

MANUAL

Ancient Order of Hibernians IN AMERICA INCORPORATED

**Manual for the Guidance of Officers in the Management of Divisions,
Explaining the Methods of Conducting Meetings, Modes of Installation,
Ceremonies for Deceased Members and Initiatory Ceremonies.**



**As Revised by the
National Convention held in Baltimore, MD
July, 2000**

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 endeavours 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.

OPENING OF DIVISION MEETING

Each Division shall determine the number necessary to constitute a quorum. If that number is present, they should be called to order at the appointed time to proceed with the business of the meeting. The presiding Officer will fill all vacancies with PRO-TEM Officers, who, however, will vacate the station they occupy if the regular officer enters.

The President, takes the podium, raps the gavel and orders the Sentinel to lock the door until the meeting is duly opened, and says:

President: **“The Division will now come to order. Officers will assume their respective stations.”**

The Officers will take their positions indicated in the diagram and invest themselves with their respective badges of office.

The President then directs the Marshal to check membership credentials:

“The Marshal will check dues cards and ascertain if all present are duly qualified to remain.”

That Officer performs his duty. If a member is without his valid and current card he will be sent to the Financial Secretary to ascertain if he is in good standing.

OPENING PRAYER

“ In the name of the Father, and the Son, and the Holy Spirit, and the in the name of St. Patrick, the Glorious Apostle of Ireland, I open this meeting and beseech our Heavenly Father to watch over us and protect us. May he grant us the peace and harmony will always prevail among us, and the Friendship, Unity and Christian Charity will inspire all our deliberations, through Christ, Our Lord, Amen”

Conclude with the **“Our Father”** and **“Hail Mary”**, and the **“Glory Be”**.

PLEDGE OF ALLEGIANCE – Said by ALL

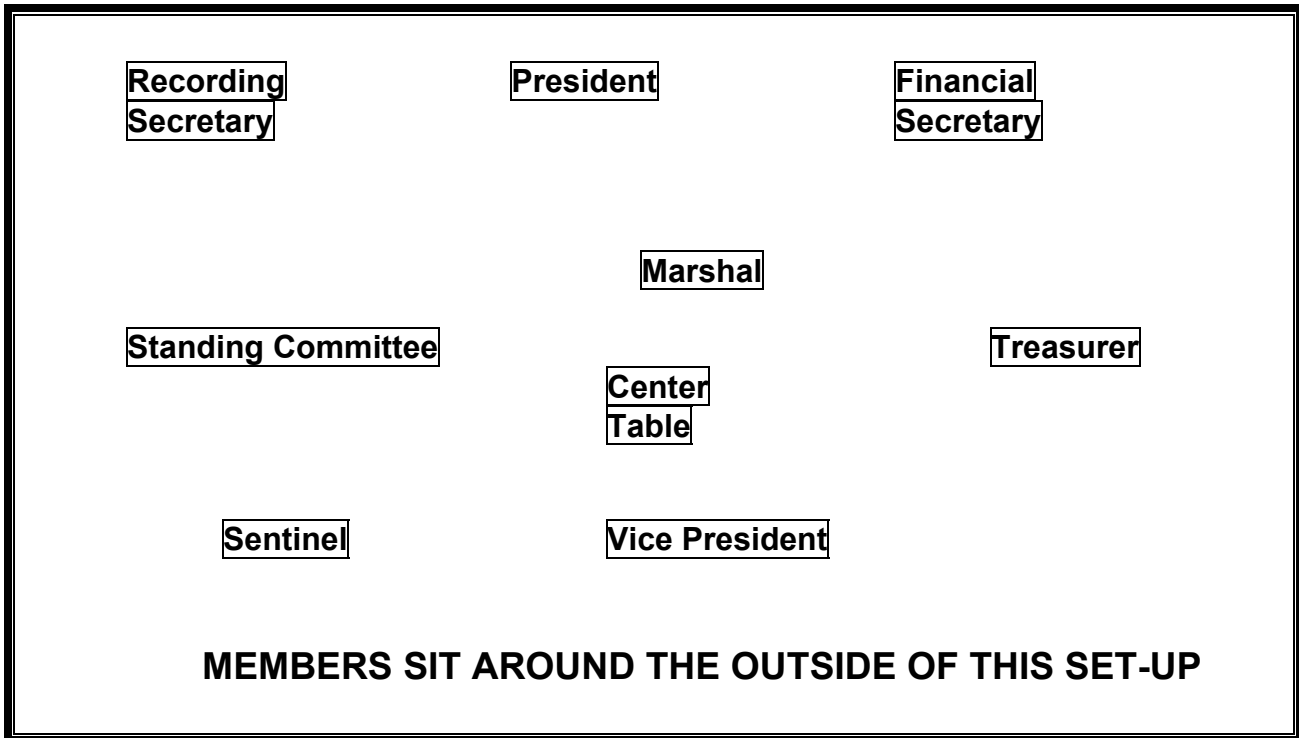
Immediately after the prayer, the President leads the Pledge of Allegiance, and the Opening Ode - *“O'Donnell Abu”* (see back of manual for words)

President: **“I now declare this meeting duly open for the transaction of such business as may properly be brought before it.”**

The President raps the gavel and invites all to be seated.

DIAGRAM I

Diagram shows the Division hall set-up General Meetings



The Marshal then goes to the center of the hall (*or approaches the podium*) salutes the presiding officer by placing his right hand over his heart, and reports:

Marshal: **“Worthy President, I find all members in good standing, except (names)....”**

The President then raps the gavel, calls on the members to stand and requests the Chaplain to offer the Opening Prayer in his absence, the President (*or Officer he designates*) will perform this duty.

