

## **PROTOCOL OF THE IMPERIAL COUNCIL AND IMPERIAL COURT**

Protocol is important for every member of the Imperial Council (AEONMS) and Imperial Court (DOI). It is imperative that protocol be understood by all of its members. It is incumbent on the senior member present to ensure that there are no deviations or modifications to the approved protocol. It is necessary that uniform protocol be adopted and that all members are acquainted with the uniform protocol.

Whenever there is a public activity, dignitaries and the presiding officers of the allied organizations should always be given due respect. However, common sense must prevail; at no time should the Shrine take a back seat at its own affair.

If gifts are to be given during the ball, the sponsoring Temple or Court shall include in the invitation to the guests that a location will be established for all wishing to give gifts to drop them off. All gifts are to be dropped off at the specified location upon entering the ball. No one shall be allowed to give remarks when giving gifts.

At all functions described in this protocol when there is no elected Imperial Council/Court Officer, Past Imperial Potentate/Commandress or elected Committee Members are present, their position/place will be filled in order of rank by the Host Imperial Deputy of/for the Desert and if not present, the Host Imperial Deputies of the Oasis and if not present, the Illustrious Potentate/Commandress.

### **Illustrious Potentate and Illustrious Commandress Balls (Separate/Joint)**

The introduction of members to the public is an issue to which each Temple and Court should give considerable thought when planning their Ball. The members must realize that we are the host and the public are our guests. Long drawn out introductions are not entertaining. In order to avoid confusion and to make the introductions standard throughout the Imperial Domain the procedures presented in this section will be used.

The host Deputy of the Oasis will be introduced first. It is his/her duty to receive the other dignitaries on behalf of the Illustrious Potentate/Illustrious Commandress and the Temple/Court. If the affair is a joint Illustrious Potentate and Illustrious Commandress Ball, both Deputies of the Oasis will be introduced. The Deputy of the Oasis for the Daughters will be introduced first, then the Deputy of the Oasis for the Nobles. The Deputy of the Oasis for the Nobles may escort the Deputy of the Oasis for the Daughters.

Other invited dignitaries will be received and introduced prior to introducing Nobles and Daughters. The Temple and/or Court will determine who they will recognize as dignitaries. Dignitaries may be recognized by name, their official title and allowed to give brief greetings, if they are in concert with the Imperial Council/Imperial Court, if desired. The Temple and/or Court is responsible for informing invited guests, including heads of Masonic and other allied bodies, of the protocol and appropriate dress for attending Shrine and

Daughters of Isis programs, functions and balls. The invitation to the head of the Masonic and other allied bodies must clearly state that the appropriate dress for attending Shrine and Daughters of Isis programs, functions and balls is the appropriate Shrine dress approved by the Imperial Council and the Daughters of Isis dress approved by the Imperial Court Daughters of Isis. If the head of a Masonic or and other allied bodies are not a member of the Shrine or Daughters of Isis then they will wear the dress as cited in the invitation for guests. Under no circumstances will the head or representative of a Masonic and other allied bodies (including the Order of the Eastern Star) attend a Shrine or Court function dressed in their Masonic or allied regalia.

The members of the host Temple/Court will be introduced collectively. They will be led by the members of the Divan(s) (highest to lowest). The members will not be introduced individually; however, the Master/Mistress of Ceremonies (MC) may announce the names and titles of the Divan while the members are being escorted into the ballroom.

All visiting Illustrious Potentates/Commandresses and visiting Nobles/Daughters will be introduced collectively. They will not be introduced individually; however, the MC may announce the Temple/Court name and number as they are being escorted into the ballroom. The Temple and Court from each Oasis will come in together. The order of introduction will be by the Temple/Court number (lowest to the highest).

All Appointed Imperial Officers will be introduced collectively. The host Deputy of the Desert/for the Desert will lead the Appointed Imperial Officers. The Appointed Imperial Officers will not be introduced individually; however, the MC may announce the name and Temple/Court name and number of the host Deputy of the Desert/for the Desert.

Elected Committee members of the Imperial Council will be introduced collectively. The master/mistress of ceremony will announce their name, office, and Temple number.

The Actual Past Imperial Potentates/Actual Past Imperial Commandresses will be introduced by seniority (lowest to highest).

Whenever the Imperial Potentate/Imperial Commandress and/or members of their Divan are in attendance, they will be introduced next in reverse order (lowest to highest rank). They will be introduced individually by name, office, and Temple/Court name and number.

