

PROTOCOL POLICY

PROTOCOL OF THE IMPERIAL COUNCIL AND IMPERIAL COURT

Protocol is important for every member of the Imperial Council (AEAONMS) 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 be acquainted with the uniform protocol.

Whenever there is a public activity, the presiding officers of the affiliated 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.

Illustrious Potentate and Illustrious Commandress Balls

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 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. The Temple and/or Court is responsible for informing invited guests, including heads of Masonic and affiliated 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 affiliated body 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 affiliated body is not a member of the Shrine or Daughters of Isis then they will wear the dress appropriate for other guests. Under no circumstances will the head or representative of a Masonic or affiliated body (including the Order of the Eastern Star) attend a Shrine or Court function dressed in their Masonic or affiliated body 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 M. C. 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).

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 Imperial Potentates, Past Imperial Commandresses, the Imperial Potentate and his Divan, or the Imperial Commandress and her Divan are escorted into the ballroom, they will be introduced and escorted to their seat(s).

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 - 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

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

Actual Past Imperial Commandresses

Elected Imperial Court officers

Elected Imperial Council Committee members

Actual Past Imperial Potentates

Elected Imperial Council officers

The Illustrious Potentate

Note: Remarks will be **limited** to the following individuals who will be introduced by the MC;

1. Illustrious Commandress
2. Senior Elected Imperial Court Officer, only
3. Senior Elected Imperial Council Officer, only
4. Illustrious Potentate and no others

Protocol at Entrance -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

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

Actual Past Imperial Commandresses

Elected Imperial Court officers

Elected Imperial Council Committee members

Actual Past Imperial Potentates

Elected Imperial Council officers

The Illustrious Commandress

Note: Remarks will be **limited** to the following individuals who will be introduced by the MC;

1. Illustrious Potentate
2. Senior Elected Imperial Court Officer, only
3. Senior Elected Imperial Council Officer, only
4. 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

All Appointed Imperial Council officers led by the host Deputy of the Desert

Actual Past Imperial Commandresses

Elected Imperial Court officers

Elected Imperial Council Committee members

Actual Past Imperial Potentates

Elected Imperial Council officers

The Illustrious Commandress

The Illustrious Potentate

Note: Remarks will be **limited** to the following individuals who will be introduced by the
MC;

5. Senior Elected Imperial Court Officer, only
6. Senior Elected Imperial Council Officer, only
7. Illustrious Commandress
8. 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:

1. Temple/Court officers
2. Elected Imperial Council/Court officers
3. Elected Imperial Council Committee members
4. Appointed Imperial Council/Court officers
5. 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. Normally, the Daughters do not remove their Fezzes, but, the following procedures apply for Nobles:

1. 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.
2. 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 or members who are veterans of the U.S. Armed Forces may render the military hand salute or present arms in lieu of placing the hand over the heart.
3. Daughters are to refer to the Imperial Court Daughters of Isis General Laws as it pertains to the wearing of the Fez.

Parades (National)

Order of Procession in Parades

1. Color Guard
2. Imperial or Chief Marshal
3. Public Officials
4. Imperial Potentate and Divan (highest to lowest), Past Imperial Potentates and Elected Imperial Council Committee Members
5. Imperial Commandress and Divan (highest to lowest), Past Imperial Commandresses
6. Host MW Grand Master and visiting Grand Masters
Any Grand Master desiring to participate with his Desert may do so.
The Imperial Potentate may invite the Grand Masters to a designated seating area to review the parade.
7. Sovereign Grand Commanders, comprising the Southern and Northern Jurisdictions.
8. All Youth groups will be combined in one section (unit).
9. Deserts led by the Imperial Deputy of the Desert, followed by the Most Worshipful Grand Master (if participating), the Temples of the Desert, then the Imperial Deputy for the Desert, followed by the 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.

Parades (Regional, Desert, or Temple)

Order of Procession in Parades

1. Color Guard
2. Regional/Desert or Temple Marshal
3. Public Officials
4. Imperial Potentate and Divan (highest to lowest), Past Imperial Potentates and Elected Imperial Council Committee Members
5. Imperial Commandress and Divan (highest to lowest), Past Imperial Commandresses
6. Host Temple led by the Illustrious Potentate and His Divan
7. Host Court led by the Illustrious Commandress and her Divan
8. 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 Chief Marshal.
9. Host MW Grand Master and visiting Grand Masters
Any Grand Master desiring to participate with his Desert may do so.
NOTE: The Grand Master shall be immediately behind the Imperial Deputy of the Desert.
10. Dignitaries
11. All Youth groups will be combined in one section (unit)
12. Other units or organizations

Note: The host for the parade may invite the Grand Masters and other Dignitaries to a designated seating area to review the parade.

RECEPTION OF IMPERIAL OFFICERS, ILLUSTRIOUS POTENTATES/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 Advisor to the Court.

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:

1. The first seat to the right of the podium 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).
2. 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).
3. The Illustrious Potentate and Illustrious Commandress will be seated at the head table if they are not the Honoree.
4. Reserved seating will be provided for the other dignitaries who can not be seated at the head table.

SOUVENIR JOURNAL AND PRINTED MATERIAL

SOUVENIR JOURNAL: It is the organizations objective to print a QUALITY journal.

1. **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. The name of the organization, date, time and place of event will be printed thereon.
 - a. 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.
 - b. The inside front cover, inside back cover and outside back cover maybe used to generate revenue.
2. **FIRST PAGE:** This page is reserved for the honoree (if a joint venture, the first two pages will be reserved for the honorees

3. ORDER OF APPEARANCE AFTER THE HONOREE(S) will be:

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

TICKETS

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.