The following is the suggested Division Order of Business:

Meeting called to order
Marshal checks Credential's
Opening Prayer
Pledge of Allegiance
Opening Ode- *“O'Donnell Abu”*
Roll Call of Officers
Reading of the Minutes of previous meeting
Propositions for Membership
Report on Candidates for Membership
Balloting on Candidates

Initiation of Candidates (*Lesson of the Motto*)

Oath taken by **ALL**

Communication and Correspondence

Chaplain's Homily

Report of the Committee on Sick

Bills and Claims

Report on Standing Committee

Report on Special Committees

- Freedom For All Ireland
- Catholic Action
- Special Events
- Fundraising Activities

Financial Secretary, receipts of the meeting

Report of the Treasurer

Unfinished Business

New Business

Reading of Irish History

Good and Welfare of the Order

- Report of Sick/Death

Adjournment Motion

Closing Prayer

Closing Ode – "*Soldiers of Erin*"

Adjournment

CLOSING OF MEETING

After the adjournment motion has been carried, the President raps the gavel, and requests the Chaplain to lead the closing prayer and a prayer for vocations. (***All stand***)

CLOSING PRAYER

"In the name of the Father, and of the Son, and of the Holy Spirit and in the name of St. Patrick, the Glorious Apostle of Ireland, I declare this meeting closed. Grant, O Lord, who makes the minds of the faithful to be of one will, that we, Thy people, may love what Thou has commanded, and desire what Thou has promised, and that amid the changes of the world our hearts may ever love and obey Thee. Through Christ, Our Lord, Amen."

Chaplain: **"Let us pray for our deceased brothers"**.

NOTE: When the Charter has been draped at the meeting, three "**Hail Mary's**" are said instead of one (*in the next paragraph*).

All say the "**Our Father**", "**Hail Mary**" and the "**Glory Be**".

Chaplain: "**Eternal Rest grant to them, O Lord**".

Members: "**And let perpetual light shine upon them**".

Chaplain: "**May they rest in peace**".

Members: "**Amen**"

PRAYER FOR VOCATIONS

Three “**Hail Mary’s**” are said.
President raps the gavel and says:

“Brothers, you are cautioned against speaking of anything that has transpired at this meeting to any but those whom you know to be members in good standing and bound by the same fraternal ties as ourselves in Friendship, Unity and Christian Charity”.

The musician plays the Closing Ode, “*The Soldier’s Song*”, (words are found at back of manual) and the “*Star Spangled Banner*” (or *O’ Canada*), which the members will sing at the conclusion, the President raps the gavel and says:

President: **“This meeting now stands adjourned until our next regular meeting (date) except in the case of emergency, in which event you will be duly notified”.**

INITIATORY PREAMBLE

The ritualistic ceremonies of the Ancient Order of Hibernians are designed:

1. *To provide a dignified and orderly method of conducting the meetings of the society.*
2. *To impress the members with the meaning, and prepare them for the practice, of the motto of the Order – FRIENDSHIP, UNITY AND CHRISTIAN CHARITY.*
3. *To awaken in them a pride in the Ancient Race of their fathers, and develop an interest in the history and destiny of that race.*
4. *To encourage them to live the ideals and practice the virtues which distinguished the Irish people from the earliest ages.*
5. *To strengthen them in their faith, make them practical duties and loyally observant of the precepts of the Catholic Church.*

For these purposes the ceremonies include:

1. *The instruction on the “MOTTO OF THE ORDER”, in which the President, Vice-President, Treasurer and Chairman of the Standing Committee take part.*
2. *The “Lesson of the Tower”.*
3. *The “Lesson of Endurance”.*
4. *And, the “Test” in all of which the Ard-Righ, Brehon, Bard and Ollamh take part, assisted by necessary aides.*

The men giving this instruction and these Lessons should be capable and well prepare. The use of books spoils the ceremony and neutralizes the impression that is intended to be made on Candidate(s).

If the local Officers or members of a Division cannot go through the ceremonies without the use of books, it would be well to invite the officers of other Divisions who can fill the positions properly.

In the instruction the President will preside and the Officers will hold their regular stations as in the diagram (*Diagram I*)

The four pedestals in front of the chairs of the officers should be draped with small banners with the following inscriptions:

President – “Order, Obedience, Love”

Chairman of the Standing Committee – “Friendship” (painted on a fountain base)

Vice-President – “Unity” (painted on a rock)

Treasurer – “Christian Charity” (painted under a burning heart)

The center pedestal or table should be draped with a large green cloth with the Irish Harp (without the crown) embroidered or sewn on each corner.

The Officers will wear their respective badges or emblems of office at all meetings and ceremonies. *(Except at the start of the Installation Ceremony)*

The Marshal will carry in his right hand an Ancient broadsword, and the Sentinel a spear.

If possible the candidates should be marched into the hall to accompaniment of music. Irish marching airs should be played as the men are taken to each station. The Marshal should arrange for an escort to march with the candidates and they should be men of military bearing. If each man in the escort carries a spear it will make the procession of candidates and escort impressive and dignified.

INITIATION

THE SHAMROCK DEGREE

When the order of business known as “Initiation” is reached, the President will instruct the Marshal *(with an escort)* to retire and report if any candidates are in the anteroom. When the Marshal reports the names of all the candidates awaiting initiation, he ascertains from the Recording Secretary if they have been duly accepted. If so, the President instructs him to retire and duly interrogate those seeking admittance.

The Marshal in the anteroom asks each Candidate(s) the following questions:

“What is your name?”

“Are you Irish by birth or descent?”

“Are you a practicing Roman Catholic?”

“Have you complied with your religious duties within the past year?”

If the Candidate(s) answer affirmatively, the Marshal *(with the assistance of escort(s))* will lineup the Candidate(s). He will strike sharply three times on the door.

Sentinel: **“Who demands entrance to our hall?”**

Marshal: **“Men of our race who wish to enter the inner chambers of the Hibernian brotherhood.”**

Sentinel: *(addresses the Chair)*: **“The Marshal approaches with men of our race in his custody. They ask admittance to our Order.”**

President: **“If the Marshal vouches for these men as practicing Catholics of Irish birth or descent, you may admit them.”**

Sentinel: **“Do you vouch for these men as practicing Catholics of Irish birth or descent?”**

Marshal: **“I do.”**

Sentinel then opens the door and, led by the Marshal, the Candidate(s) and escort(s) march around the hall to the right while the member's present rise to their feet. The Candidates will be formed in a semi-circle in front of the President's station.

