill the requirement at the earliest opportunity.

Article III

Section 1. *Nomination of Officers.* Nominations of officers for a full one-year term shall be made at the September regular meeting of the Division each year. In the case of the appointment by a nominating Committee, each candidate or candidates for office shall be reported singly, with nominations from the floor for that office before closing nominations for any particular office. A motion to close nominations for any office shall be out of order until the presiding officer shall have called for nominations from the floor for that office three times. Nominations shall be accepted for each office separately and shall be closed for each office before proceeding to the next office.

Section 2. *Nominating Committee.* Members of the Nominating Committee shall not be eligible for nomination by the committee for any elective office. This provision does not preclude the nomination of a member of the Nominating Committee at the October regular meeting. Nominations must be in compliance with Section 3 - Article III, National Constitution.

Section 3. *Nominations at October Meeting.* No nomination shall be accepted for any office at the October meeting, except on a motion to suspend the rules, duly seconded, and with the approval of two-thirds of the members in attendance at the meeting. Such motion may be made only for one office, and should it be desired to reopen nominations for all elective offices, a separate motion and vote shall be required for each office. Copies of this article and section shall be mailed to each member at least ten days prior to the election, if requested by a member. Elections will be held at the October meeting.

Section 4. *Installation.* Officers chosen at the annual election meeting shall be formally installed in a ceremony to be held during the month of October. The ceremony may be open to the public. The State President or another officer designated by him shall be the installing officer. An informal installation of the newly elected officers will be held at the October meeting, to permit the new officers to begin their duties and avoid a gap in administration.

Officers chosen to fill unexpired terms during the year shall be installed immediately upon election or appointment. Refer to State and National rules Article XIII National Constitution.

Article IV

Section 1. *Dues.* The Division shall set annual membership dues. Adjustment of dues at any time shall require a written notice to all members and action at two consecutive regular meetings of the Division.

Section 2. *Delinquent Dues.* Failure to pay dues for four months shall constitute sufficient grounds for suspension of the delinquent member. Before suspension, the member shall be contacted by the Financial Secretary with a reminder of the non-payment of dues.

Section 3. *Suspension of Payment of Dues:* Should a Brother, because of financial reverses, be unable to pay his dues, the Executive Board may suspend payment of said dues for that Brother until such time as he may be in a position to resume payment.

Article V

Section 1. *Sick and Vigil.* Article III, Section 14 of the National Constitution, shall govern the Sick and Vigil Committee in all its actions and reports. Mass shall be offered for the speedy recovery of the Brothers and prayers will be offered for the members at the regular meeting of the Division. The Sick and Vigil Committee shall consist of enough members, to be selected by the Chairman, so that a few are not burdened with all sick calls and visitations for the Division.

In the event of the death of a member in good standing, the Sick and Vigil Chairman shall notify the Division Members of the time and place of the wake and the funeral and arrange for the Hibernian Ritual for a Deceased Member at the wake. All members who are able are urged to attend the wake and take part in the Ritual and attend the Funeral Mass.

Should a member of Msgr. Crean Division be stricken or injured while absent from this vicinity, the Chairman of the Sick and Vigil Committee shall contact the President of the Division in the area of the Brother's hospitalization or convalescence, requesting that the courtesies of the Order be extended to the member during his illness.

Article VI

Section 1. *Membership.* Applications for membership in the Division shall be submitted on approved forms furnished by the National Organizer, with the signature of the proposing Brother affixed. Requirements for membership shall be as outlined in the National Constitution and such National policies as may prevail. The Financial Secretary will read the application at a regular or special meeting of the Division. It will then be turned over to the Recording Secretary to be entered into the minutes. A second reading may be made at an executive or regular meeting.

The second reading may not be given at the same meeting at which the application is introduced.

Candidates having succeeded for the first two readings of their application should be notified of the exemplification of the Shamrock Degree at least ten days prior to the ceremony.

Section 2. *Dues.* After the month of September the dues shall be credited to the following year. In the event a candidate's application is not accepted, or for any reason he fails to take the Degree of the Shamrock within a reasonable time, all fees and dues shall be returned to him.

Section 3. *Degree.* The Division Officers, as prescribed in the Ritual, shall constitute the Degree Team for the exemplification of the Shamrock Degree. However, the Division may elect to name a special Degree Team of qualified members to exemplify the Degree of the Shamrock.

The Division will schedule the exemplification of the Shamrock Degree on a regular basis throughout the year.

Article VII

Section 1. *Offenses and Punishment.* Any member who shall divulge to a Brother or to anyone who is not a member of the Order either prior to or subsequent to his admission to the order, the name of any member who opposed admission of the candidate, shall be fined, reprimanded, suspended or expelled from the Order at the discretion of the Division Executive Board.