The Illustrious Potentate/Illustrious Commandress, in whose honor the ball is being given, will be introduced last. No one will be introduced after the Illustrious Potentate/Illustrious Commandress.

If the ball is a joint Illustrious Potentate/Commandress Ball, the Advisor to the Court will be introduced, in place at his table, just prior to introducing the Illustrious Commandress.

When visiting dignitaries, Past Elected Imperial Officers/Emeritus, Past Imperial Potentates, Past Imperial Commandresses, the Imperial Commandress and her Divan or the Imperial Potentate and his Divan, are escorted into the ballroom, they will be introduced and escorted to their seat(s), except for the

senior elected Imperial Court officer and/or the senior elected Imperial Council officer will be escorted to the podium for remarks.

The Illustrious Potentate and/or the Illustrious Commandress may elect to have the Nobles and Daughters introduced in place at their tables. If the Nobles and Daughters are introduced at their seats, it is mandatory that the Deputy of the Oasis, the Elected Imperial Court Officers and the Elected Imperial Council officers, be escorted into the ballroom.

The Illustrious Potentate/Illustrious Commandress may be escorted by an individual of their choice.

If the ball is sponsored by the Desert, Past Potentate or Past Commandress Council, or other such entities, the officers of the organization sponsoring the affair will be placed in the position of honor during the introductions. The head of the sponsoring organization will be given the place of honor, i.e., the Deputy of the Desert and the Desert Divan, President of the Past Potentate or Past Commandress Council and Officers, Director and/or President etc.

### **Protocol at Entrance – Separate Nobles’ Affair**

- Host Deputy of the Oasis
- Visiting Dignitaries
- Daughters of the host Court led by the Illustrious Commandress and her Divan visiting Daughters.
- All appointed Imperial Court Officers led by the host Deputy for the Desert or senior Imperial Deputy of the Oasis.
- Host Temple Divan and Members
- Visiting Illustrious Potentates and members of their Temples
- All Appointed Imperial Council officers led by the host Deputy of the Desert or the senior Imperial Deputy of the Oasis.
- Past Elected Imperial Officers/Emeritus (lowest to highest in rank)
- Actual Past Imperial Commandresses (by seniority lowest to highest)
- Elected Imperial Court officers (lowest to highest in rank)
- Elected Imperial Council Committee members
- Actual Past Imperial Potentates (by seniority lowest to highest)
- Elected Imperial Council officers (lowest to highest in rank)
- The Illustrious Potentate

Note: Remarks will be limited to the following individuals who will speak when introduced by the MC:

- Illustrious Commandress
- Deputy for/of the Desert
- Senior Elected Imperial Court Officer, or by rank as designated
- Senior Elected Imperial Council Officer, or by rank as designated
- Illustrious Potentate and no others

### **Protocol at Entrance – Separate Daughters’ Affair**

- Host Deputy of the Oasis
- Visiting Dignitaries
- Nobles of the host Temple led by the Illustrious Potentate and his Divan visiting Nobles
- All appointed Imperial Council Officers led by the host Deputy of the Desert or the Senior Imperial Deputy of the Oasis.
- Host Court Divan and Members
- Visiting Illustrious Commandresses and members of their Courts
- All Appointed Imperial Court officers led by the host Deputy for the Desert or the senior Imperial Deputy of the Oasis.
- Actual Past Imperial Commandresses (by seniority lowest to highest)
- Elected Imperial Court officers (lowest to highest in rank)
- Elected Imperial Council Committee members
- Past Elected Imperial Officers/Emeritus (lowest to highest in rank)
- Actual Past Imperial Potentates (by seniority lowest to highest)
- Elected Imperial Council officers (lowest to highest in rank)
- The Illustrious Commandress

Note: Remarks will be limited to the following individuals who will speak when introduced by the MC:

- Illustrious Potentate
- Deputy for/of the Desert
- Senior Elected Imperial Court Officer, or by rank as designated
- Senior Elected Imperial Council Officer, or by rank as designated
- Illustrious Commandress and no others