President: **“Candidates, you are requested to assure all present that you are eligible for admission to our noble Order. Answer the following questions truthfully, on your honor as men:
Have you approached Holy Communion at the proper time, as required by our Holy Mother, Church?”**

Marshal: **“Answer, men”**

If the question is answered in the affirmative, the President then proceeds.

President: **“Sir(s), you are about to enter an Ancient brotherhood, which for centuries has labored to sustain the Catholic Church and to preserve the traditions of the Irish race. The motto of this brotherhood is Friendship, Unity and Christian Charity. The Marshal will guide you to chosen Counselors, by whom you will be taught wisdom born of experience of the Irish people. May God of our father enable you to profit by their teachings. Marshal, conduct the candidates before the officer who has been chosen to instruct them in Friendship.”**

The Marshal marches the Candidate(s) and escort(s) around the hall, forming them in a semi-circle facing the chairman of the Standing Committee.

Marshal: **“Wise Chairman, I bring you candidate(s) seeking wisdom at the fount of Friendship.”**

Chairman of the Standing Committee: **“Strangers, it affords me pleasure to gratify your desire for knowledge. Friendship is an affection, which prompts us to make the highest sacrifice for the person or the cause toward whom it moves. It begins in favorable acquaintance, grows with intimate association and ripens by continued exercise. Through it our members come to regard each other as brothers. We sympathize with one another in misfortune and assist one another in distress. Through kindly offices of friendship we promote each other's welfare and prepare ourselves to meet every reasonable demand for the betterment and happiness of our members. Are you willing to embrace such a friendship? And will you be loyal to its obligations?”**

Marshal: **“Answer Candidates.”**

Candidates: **“Yes”**

Chairman of the Standing Committee: **“Marshal, do the Candidates you present now understand the meaning of friendship?”**

Marshal: **“Answer Candidates.”**

Candidates: **“Yes”**

Chairman of the Standing Committee: **“Candidates, proceed on your quest of knowledge, and may St Patrick guide your footsteps. Marshal, conduct the candidate(s) before the officer who has been chosen to instruct them in Unity.”**

Marshal marches the Candidate(s) and escort(s) around the hall and halts them in a semi-circle facing the Vice-President.

Marshal: **“Faithful Assistant to our Chief, I bring you Candidate(s) instructed in Friendship, and who desire to be taught the principle of Unity.”**

Vice-President: **“Unity, sir(s), is a bond of strength to every person, to every enterprise and to every cause that aims to accomplish anything in this world. It is as controlling as the power that guides the stars in their courses. It is firm in resolution, steadfast in purpose, invincible in attack, impregnable in defense. Out of weakness it brings strength, out of despair hope, out of failure success. It is the inspiration of men and the greatness of nations. The Ancient Order of Hibernians aims to unite its members in sentiment, in purpose and in action. Are you willing to join with us in its bonds and be bound by its exalted precepts?”**

Marshal: **“Answer Candidate(s)”**

Candidate(s) **“Yes”**

Vice-President: **“Candidate(s), qualified in Friendship and Unity, you may seek the third element in the bond of Hibernianism. May St. Finbar’s missionary spirit inspire you. Marshal, conduct the Candidate(s) before the officer who has been chosen to instruct them in Christian Charity.”**

Marshal marches the Candidate(s) and escort(s) around the hall and halts them in a semi-circle facing the Treasurer.

Marshal: **“Worthy Custodian of the property of our brotherhood, I bring you Candidate(s) qualified in Friendship and Unity, who desire to be instructed in Charity.”**

Treasurer: **“Charity comes from God Himself, from the Sacred Heart ever throbbing with love for mankind. Divine Charity created man forgave him when he sinned sent to his aid the only sacrifice, which could win redemption. Charity is divine love filling the universe with inspiration and with hope. Charity is the golden key, which will open the entrance to the home of true happiness. Charity of thought, act and word, is the third link of our great motto. Charity is the essence of fraternal love. Will you cultivate it in your heart(s) and extend it to Irishmen of every class in every land?”**

Marshal: **“Answer Candidate(s)”**

Candidate(s): **“Yes”**

Treasurer: **“Gentlemen, you are now in possession of the knowledge without which you could not be worthy members of the Order. I now clothe you in the mantle of Charity. (The Treasurer places the badge on the breast of each Candidate. If a badge or emblem is not used, the Treasurer should touch each Candidate lightly on the HEART with the palm of his hand) I pronounce you ready to take the solemn pledge of our brotherhood, May the blessing of St. Colm Cille abide with you.”**

Treasurer: **“Marshal, conduct the Candidate(s) before our President, who will administer to them the pledge that binds us together in the bonds of Friendship, Unity and Christian Charity.”**

Marshal marches the Candidate(s) and escort(s) around the hall, halting them in front of the presiding Officer’s pedestal, facing the President.

Marshal: **“Respected President, Chieftain of our Division, I have returned from the path of knowledge bringing with me these pilgrim Candidate(s) who have heard and understood the instructions contained in our noble motto of “Friendship, Unity and Christian Charity”, and are now prepared to take the pledge of membership.”**

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 to each member their 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 President will ask the initiated members to drop their hands.