The same penalties may be inflicted on any member who discusses the business of a meeting with anyone not a member of the order, or in a public place so as to make the matter public. Members are reminded of their pledge of secrecy at the close of each meeting.

Section 2. *Disrespect for Presiding Officer.* Any member who uses disrespectful language toward the presiding officer during a meeting shall be fined Five dollars (\$5.00) for the first offense and for the second offense shall be expelled from the meeting hall: Charges shall be brought before the Standing Committee. The punishment for each subsequent offense shall be a fine of not less than \$10.00 and/or suspension or expulsion from the Order.

Section 3. *Trials – Appeals.* Trials on charges and the right of appeal shall be handled in accordance with the provisions of Articles XVIII and XIX of the National Constitution.

Article VIII

Section 1. *Absence of Officers from Meetings.* Any Elected Officer of the Division absent from three consecutive meetings or twenty-five per-cent (25%) of the scheduled meetings for the year, unless excused, or with good and sufficient cause, shall be suspended by the president or the executive board and treated in accordance with the provisions of Article XVIII, Section 16, of the National Constitution.

Article IX

Section 1. *Assessments and Dues for Clergy, Religious.* No duly ordained Priest or Deacon of the Roman Catholic Church, or member of a Religious Order, Society, or Congregation shall be required to pay dues or assessments; and shall also apply to a Religious Brother or Seminarian preparing for the Priesthood or for profession in a Religious Order or Congregation.

Article X

Section 1. *Teams of Office.* Election to office is for one year. Officers may be reelected. In the event there is no candidate for office, the incumbent may continue to serve until the next scheduled election.

Article XI

Section 1. *Appropriation of Moneys.* The state of the Division Treasury must take precedence with consideration of outstanding obligations and the Division's annual budget allowances. Therefore, all proposals for donations or other expenditures, with the exception of bills and claims, in excess of two hundred dollars (\$200) not covered in the budget, shall be referred to the Executive Board for discussion and recommendation, and placed on the agenda for the next regular meeting of the Division under "Old Business."

Section 2. *Vouchers.* In accordance with the provisions of Article X, Section 4c, the Treasurer shall pay no money except on voucher signed by the President and countersigned by the Recording Secretary on approved forms furnished by the National Secretary.

Article XII

Section 1. *Corporations or Building Associations.* In Accordance with Article XVI, Corporations or Building Associations, of the National Constitution, the Msgr. Crean Division No. 1 will own and operate the "Hibernian Foundation of Trenton, Incorporated (Corporation)."

Section 2. *Purpose.* In accordance with Article 2 of the Certificate of Incorporation, the purposes for which this corporation is formed are: to receive membership dues, gifts and grants of money and property of any kind to be administered for charitable, educational, civic and philanthropic uses; to promote and advance the objects and principles of the Ancient Order of Hibernians in America; to promote the religious, moral, educational, social and civic welfare of its members; to engage in such activities as are necessary, desirable or appropriate for the accomplishment of these purposes; and to make contracts, purchase, mortgage, or lease and hold all real estate and personal property necessary to carry out these purposes.

Section 3. *Membership.* The Corporation shall have but one class of membership, designated general membership. Admission to membership in Msgr. Crean Division No. 1, Ancient Order of Hibernians in America, in any degree, shall constitute admission to membership in this Corporation.

Section 4. *Voting Rights:* Each general member shall be entitled to one vote on each matter submitted to a vote of the members.

Section 5. *Associate Membership.* In accordance with Article IV, Section 8 of the National Constitution, associate members of the Msgr. Crean Division No. 1, shall enjoy all social privileges within this Corporation.

Section 6. *Board of Trustees.* The Corporation's Board of Trustees shall manage, maintain and protect all of the assets of the Corporation in a legal and productive manner and in accordance with its Articles of Incorporation dated August 9, 1967.

Section 7. *Trustees.* The Trustees of the Corporation will consist of the following elected officers of Msgr. Crean Division No. 1: President, Vice President, Treasurer, Chairman of the Standing Committee, Financial Secretary, Recording Secretary, Marshall, Sentinel, the Immediate Past President. In addition, there shall be six (6) members, voted at large, from the general membership.

Section 8. *By-Laws.* The Corporation's By-Laws shall be submitted to Msgr. Crean Division No. 1 and forwarded to the State and National Boards for approval.

Article XIII

Section 1. *Division Awards and Recognitions.* The Division is authorized under the National Constitution to recognize outstanding and distinguished performance by its members. Such awards include the National Life Membership (Article VI) and the Division Life Membership (Article VII) awards. In addition, each year the Division will recognize one Division member and one Associate member with the Hibernian of the Year award.