### **Protocol at Entrance - Joint Nobles’ and Daughters’ Affair**

- Host Deputies of the Oases - Noble and Daughter
- Visiting Dignitaries
- Host Temple and Court Divan and Members
- Visiting Illustrious Potentates and Commandresses and members of their Temples and Courts
- All Appointed Imperial Court officers led by the host Deputy for the Desert or the senior Imperial Deputy of the Oasis.
- All Appointed Imperial Council officers led by the host Deputy of the Desert or the senior Imperial Deputy of the Oasis.
- Actual Past Imperial Commandresses (by seniority lowest to highest)
- Elected Imperial Court officers (lowest to highest in rank)
- Elected Imperial Council Committee members
- Past Imperial Elected Officers/Emeritus (lowest to highest in rank)
- Actual Past Imperial Potentates (by seniority lowest to highest)
- Elected Imperial Council officers (lowest to highest in rank)
- The Illustrious Commandress
- The Illustrious Potentate

Note: Remarks will be limited to the following individuals who will speak when introduced by the MC:

- Deputy for/of the Desert
- Senior Elected Imperial Court Officer, or by rank as designated
- Senior Elected Imperial Council Officer, or by rank as designated
- Illustrious Commandress
- Illustrious Potentate and no others.

### **Escorting Daughters:**

When escorting a Daughter of Isis or when escorting ladies at a Nobles' or Daughters' affair, the Noble or escort will have the Daughter or lady on his left side (for Nobles escorting Daughters this means Tassel to Tassel).

### **Order of Procession for Ceremonies Other Than Balls:**

When the Temple/Court forms a procession for Religious or Memorial Services or other functions, the following protocol will be used:

- Temple/Court officers
- Elected Imperial Council/Court officers
- Elected Imperial Council Committee members
- Appointed Imperial Council/Court officers
- Temple/Court members

For the Daughters of Isis Thanksgiving Feast and Services follow the Official Program for the Service in the Daughters of Isis Ritual.

### **Seating in Churches:**

Prior written arrangements should be made with the Pastor or a representative of the Church to insure adequate space will be made available for the Nobles and Daughters.

Nobles' Affair: When the Nobles and Daughters are together, the Daughters will be seated to the left of the presiding officer or to the right of the Nobles. If the capacity of the Church will not permit this seating arrangement, the Daughters will be seated behind the Nobles.

Daughters' Affair: When the Daughters are the hosts, the Nobles will be seated on the left of the presiding officer or to the right of the Daughters. If the capacity of the Church will not permit this seating arrangement the Nobles will be seated behind the Daughters.

### **Wearing or Removing of Headgear:**

Prior to attending a Church in regalia, the Illustrious Potentate/Illustrious Commandress will insure that the Church membership will not object to the Nobility or Daughters wearing their Fezzes during the religious service. The Nobles/Daughters should always remember they are the guests of the Church. If the Pastor or members of the Church object to the Nobles/Daughters wearing

their Fezzes, they should either select another Church or attend the service without their Fezzes.

During religious services Nobles will remove their Fezzes any time prayer is given. Nobles will remove their Fezzes when the Minister reads the scripture or gives the text for the sermon. The Nobles will remain uncovered during the sermon. After the sermon is completed the Nobility may resume wearing their Fezzes.

When reviewing a parade or other event at which the National Colors are presented or the National Anthem is played, Nobles will not remove their Fezzes but will place their right hand over their heart. Nobles who are members of a marching or drill unit and are in formation may render the military hand salute or present arms in lieu of placing the hand over the heart.

Daughters are to refer to the Imperial Court Daughters of Isis General Laws as it pertains to the wearing of the Fez.

### **Parades (National, Regional, Local)**

- Order of Procession in Parades:
  - Color Guard
  - Imperial or Chief Marshal
  - Public Officials
  - Imperial Potentate and Divan (highest to lowest), Past Imperial Potentates and Elected Imperial Council Committee Members
  - Imperial Commandress and Divan (highest to lowest), Past Imperial Commandresses
  - Host MW Grand Master, President of the Conference of Grand Masters and visiting Grand Masters.
  - Sovereign Grand Commanders, comprising the Southern and Northern Jurisdictions and invited National Heads of Other Organizations.
  - All Youth groups will be combined in one section (unit).
  - Deserts led by the Imperial Deputy of the Desert, Imperial Deputy for the Desert, followed by the Temples and Courts of that Desert. The host Desert will lead the procession of Deserts, followed by other Deserts as determined by the Imperial or Chief Marshal.