President: “You, brothers, having made this promise of your own free will, I hereby declare you, each and all, members of the Ancient Order of Hibernians. I commend you to the friendship of its members, subject, however, to the condition that you receive the Lessons and take the Test of the Order in accordance with our laws. I will now give the information necessary for you to gain admittance to a meeting already in progress”

President continues: “Give two (2) raps at the hall door. When the Sentinel opens the door, tell him your name and if you have a current dues card. Upon admittance, advance to the center of the hall; salute the presiding officer by placing the right hand over the heart and bending the head slightly forward. Should the President be engaged, turn and salute the Vice-President at the opposite end of the hall. DO NOT take your place until either officer recognizes your salute. Should you desire to cross the hall during the session, rise in place, and addressing the President, ask permission; and passing between the center of the hall and the Vice-President, salute the President and go where you desire. The space between the President’s station and the center table is never crossed during the meeting. Should you wish to leave; rise in your place, ask permission to retire, and when permission is granted, advance to the center of the hall, salute the presiding officer and depart. The salute when entering is a renewal of your pledge to be obedient to your officers in all things lawful; the salute when retiring is re-pledging yourself to respect your Vow of Silence regarding all transactions at the meeting.”

The President informs the newly initiated members that they will receive regularly; the National Hibernian Digest, and present them with a copy of the National Constitution and the Division By-laws.

President: **“I trust our future association will prove that we have secured in you a true brother and our Order a loyal member. Brothers, please face the Division.”**

The President strikes sharply with the gavel.

President: **“Brothers, I have much pleasure in introducing our newly pledged brothers who have learned the Lessons of the Motto. Please rise and welcome your new brothers.”**

Marshal repeats the name of each new member before he takes his seat.

NOTE: The Division should arrange to have a musician member play Irish marching tunes when the Candidate(s) are marched in and out of the hall and when the Treasurer is giving the emblem to the Candidate(s). Martial music gives an extra touch to the initiating ceremony and leaves a lasting impression on the Candidate(s) and members.

NOMINATION AND ELECTION OF OFFICERS

The Nomination of Officers should be held at the time prescribed by the Division and State By-laws and the Election of Officers should be held at the next regular meeting.

On the night prescribed the Nomination of Officers is taken up when “New Business” is reached.

President: **“Brothers, under the heading of “New Business”, the Nomination of Officers for the ensuing year is now in order.”**

Nominations will then be made from the floor for each Officer of the Division in order in which the offices appear in the National Constitution, namely; President, Vice-President, Recording Secretary, Financial Secretary, Treasurer, Chairman of the Standing (Grievance) Committee, Marshal, Sentinel and any other officers which the Division may have under its own By-laws.

After a nomination is made for an office, the President will inquire three (3) times if there are any further nominations for the office named. If no further nomination is made, a motion is made to close nominations for that office.

When nominations are completed, the President will announce the names of all the Candidates.

At the meeting following the Nomination of Officers when the order of “New Business” is reached, the Election of Officers is taken up.

President: **“Brothers, under the heading of “New Business” the Election of Officers for the ensuing year is now in order.”**

The President shall appoint two (2) tellers and a judge, who will distribute slips of blank paper prepared by the Recording Secretary. When the ballots have been distributed the tellers shall procure the Division Ballot Box or some suitable receptacle in which to receive the ballots and place it on the center pedestal and take their places beside the pedestal.

President: **“Brothers, the names of the following brothers are before you for office of.....(names of nominees). Prepare your ballots, the Secretary will call the roll of all members in good standing, and as each name is called the brother will advance to the other side of the center pedestal, salute the President, and cast his ballot.”**

The Marshal and two (2) or more assistants will line up members in a single file line as they approach the ballot box and direct them back to their seats.

When all members have voted for each office the Secretary will ascertain the number present and the judge and tellers will ensure that the number of ballots cast corresponds with the eligible number of votes.

When the ballots are counted the judge will announce the results. This procedure will continue in the election for each office.

In the event that there is a “No Contest” for an office, the President will direct the Recording Secretary to cast one ballot for the Candidate, which that vote will be announced by the judge.

INSTALLATIONS

The Ceremony of Installation of Division Officers is also used for the Installation of Officers of the higher jurisdictions – National, State, Provincial, County and District. The Installing Officer will just substitute the necessary jurisdiction, whenever the word “Division” is used, e.g. “Order” for National, “State”, ect.

COUNTY PRESIDENT

The County President (*or a brother deputized by him*) is the Installing Officer in the Division jurisdiction.

The Installation of Officers should be an impressive and dignified ceremony – a gala celebration with full attendance of Division members.

The use of Degree robes or of formal evening clothes will enhance the ceremony. If robes are used they should be worn by the County President, his Sentinel, and two (2) Marshals.

PUBLIC INSTALLATION

If a Division desires, a public Installation is in Order.

At a public Installation the use of the sign is prohibited. The Officer being installed should simply bow his head to the presiding Officer and receive a like salutation in return.

At all Installations, patriotic American (*or Canadian*) and Irish airs should be played.

The following program is suggested:

1. The President or another member of the Division should open the session with a short address on the aims and objects of the Order and its historic background.
2. Introduction of public figures (*mayors, ect*) who have been invited.
3. An address by a guest speaker followed by Irish music and songs.
4. Address by the Chaplain.
5. Installation
6. After the Installation ceremonies it will be appropriate to have short addresses by the Installing Officer, the newly installed President and visiting Officers.
7. **NOTE: Songs or recitations caricaturing the Irish people are not allowed at any Hibernian function.**

NECESSARY PREPARATIONS

The sponsoring Division can facilitate the proceedings by having the following at hand.

1. A gavel
2. A copy of the AOH FORM 9, Election of Officers, listing the names of the newly elected Officers properly filled out.
3. The eight (8) appropriate medallions of the office prepared in sequence in a convenient table: President, Vice-President, Recording Secretary, Financial Secretary, and Treasurer, Chairman of Standing (Grievance) Committee, Marshal and Sentinel.

INSTALLATION OF DIVISION OFFICERS

Division President calls his Marshal and assistant to escort County President to rostrum.

All three stop in center of floor and salute the President who salutes in return. Marshal's return to seats after County President mounts rostrum.

President: "I surrender the gavel as a symbol of the Unity of the Division with the County and in recognition of the superior jurisdiction."

Recording Secretary: "I present the official list of the duly elected Officers of(name) Division.