Section 2. *National Life Membership.* Article IV, Section 6, of the National Constitution provides for Division members being honored with National Life Memberships. In recognition of outstanding and distinguished service of the Order, the Division may recognize one member annually for the National Life Membership award. The criteria by which this award is bestowed will be in accordance with Article IV, Section 6, of the National Constitution.

Section 3. *Division Life Membership.* Article IV, Section 7, of the National Constitution authorizes each Division by a vote of the membership to establish a Division Life Membership. The amount, if any, to be paid by the member is set by the Division. The criteria by which this membership is determined is the responsibility of each Division and incurs no liability on any other Division or Board, including sick and death benefits that may be due.

Msgr. Crean Award Name – Charles “Fritz” Alpaugh Award.

Design of Award – Black marble block with engraving or other suitable design.

Division Nominee Qualifications include but not limited to:

Membership in the Monsignor Crean Division #1 for a minimum of ten consecutive years.

And, service as an officer of the Ancient Order of Hibernians or Hibernian Foundation, and chaired committees.

And, satisfactory standing with the Roman Catholic Church.

And, demonstrated a sustained and measurable involvement in Hibernian activities, Roman Catholic Church organizations or functions, or through the promotion of the Irish Heritage or cultural activities, and/or community service.

And, other factors, consistent with the purpose of the Ancient Order of Hibernians, may be considered within the judgment of the committee.

Associate Member Qualifications include but not limited to:

Membership in the Hibernian Foundation of Trenton for a minimum of ten consecutive years.

And, service as an elected officer of the Hibernian Foundation, and chaired committees.

And, demonstrated a sustained and measurable involvement in Hibernian activities, through the promotion of the Irish Heritage or cultural activities, and/or community service.

And, supports the Hibernian motto of Friendship, Unity and Christian charity.

And, other factors, consistent with the purpose of the Ancient Order of Hibernians, may be considered within the judgment of the committee.

Selection process:

Nominations from the Ancient Order of Hibernians Membership must be submitted in writing, detailing their nominees OUTSTANDING and DISTINGUISHED ACCOMPLISHMENTS, at the December Division meeting. Only the number of nominees will be made public, not the names of the nominees and only the winning nominee will have his name announced. And, that announcement will take place at the February Division meeting.

The Division President will convene a meeting of past recipients of the Division “Hibernian of the year Award” to vote, and select a Monsignor Crean Division #1 Life Member prior to February. Announcement of the winner of the Division Life Member will be made at the February Division meeting.

The Division membership must be notified in writing at least 5 days before the February Division meeting that a Division Life Member has been selected, and that person will be proposed for State and National Life Membership. At the February Division meeting a motion will be made to obtain a two-thirds vote, to nominate the Division Life Member Award winner for State and National Ancient Order of Hibernian Life Membership recognition.

Division President/Secretary communicates the Monsignor Crean Division # 1 Life Member selection to the State and National Boards for their official recognition as a life member in the first quarter.

The Division’s Executive Board has the responsibility for the validation, acceptance and, rejection of nominations.

Voting:

The President shall in writing, notify and request that all past recipients of the “Hibernian of The Year Award” attend and participate in a meeting to elect the Life Member.

Voting on nominees will be the responsibility of past recipients of the Division's "Hibernian of the Year Award". The Division President will chair all meetings of past recipients of the "Hibernian of the Year Award," called for the purpose of voting for one qualified individual to receive a life membership. Past recipients of the Division "Hibernian of the Year Award" will ultimately determine by their vote, which Nominee is selected for Division Life membership. All past recipients of the Ancient Order of Hibernians Life Member Award are also eligible to vote with the Past Division "Hibernian of the Year Award" winners for a new life member. The President at the meeting will be a facilitator only, and will not have a vote unless, he is a recipient of the Division "Hibernian of the Year Award", or Life Member Award. Life membership shall be continuous regardless of division affiliation of members concerned. Budget considerations: \$300 for the award and photograph. \$300 covers the cost of a black granite block award, plus a detailed engraving. A life member photo and frame are factored into the cost. Dues/Assessments: Life Member will not be required to pay annual dues.

Section 4. Hibernian of the Year Award

The "Hibernian Of The Year" award nomination and election process is currently conducted by past recipients of the award, to acknowledge the current year's member who exemplifies the Hibernian motto; Friendship, Unity and Christian Charity.

Objective:

To establish and standardize the timely selection, through fair, and measurable criteria or all nominations, reviews, voting, and election, of the "Hibernian Of The Year" to be announced at the December Division meeting each year.

Timing:

Establish in writing the criteria for nominations, review, voting and election by February 1, 2002, and subsequent years amendments to the criteria, if any, by March 31, each year.