OPENING 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

Imperial Deputy of the Desert

Imperial Deputy for the Desert

Dignitaries

Appointed Imperial Council Officers

Appointed Imperial Court Officers

Illustrious Potentates

Illustrious Commandresses

Nobles

Daughters

Ladies and Gentlemen:

Dignitaries may be recognized by name and their official title 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.

SHRINE DRESS

In order to establish uniformity among the Nobility and constituent Temples, the Imperial Council has adopted the following dress code:

1. **Temple Meetings** - Informal dress - Coat and tie preferred but not mandatory. The Illustrious Potentate may establish a local dress code for his Temple.

2. **Summer Formal Dress** - Summer formal dress for wear at social events will be worn during the spring and summer months. (May 1 – September 30). In certain exceptions, the summer dress may be worn year round, for example in tropical climates such as Hawaii, the Bahamas, etc. Summer formal dress will consist of:

A. White dinner jacket (the jacket will be all white and may be trimmed in white satin). Under no circumstances will the jacket be trimmed in black or any other color.

- (1) Black tuxedo trousers
- (2) White semi-formal or formal shirt
- (3) Black vest or Black cummerbund
- (4) Black bow tie
- (5) Black shoes and black socks
- (6) Fez
- (7) Shrine collar, when authorized
- (8) White gloves

B. The summer dress will be worn at the following events;

- (1) Jubilee Day Service
- (2) Opening Ceremony of the Imperial Council Session
- (3) Imperial Potentate's Ball
- (4) Temple Illustrious Potentate/Commandress Balls (when held between May 1 and September 30)

3. **Winter Formal Dress** - Winter formal dress, for wear at social events, will be worn during the fall and winter months (October 1 - April 30). In certain exceptions, the period the winter dress will be worn may be extended, for example, in extreme cold

climates such as Alaska, Canada, some European Countries etc. Winter formal dress will consist of:

A. Black tuxedo jacket (the jacket will be all black and may be trimmed in black satin). Under no circumstances will the jacket be trimmed in white or any other color.

- (1) Black tuxedo trousers
- (2) White semi-formal or formal shirt
- (3) Black vest or black cummerbund
- (4) Black bow tie
- (5) Black shoes and black socks
- (6) Fez
- (7) Shrine Collar, when authorized
- (8) White Gloves

B. White accessories, bow tie and vest, shall be substituted for wear at formal balls when full dress black tails are worn.

C. The Illustrious Potentate and Nobles of the host Temple may wear appropriate Egyptian or Arabic costumes at Illustrious Potentate Balls. The Imperial Deputy of the Oasis must issue a dispensation for the wear of the Egyptian or Arabic dress. The Imperial Deputy of the Oasis is responsible for inspecting the costume(s) to ensure it is in good taste. The Egyptian or Arabic costumes must be in good taste and appropriate for the occasion. Egyptian or Arabic costumes may be worn at joint Illustrious Potentate/Commandress Balls

4. White Full Dress Tails: The wearing of white tails is at the discretion of the Imperial Potentate and will be worn only on approval, by special dispensation issued by the Imperial Potentate. The wearing of white tails is normally restricted to present and Past Illustrious Potentates and Elected and Appointed Imperial Council officers.

5. Shrine Services Dress - Dress to be worn by the Nobility at the Shrine Services for a deceased Noble are as follows:

- A. Black or dark suit
- B. White shirt
- C. Black bow or four in hand tie
- D. Black shoes and socks
- E. Fez
- F. Shrine Collar, when authorized
- G. White gloves

6. **Uniformed Auxiliaries:** The Illustrious Potentate may permit Uniformed Auxiliaries of the Temple, i.e., Shrine Clubs, Drill Patrols, Strollers, Turban Clubs, etc. to wear their uniforms at the appropriate occasions or events.

7. **Restricted Wear of Regalia:** Nobles will not wear the Fez, Collar or any other official Shrine regalia, other than at meetings or at official Shrine functions, unless a dispensation has been issued by the Imperial Potentate. The Fez and Collar must be kept clean and in good repair. The Temple and/or Court is responsible for informing the heads of Masonic and affiliated bodies, of the appropriate dress for attending Shrine and Daughters of Isis programs, functions, and balls. The invitation to the head of the Masonic and affiliated body 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 affiliated body is not a member of the Shrine or Daughters of Isis then they will wear the dress appropriate for other guests. Under no circumstances will the head or representative of a Masonic or affiliated body (including the Order of the Eastern Star) attend a Shrine or Court function dressed in their Masonic or affiliated body regalia.

8. **Commercial Items:** Commercial lapel pins, medallions, baseball caps, tie tacs/clasps, cuff links, etc. may be worn as accessories as desired. Good judgment should be used so as not to bring embarrassment to the wearer or the Imperial Council. The commercial earring may be worn with official shrine dress, but will not be worn at Memorial Services, Jubilee Day Services and Banquets.

9. **Shrine Casual Wear:** Shrine walking suits, jumpsuits, jackets, sweat/t- shirts may be worn as casual wear at Shrine functions when casual wear is permitted. The Fez and Collar will not be worn with t-Shirts, shorts, cutoffs, or other inappropriate dress. Nobles should use good judgment and wear attire appropriate for the occasion.

10. **Baseball Caps:** Under no circumstances will baseball caps be worn in Temple Meetings.