County President raps the gavel and calls on Acting Marshals and Acting Sentinel to take their stations. *(The Division Sentinel takes a seat)*

INSTALLING OFFICER

ACTING MARSHAL **ACTING MARSHAL**
ACTING SENTINEL

(Positioning of Officers during Installation ceremony)

CEREMONY

County President calls the names of the Officers-elect from the official list, starting with Sentinel.

Sentinel will rise in his place and wait until the Marshals escort him to the center of the floor facing the rostrum. All salute Installing Officer.

Sentinel is then escorted to the right side of the hall behind the center table, and faces the rostrum.

As each Officer's name is called in turn, he will rise in his place. The same procedure will be followed as in the Sentinel's case.

After the salute, he will be escorted to the left of the Officers who preceded him, and a line will be formed facing the rostrum.

INSTALLING OFFICER

8 7 6 5 4 3 2 1

PRES V PRES REC SEC FIN SEC TREAS CHM STD MARSH SEN
ACTING MARSHAL **ACTING MARSHAL**

(Positioning of Officers during Installation ceremony)

OFFICER'S DUTIES

County President will rap the gavel and reads to the elected their duties as laid down in the A.O.H. National Constitution.

County President (or presiding Officer): **“The duties of the President, Vice-President, Recording Secretary, Financial Secretary, Treasurer, Chairman of the Standing Committee, Marshal and Sentinel shall be as described in the appropriate Sections of the Ancient Order of Hibernians Constitution, Article X.”**

He continues: **“Certain Officers are required to give reports at each Division meeting; the Marshal and Sentinel are responsible for the decorum at meetings. All Officers must surrender to their successors (or to those duly authorized to receive them) properties, funds, and records of the Division at the expiration of their term, or when directed to do so by their superior Officers.”**

“If any Officer cannot attend (or will be late for) a meeting, he should try to contact the President or another Officer. It is the duty of all Officers to attend the meetings of the Order(name) County Board and the A.O.H...(name) State Board to enable such bodies to function properly.”

County President shall rap the gavel when all are properly positioned, facing inward and forming two crosses.

County President (or presiding Officer): **“Brothers, you have selected the chosen ones among your fellows to guide and inspire this Division by example and word. Your official positions are simple, yet onerous, because on performance of your duties depends the future welfare of the body for which you are now responsible. To appreciate the gravity of your position it is necessary to bind you by a solemn obligation.”**

The gavel is rapped.

CIRCLE

Brother members, please form a circle around your Officers. Marshals will please supervise.

Presiding Officer: **“Officers, clasp your right hand with the Officer opposite you, thus forming two crosses on the floor. Place your left hand on your heart.”**

“Your brothers will bind you in this endless circle.”

The members form a large circle around the Officers-elect with arms interlocked, hands touching each other's shoulders.

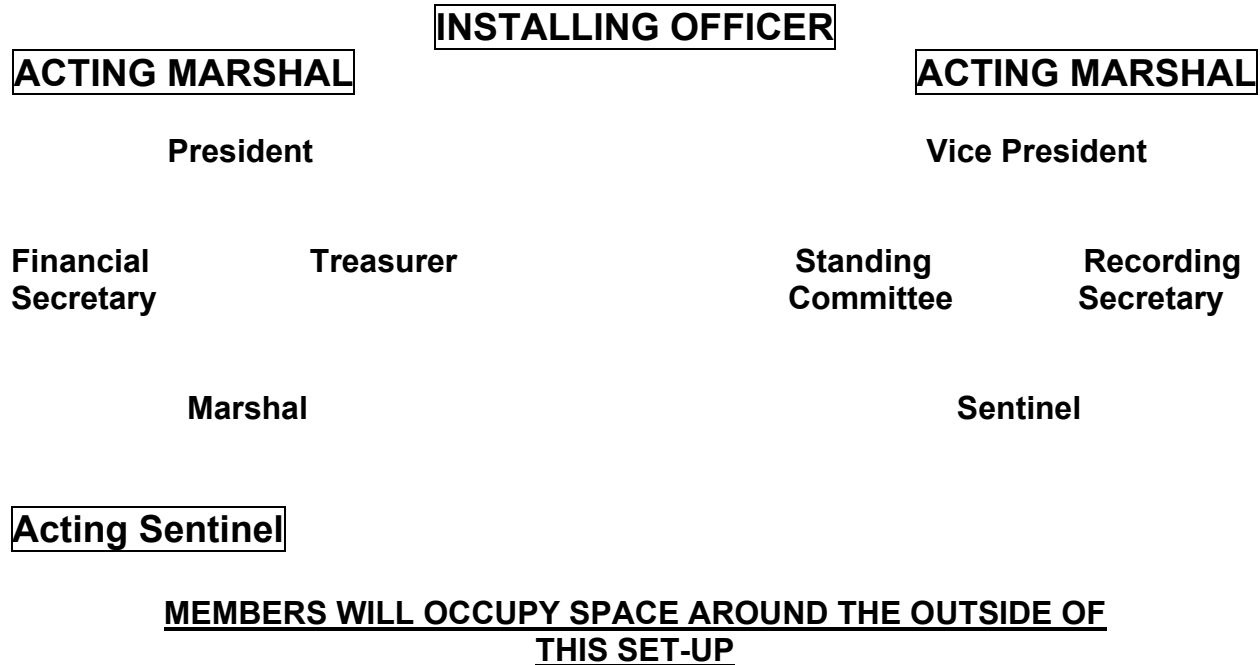
Presiding Officer: **“Across from north to south, from east to west, Hibernian friendship extends. In the figure of the cross you stand faithful children of the true Church, of which the cross is the holy emblem. With clasped hands you unite in earnest resolve to work for the interests of the(name) Division. With hand on heart you pledge your support for the principles of our motto: “Friendship, Unity and Christian Charity. Around you is the circle of true brotherhood, which will be loyal as long as you deserve the confidence now, reposed in you. The cross is the sign of your faith, and the circle is typical of the loyalty of our people**

to the Holy Church. By these symbols I beseech you to take this obligation, fully realizing the import of its words.”