All nominations from the floor shall be in writing and submitted at the November, Division meeting each year. Nominations must be submitted on a nomination form, folded and given to the President at the November meeting. The President shall publicly announce at that meeting the number of nominees for the award.

The AOH President shall coordinate, facilitate and conduct the meeting to elect the "Hibernian of the Year". This meeting each year shall be held between the November general meeting of the Division, and one week prior to the December general meeting of the Division. The President shall notify in writing, all past recipients of the award, requesting their attendance and participation in the meeting to elect "Hibernian of the Year".

Criteria for Eligibility:

Attend at least four Msgr. Crean Division meetings in the last twelve months.

Participated in AOH committees or other Irish/Catholic organizations or through the promotion of Irish heritage and/or Catholic faith

Supported the AOH by volunteering at AOH Division functions.

Represented the AOH at an outside function. This can include St. Patrick's Day Parade, wake

service, state board meeting, or serve as a representative of the AOH at another event.

Voting:

Prior to the meeting with the award winners, the President shall review and confirm that all nominees have, or have not met the established criteria, to be eligible to have nominations submitted for a vote.

All nominations, meeting or not meeting eligibility requirements will be made known to previous award winners at the meeting to elect the current years award winner.

All nominations presented to the Division President shall be held be him, and remain confidential, until the meeting of past recipients, that will be held prior to the December Division meeting. At that time, the nominations received at the November Division meeting will be made known to the previous winners and only previous award winners.

Voting for the “Hibernian of the Year” shall be limited to only past recipients of the award in attendance at the annual meeting to elect the “Hibernian of the Year”. No write in or proxy votes accepted. The winners name shall remain among the voters and confidential until the announcement is made by the Division President.

Announcement of the Winner:

The President of the Division shall announce the winner at the regularly scheduled December meeting of the Division.

Article XIV

Section 1. **Procedures for enacting By-Laws.** Proposed revised By-Laws are prepared as recommendations and any or all articles are subject to amendment or revision from the floor by simple majority vote, at a division meeting prior to their final adoption.

Section 2. **Notification of Members.** Action on the final adoption of proposed By-Laws shall not be in order until each member of the Division has been furnished with a copy of the final draft, along with notification of the time and place of where members may vote on the final adoption. This vote must be taken at a time and place other than a regular meeting of the Division. Upon completion of the final draft, after the necessary discussion at least two regular meetings of the Division, the Recording Secretary shall prepare enough copies of the final draft to furnish one copy to every member in good standing. These copies must be distributed so as to be in the hands of the members at least one week prior to the scheduled meeting for final action.

Section 3. **Final Amendments.** At the meeting scheduled for a vote, amendments may be proposed, in writing, in three copies, and these amendments, on approval of a majority of the members present, shall be incorporated into the By-Laws and become part thereof.

Section 4. **Adoption.** By-Laws shall be adopted in compliance with the above provisions, by a majority of those present at the meeting.

Article XV

Section 1. *Amendments.* All proposed amendments to By-Laws should be presented in writing, in three copies, to the Recording Secretary at least 30 days prior to a regular meeting.

Section 2. *Notification-proposed amendment.* The Recording Secretary, in his official notification of the next regular meeting of the Division, shall inform all members that an amendment has been proposed by the By-Laws, and will receive preliminary discussion at that meeting.

Section 3. *Agenda.* On a vote of a majority of the members present at the regular meeting, the proposed amendment shall be placed on the agenda under Old Business, for the next regular meeting.

Section 4. *Notification-copy of proposed amendment.* A copy of the proposed amendment shall be sent to each member in good standing, to be in his hands at least one week prior to the next scheduled regular meeting, with notification that the amendment will be voted upon at that meeting. A member shall be considered notified when a (news) letter is sent to the last address of record with the Division.

Section 5. *Adoption.* Adoption of the amendment shall require a two-thirds vote of those present and voting at the meeting.

Section 6. *Review.* Final adoption of these By-Laws is subject to review and approval by the State President, after consultation with the State Legal Counsel and of the National President, under provision of Article XX of the National Constitution of the Ancient Order of Hibernians in America.

Section 7. *Effect of By-Laws.* Should any Article or Section of these By-Laws be declared by the National President to be in conflict with either the National Constitution or the State By-Laws, the remainder of these By-Laws shall remain in full effect.

Approved:

_____ Date _____
Vincent McKelvey, Msgr. Crean Division I, Mercer Co. NJ
President

_____ Date _____
Jack Nosti, New Jersey State Board
Chairman of Constitution of & By-Laws

_____ Date _____
Richard Farricker, New Jersey State Board
Secretary

_____ Date _____
Ned McGinley, National President