### **RECEPTION OF IMPERIAL OFFICERS, ILLUSTRIOUS POTENTATES AND ILLUSTRIOUS COMMANDRESSES**

When visiting the Temple/Court, Imperial officers, or Illustrious Potentate/Illustrious Commandress, will be escorted in and presented to the Temple/Court by the Noble Advisor.

### **INTRODUCTION OF IMPERIAL OFFICERS**

For the Nobility, they are to refer to the Pillar of Society and the Daughters are to refer to the Imperial Court Daughters of Isis General Laws.

## **UNIFORMITY OF FUNERAL SERVICES**

The Burial Tribute in the Pillar of Society will be followed for the Nobility. The Daughters are to refer to the Daughters of Isis Ritual.

## **SEATING AT HEAD TABLES**

### **Nobles/Daughters of Isis Affair:**

The first seat to the right of the podium (facing the audience) will be the Master of Ceremony, second seat will be the Honoree, third seat will be the Imperial Potentate, then the Elected Imperial Council officers (highest to lowest).

The first seat to the left of the podium will be the Mistress of Ceremony, second seat will be the Honoree, third seat will be the Imperial Commandress, and then the Elected Imperial Court officers (highest to lowest).

The Illustrious Potentate and Illustrious Commandress will be seated at the head table if they are not the Honoree.

Reserved seating will be provided for the other dignitaries who can not be seated at the head table.

## **SOUVENIR JOURNALS, PRINTED MATERIALS AND SALUTATIONS**

**Souvenir Journal:** It is the organizations objective to print a QUALITY souvenir journal.

**COVER:** The design is at the discretion of the organization. If the souvenir journal represents the Temple and Court, it will display the official emblems of the Shrine and Daughters of Isis, also the name of the organization, date, time and place of event will be printed thereon.

The only names and titles to be included on the cover will be the names and titles of the heads of the sponsoring organizations and no other.

The inside front cover, inside back cover and outside back cover may be used to generate revenue.

**FIRST PAGE:** This page is reserved for the honoree (if a joint venture, the first two pages will be reserved for the honorees.

**Order of Appearance after the Honoree(s) will be:**

- Sponsoring Temple/Court, the Imperial Potentate, Imperial Commandress, elected Imperial Council Officers, elected Imperial Council Committee members, Actual Past Imperial Potentates, elected Imperial Court Officers and Actual Past Imperial Commandresses.
- National, State and City Officials (if desired by the sponsoring organization)
- Dignitaries
- Imperial Departments/Committees
- Imperial Deputy of the Desert, Imperial Deputy for the Desert
- Imperial Council Appointed Officers, Imperial Court Appointed Officers.
- Temples and Courts
- Individual Nobles and Daughters
- Ads purchased by supporters, including family and friends.
- All commercial or business ads.

**PRINTED MATERIALS****Event Tickets:**

Event tickets will include the name of the sponsoring organization, the date, time and place of the event, honoree's name if appropriate, official emblem of the sponsoring organization. No other names will be included.

**Letterhead:**

Letterhead will include the official emblem of the organization, the name of the organization, i.e., Temple/Court, Desert, Unit, etc., the name, address, telephone number, e-mail address, and office of the individual. No other individual names or titles will be included.

**Programs:**

Programs will include the name of the sponsoring organization, the date, time and place of the event, honoree's name if appropriate, official emblem of the sponsoring organization. No other names will be included.

**Other printed materials:**

All other printed material will be limited to the name of the sponsoring organization, the date, time and place of the event, honoree's name if appropriate, official emblem of the sponsoring organization. No other names will be included.

**Salutations:**

- Imperial Potentate
- Elected Imperial Council Officers
- Actual Past Imperial Potentates
- Elected Imperial Council Committee Members



- Imperial Commandress
- Elected Imperial Court Officers
- Actual Past Imperial Commandresses
- Dignitaries
- Appointed Imperial Council Officers
- Appointed Imperial Court Officers
- Illustrious Potentates
- Illustrious Commandresses
- Nobles
- Daughters
- Ladies and Gentlemen

Dignitaries may be recognized by name, their official title and allowed to give brief greetings, if they are in concert with the Imperial Council/Imperial Court, if desired.

The salutation will be given by the Master/Mistress of Ceremonies. The salutation used by the Imperial Council/Imperial Court is the protocol for all functions. After the salutation is given or the protocol is established other speakers will not repeat any part of the protocol.