The gavel this rapped.

DIAGRAM II

Diagram shows the positions of Officers during a “Circle” Installation.



OBLIGATION

“I,.....(name) do hereby solemnly promise to support and obey the Constitution, Ritual and By-laws of the Ancient Order of Hibernians, and to yield obedience to my superiors in all things constitutional and lawful; to cause the same laws to be obeyed and respected by those under my control, and to faithfully and impartially administer the same.

I furthermore solemnly promise that I will surrender to my successors, or to those duly authorized to receive them, all properties and moneys belonging to(name) Division that may be in my possession at the expiration of my term of office, or when directed to do so by my superior Officers; and that I will discharge the duties of my office to the best of my ability.”

The gavel is rapped.

Officers may unclasp hands, but remain in position.

The Division members may resume their seats.

The gavel is rapped when everyone is settled.

INVESTITURE

The County President holds up two medallions and says:

“These medallions are the emblems of office and should be worn by the officers at all Division meetings, Communion Breakfasts, Requiem Masses and other Division functions. They may also be worn at formal dress affairs of the Order.”

The County President leaves the rostrum and invests each Officer with his emblem of office, starting with the Division President. *(A Marshal may assist by handing over the medallions in the proper order)*

“I invest you as Division(name of office) with the emblem of your office.”

He continues with each Officer until all are invested.

The County President returns to the rostrum and raps the gavel.

“Officers, you have taken the obligation of office; be true to it and your administration will be a success. Your brother members look to you for leadership; do not prove unworthy of their trust. You worthy President are the chief; remember that you must set the standards by which your associates will be guided.”

“Brother Members, your officers are installed. I ask you to give them your cordial support and co-operation during their term of office.”

“Please rise and pledge your support and obedience to the constitution of the Ancient Order of Hibernians, and these, your Officers of(name) Division.”

“Raise your right hands and say after me: ”I, so pledge”

The gavel is rapped.

OFFICERS ASSUME STATIONS

“Marshals will escort the new Division Officers to their stations, starting with the Sentinel, Marshal, ect.”

After the President is escorted to the rostrum, the Marshals return to their original stations, facing the rostrum.

Presiding Officer: **“Worthy President, I hand you the gavel of authority; use it with justice, patience and charity. May the god of St. Patrick inspire your work; may the apostle of our race bless your efforts.”**

Installing Officer leaves the rostrum. He joins his Marshals and Sentinel in the center of floor. All salute the Division President and march to the back of the hall.

NOTE: *Additions to the ceremony that make the installation more impressive are permissible. The manner of escorting the Installing Officer into the room may be changed if he believes it will lend more dignity to the occasion.*

The regular business of the meeting resumes.

RITUAL AT WAKE OF MEMBER

When members of the Division pay their last respects at the wake of a deceased brother, the Division Chaplain or a member designated will recite the following prayer before the casket.



Chaplain (or presiding Officer): **“In the Name of the Father, and the Son, and the Holy Spirit, and in honor of St. Patrick, the Glorious Apostle of Ireland, we, the members of the Ancient Order of Hibernians, are grieving the loss of our Brother, (name of DECEASED). Who during his life was joined with us in the bonds of Friendship, Unity and Christian Charity, we come to him in death, to offer our prayers for the happy repose of his soul and to look upon him for the last time. Trusting that he has passed to his eternal reward happy in the consolation of the Faith of his Fathers and believing that we shall meet again beyond the vale of tears, when we shall join him in Heaven, the place of the blessed, through Jesus Christ our Lord, Amen**

Grant, O Lord, this mercy to your servant departed, that he who in his desires did your will, may he not receive the punishment of his misdeeds; and that as true faith has joined him to the company of the faithful here below. Your mercy, we pray, make him the companion of the holy angels in heaven through Christ our Lord, Amen.

Chaplain: **Eternal rest grant to him O Lord,**

Members: **And let perpetual light shine upon him**

(Followed by at least one decade of the Rosary)

Chaplain: **And may his soul and the souls of all the faithful departed rest in peace, Amen**

MEMORIAL FOR DECEASED MEMBER AT MEETING

The following is a simple but touching ceremony and if carried out properly is very impressive and is a nice tribute to a deceased member.

At the Division meeting following the death, the Marshal will place the Division Charter on a chair or other stand immediately in front of the President's pedestal.

When "New Business" is reached the President makes the announcement giving details, and makes a few appropriate remarks. A member, preferably a personal friend of the deceased, should then rise and, addressing the chair, deliver a short eulogy. The Charter of the Division is then draped.

DRAPING OF THE CHARTER

The Marshal should station himself at the rear of the hall with two (2) escorts carrying pikes. The President raps the gavel and all shall rise.

The musician should then play "Nearer My God to Thee" and the Marshal, carrying a black drape on his arm; escorts with pikes reversed should slowly march to the President's station and salute him. The escorts should stand facing each other on either side of the Charter while the Marshal drapes it. The Marshal then salutes the President and slowly marches to the rear. The President raps the gavel and the members resume their seats.

When the prayers are offered at the end of the meeting, three (3) "Hail Mary's" should be recited instead of the usual one.

After a few seconds wait, the Marshal (*with escort(s)*) salutes.

MODE OF RECEPTION OF NATIONAL, STATE, DISTRICT, PROVINCIAL AND COUNTY OFFICERS

At Division meetings, when the Sentinel announces that a National, State, District, Provincial or County Officer or the President of a Division or the Deputy of the County President or a Past National, State, District, Provincial or County Officer of a Past President of a Division, is seeking admission and he is in good standing, the President shall rap the gavel. He shall call the members to stand. The Marshal shall proceed to the door with an aide to escort the visiting Officer to the center table where all will salute the presiding Officer.

The visitor will then be conducted down the right side of the room to the President's station where he will be received and seated by the President.

When a National Officer, State, District or Provincial Officer, a County President or a Past National Officer, Past State, District or Provincial Officers or a Past County President shall visit a Division in addition to the above, the musician of the Division will begin to play "O'Donnell Abu". When the door of the hall is opened and the music should continue playing until the President receives the visitor at the rostrum.

If the visiting Officer is present in the hall at the opening of the meeting the above procedure will be followed after the opening of the meeting.

Officers of superior jurisdictions are not entitled to receive this ceremonial reception at their own Division meetings or at the County Board of which they are members unless they first announce that they are paying an official visit.

SUGGESTED ORDER OF BUSINESS FOR USE AT COUNTY BOARD MEETINGS

1. Meeting called to order
2. Recitation of Opening Prayer
3. Pledge of Allegiance
4. Opening ode, "O'Donnell Abu"
5. Roll Call of County Officers
6. Roll Call of Divisions (*number of delegates present from each*)
7. Reading of the Minutes
8. Report of Divisions (*When last meeting was held*)
9. Requests by Divisions (*for permission to hold entertainment, dances, other public affairs using the name of the Order*)
10. Reading of Propositions for Membership
11. Communications and Correspondence
12. Bills and Claims
13. Reports of Committees
14. Unfinished Business
15. New Business
16. Good and Welfare of the Order
17. Receipts and Expenditures
18. Closing Prayer
19. Closing Ode "Soldier's of Erin" and "Star Spangled Banner" (*O Canada*)
20. Adjournment

EMBLEMS AND SYMBOLS

The following shall be the official emblems of this Order and shall be used hereafter on the regalia of the respective Officers excepting as otherwise designated for Degree work.

The regalia (*neck jewels, lapel pins/buttons, ect*) shall be the Great Seal of the Order

The Officers' medallions are to be worn suspended from the neck. National Officers wear a gold ribbon, State Officers a white ribbon, and Division Officer a blue ribbon. Past Officers may wear the medallion of the office formerly held by them on the same colored ribbon as is designated for the jurisdiction concerned, with a purple triangle where the ends of the ribbon meet immediately above the medallion.

All Officers should wear the medallions at all meetings, ceremonies and functions of the Order. Division Officers should wear them at meetings and particularly during initiations. They may be worn at formal dress affairs of the Order.

APPENDIX

Proper Appearance of Meeting Hall

Preferably each Division should have a hall which has the proper appointments for holding meetings in accordance with our Ritual, i.e. with stations for the designated Officers and desks for the Secretaries (*as shown on Diagram II*). The American (*or Canadian*) and Irish flags should be displayed prominently. The Division should have pedestal banners, cover for the center table, and a gavel for the President. This paraphernalia is a permanent investment and if properly cared for will last for years. All equipment may be purchased at a reasonable price and the National Secretary can furnish the names of reputable firms.

Each Division should obtain song cards with the opening and closing odes for use at every meeting. If the demand is sufficient, the National Secretary will carry a supply of these cards in regular stock. Sheet music of all songs used in the Ritual also may be obtained from him.

Attractive, simple and dignified regalia have been provided for all Officers. All jurisdictions should use these emblems at all times in the Ritual and at meetings.

DECORUM AT MEETINGS: Officers should faithfully observe all the forms, customs and ceremonies of the Order at meetings.

The smooth running of meetings is the chief responsibility of the Marshal who should be alert to follow the President's leadership. The Marshal should have at least two (2) aides he can call on. The Sentinel is next in importance in keeping order.

It should be remembered that the Ancient Order of Hibernians is a secret society and meetings should never be opened until the Marshal makes sure that all Candidates and persons who have not been duly initiated into the membership are out of the hall.

Meetings should start at the appointed time. If the President is not present, the Vice-President should open the meeting. The business of the Order should not have to wait to convenience an individual. (*Members often complain that they do not attend meetings because of the late starting and therefore late ending.*)

The Sentinel will announce the name of a member seeking admission to a meeting in progress and whether he is in possession of the current dues card: "**Worthy President, Brother.....with (or without) current dues card.**" The presiding Officer responds: "**Admit the Brother.**"

The Marshal must ensure that the member goes to the center table and salutes the presiding Officer in the proper manner and if the member is not in possession of the current dues card that he goes to the Financial Secretary's station and obtains it. The Order of Business should be strictly adhered to and there should be no shortcuts.

Members should be instructed on the proper time to rise at meetings, when to remain standing and when to be seated (usually signaled by a rap of the gavel). A

common error is the failure of the members to remain standing at the beginning of the meeting until the President announces, "I now declare this meeting duly opened for the transaction of such business as may properly be brought before it."

Candidates should be instructed on the proper deportment in the meeting room and how to salute the presiding Officer. Members should never be permitted to pass between the President's station and the center table but always to salute the presiding Officer from behind the center table. When a member rises to address the Chair he should begin with "**Worthy President**" and "**Worthy**" should be prefix the title of any Officer who is mentioned or addressed.

Officers should ensure that visiting Officers receive the proper reception due their rank in the Order. Courtesy should also be shown to visiting members of other Divisions by introducing them.

The Marshal should obtain the names of visiting members and give them to the presiding Officer so that he may extend a welcome. A little effort on the part of the Officers and members, and the careful instruction of the new members will make our meetings dignified and orderly.

This manual covers all ritualistic ceremonies (*except the Lessons and Tests exemplified by the Degree Teams*), meetings and occasions Officers act in their official capacity.

Officers and Degree Teams are urged to stick to the book, unless they are positive they can improve upon the ceremonies as outlined in the Ritual.

O'Donnell Abú

Proudly the note of the trumpet is sounding,
Loudly the war cries arise on the gale,
Fleetly the steed of Lough Swilly is bounding,
To join the thick squadron in Saimer's green vale.
On every mountaineer, Strangers to flight and fear,
Rush to the standard of dauntless Red Hugh.
Bonnacht and Gallowglass,
Throng from each mountain pass,
On for Old Erin – O'Donnell Abú!

Princely O'Neill to our aid is advancing
With many a chieftain and warrior clan
A thousand proud steeds in his vanguard are prancing
'Neath the borders brave from the banks of the Bann
Many a heart shall quail under its coat of mail
Deeply the merciless foeman shall rue
When on his ear shall ring, borne on the breeze's wing
Tirconnell's dread warcry: "O'Donnell Abú!"

Wildly o'er Desmond the war wolf is howling
Fearless the eagle sweeps over the plain
The fox in the streets of the city is prowling
And all who scare them are banished or slain
On with O'Donnell, then, fight the old fight again
Sons of Tirconnell, are valiant and true
Make the proud Saxon feel Erin's avenging steel
Strike for your country, O'Donnell Abú!

The Irish National Anthem

“Soldiers of Erin”

We'll sing a song, a soldier's song,
With cheering rousing chorus,
As round our blazing fires we throng,
The starry heavens o'er us;
Impatient for the coming fight,
And as we wait the morning's light,
Here in the silence of the night,
We'll chant a soldier's song.

Chorus

***Soldiers are we
whose lives are pledged to Ireland;
some have come
from a land beyond the wave.
Sworn to be free,
No more our ancient sire land
shall shelter the despot or the slave.
Tonight we man the gap of danger
In Erin's cause, come woe or weal
'Mid cannons' roar and rifles peal,
We'll chant a soldier's song***

In valley green, on towering crag,
our fathers fought before us,
and conquered 'neath the same old flag
that's proudly floating o'er us.
We're children of a fighting race,
that never yet has known disgrace,
and as we march, the foe to face,
we'll chant a soldier's song

Chorus

Sons of the Gael! Men of the Pale!
The long watched day is breaking;
the serried ranks of Inisfail
shall set the Tyrant quaking.
Our camp fires now are burning low;
See in the east a silv'ry glow,
out yonder waits the Saxon foe,
so chant a soldier's song.

Chorus

IRISH LANGUAGE PRAYERS

Sign of the Cross

In aimn an Athar
agus a Mhic
agus a spioraid Naoimh
Aimen

The Lord's Prayer

(In Irish)

As Gaeilge:

Ár nAthair atá neamh
Go naofar d'ainm
Go dtaga do ríocht
Go ndéantar do thoil ar an talamh
Mar a dheantar ar neamh
Ár n-arán laethúil tabhair dúinn inniu
agus maith dúinn ár bhfiacha
Mar a mhaithimidne dár bhféichiúnaithe féin
agus ná lig sinn i gcathú
ach saor sinn ó olc
Óir is leatsa an ríocht
agus an chumhacht
agus an ghlóir
Trí shaol na saol

The Hail Mary

(In Irish)

As Gaeilge:

Sé do bheatha, a Mhuire,
atá lán do ghrásta
tá an Tiarna leat
Is beannaithe thú idir mná
agus is beannaithe toradh do bhroinne, Íosa
A Naomh-Mhuire, a Mháthair Dé
Guigh orainn na peacaigh, anois
Agus ar uair ár mbáis, Aimen.

A.O.H. OFFICERS DUTIES

SENTINEL

- Acts as the doorkeeper during meetings.
- Ascertains that all members are in good standing as they seek entrance to the meeting.
- Assists the Marshal during the order of the Shamrock Degree.

MARSHAL

- Set up meeting room for the Division meetings.
- Assists the President in ascertaining that all members attending the meeting are members in good standing.
- Assist the President during initiation of candidates, interrogates the candidates according to the ritual.
- Escorts candidates during the Shamrock Degree.
- Escorts any visiting dignitaries to a place of honor in the hall.
- Assists the President for miscellaneous activities.

STANDING COMMITTEE CHAIR

- Be in charge of the Grievance Committee that tries all charges filed in writing against a member with the Recording Secretary of the Division. You act as the Chairman of the Arbitration Board to settle and adjust all disputes and grievances arising in the Division, and perform such other duties as may be assigned by the Division.

TREASURER

- Be the custodian of all funds, bonds, securities and instruments held in the name of the Ancient Order of Hibernians in America, and deposit same for safe keeping in a bank or savings institution within ten (10) days after receipt in the appropriate name and disbursed on approval forms and books.
- Pay no money except on voucher signed by the President and countersigned by the Secretary on approved vouchers furnished by the National Secretary.
- Keep all vouchers for all disbursements.
- Present a financial report to the Division at all meetings, or when ordered to do so by a higher authority.

FINANCIAL SECRETARY

- Keep accurate record of membership showing date proposed, date initiated and the dates members received their Major Degrees.
- Collect all dues, fees, assessments and fines and keep an accurate record thereof on approved books and forms issued by the National Secretary.
- Pay the Treasurer all money collected at the close of each meeting. Keep attendance record of all meetings.
- Make annual financial report.
- Notify Visiting Committee of sick members

RECORDING SECRETARY

- Notify members of all meetings of the Division.
- Keep accurate minutes of the meetings in a bound volume containing numbered pages.
- Keep accurate membership roster.
- Countersign all lawful orders of the Division.
- Notify applicants of their election and members of their suspension within one (1) week thereafter.
- Make detail reports on all facts of the Division to the County, State and National Boards on forms issued by the National Secretary.
- Carry out all duties as directed by the by-laws and as directed by the Division he serves.

VICE PRESIDENT

- Vice President shall have the same powers and perform all the duties of the President in the absence or disability of the President.
- Be responsible for promoting the Degree work of the Division.
- Vice President shall also be the director of the junior Division and report their activities to meetings and conventions.

PRESIDENT

- Preside at all meetings of the Division.
- Be the Executive Officer of the Division.
- Appoint committees for the good and welfare of the order.
- Rule on questions of law under the constitution.
- Enforce the laws of the order within the Division.
- Plan meetings and activities of the Division.
- Hold the officers of the Division responsible for the activities entrusted to them.
- Sign all official documents and papers of the Division.
- Perform such other duties as are usually attached to the office of President.

NOTES