

Protocol

Introduction

Protocol is the observance of the accepted practices by an organization, which gives certain recognition to Officers, and shows proper respect to guests, members and customs. It promotes orderly procedures and good relations among members at all levels.

Columbiette protocol covers anything that is proper and in good taste – formality, suitable dress, seating customs and regulations dealing with the ceremonials and etiquette of the order.

The Officers elected to serve the organization should be given proper consideration for the offices they hold. One's personal dislikes should not jeopardize respect for the office held.

Meetings

- The President must conduct her meeting as outlined in the Columbiette Administrative Manual.
- The Supreme Constitution and Laws, State, Local (Chapter/Auxiliary) By-laws must be followed.
- Robert's Rules of Order (newly revised) is the parliamentary authority adopted by the Columbiettes.
- The President should prepare the agenda before the meeting and open the meeting at the appointed time. A grace period of ten minutes is all that can be allowed.
- As the Presiding Officer, the President must control the meeting politely and firmly.
- At times, deliberate pauses gives members time to assimilate what has been said.
- Members should arrive on time for a meeting and not leave until the meeting is adjourned.
- When a member wishes to speak, she does so by rising from her seat, addressing the Chair as "Madame President", and identifying herself. The President will acknowledge the member.
- Do not stand waiting for recognition when another member already has the floor.
- Do not fail to be seated at once, if someone rises to a point of order while you have the floor.
- Do not try to compete with the speaker by whispering with your neighbors.
- Organization business should be discussed at the meetings, not after its conclusion.
- The President should refer to and address the Officers by their proper title. This sets a good example for the Columbiette members to follow.

- When seated at a head table, Officers and Chairladies should be attentive, should not fidget, or become distracted – remembering they are in a leadership role and their example should reflect the decorum of the organization.
- The Presiding Officer should avoid the use of “I” when in the Chair. Say; “The Chair” when speaking and reporting say, “Your President”.
- All Officers should mingle with the members at the close of the meeting. In particular with new members to ensure they are made to feel welcome and accepted.
- The use of nametags is a helpful way for members to become acquainted with one another.

Dress during Meetings

The President, in keeping with the dignity of her office, should be neatly and properly dressed. She should request her Officers to do likewise. Thus, she will have set the proper dress code for the membership to imitate.

Dignitaries at Meetings

- The structure of our organization permits only Columbiettes, 3rd Degree Knights of Columbus and Clergy to attend our meetings.
- Priests, Supreme Officers, State Officers, District Deputies, Chapter Presidents or Special guests from the Columbiettes and Knights of Columbus should be accorded due recognition for the position they hold.
- Seating should be in accordance with the place of honor that corresponds with their position.
- Any dignitary arriving while the meeting is in progress should be escorted to the rostrum (speaker’s platform or podium). On entrance, the President will rap the gavel three times for all to stand until the individual is properly seated.
- Members elected to office at other levels, when present at their home Columbiette meeting, need not be specifically recognized unless they have been invited or request to be recognized. This permits the Officer to participate in the regular business of their auxiliary without involving the position held.

Correspondence

Letters should be typed when possible on letterhead stationery. If the Auxiliary does not have stationery; the name and address with postal zip code and telephone number should be shown in the heading.

Correspondence should be addressed to the individual, using full proper name, followed by proper title, whether a Columbiette, Knight of Columbus, a Priest or a Business person. If an

individual has more than one title, the highest ranking title is always used. Names of civic and religious individuals are prefixed by such forms as: His Excellency, The Honorable, Reverend Mother, etc. Prefix titles of Mr., Mrs., or Miss are omitted when the individual has another official title. If the individual has not title, Mr., Mrs., or Miss should always be used as a prefix to his or her name. When addressing an individual as an official of an organization, the name of the organization should always be shown on the next line.

For Example:

His Eminence Joseph Cardinal Smith, DD, J.C.D.
Archbishop of Salem
225 North Eighteenth Street
Salem, NY 05987
The salutation in this case would be "Your Eminence"

Most Reverend Daniel R. Jones, DD
Bishop of Salem
201 Broadway
Salem, NY 05962
The salutation would be "Your Eminence"

Sister Jeanne Smith, R.S. M.
Mercy Center at Salem
167 Neck Road
Salem, NY 05921
The salutation would be "Dear Sister"

Still another example of addressing correspondence in the proper manner is:

(name), Supreme President
Supreme Council Columbiettes
297 Willis Avenue
Mineola, NY 11501
The salutation in this case would be "Worthy Supreme President"

(name), Supreme Knight
Supreme Council Knights of Columbus
Supreme Office
Columbus Plaza
New Haven, CT 06510
The salutation in this case would be "Worthy Supreme Knight"

In the event that you have a close working relationship with any Officer, your letter need not be so formal. However, you first must acknowledge the office held. The salutation would then be “Worthy Madame President and Dear Mary”.

The individual’s full proper name and title are always shown on both the letter and the envelope.

Invitations

- Invitations should be sent to guests at the discretion of the President.
- A guest visiting an organization merits the same consideration and courtesy accorded an invited guest at home.
- A letter of invitation should be sent to the guest preferably a month in advance of the event. It should contain all pertinent data as to time, place and date. If tickets are being used for a function, they should be forwarded, suitable marked, along with the invitation. Indicate whether formal or informal dress for evening. In your letter to a guest, indicate that an early reply would be appreciated.
- When inviting a guest to be a program participant, explain in your initial letter what your desires are and the length of time allotted for participation.
- All invitations should be sent in the same name of and signed by the President, although she may request that replies be directed to the Chairlady or a Committee member.

Greeting Your Guests

Proper titles should always be used.

Examples:

Supreme President of the Columbiettes _____

Supreme Knight of Columbus _____

President of the NJ State Council Columbiettes _____

State Deputy of the NJ State Knights of Columbus _____

District Deputy of the 6th NJ District _____

President of the _____ Chapter Columbiettes _____

Chairman of the _____ Chapter Knights of Columbus _____

Speakers and Speeches

- The person in charge of a program should decide in advance the guests who are to speak and the time allotted for each speaker. The guests should be notified at the time the invitation is extended if they will be expected to speak. There should be only one guest speaker – the last speaker on the program. Remarks from others should be limited to two minutes each.
- A Supreme Officer, State Officer or District Deputy should always be given an opportunity to speak whenever she appears at a function or meeting. When several are present, it might be necessary to call on the senior ranking officer to speak. In any case, all should be recognized and accorded proper respect.
- If a speaker is not a member of the Order, the Chairlady should give the speaker complete information about the audience so that the speech is given is appropriate.
- Adequate acoustical facilities should be provided and, if possible, the speaker given the choice between use or non-use of a microphone.
- A guest speaker should be thanked, publicly, privately and by letter from the Auxiliary the following day.
- Appropriate salutation to those present should always be used before speaking.

Head Table

At any gathering of the Columbiettes; the Clergy, Columbiettes and Knights of Columbus, Supreme Officers and Directors, State Officers, District Deputies, Chapter Officers, Auxiliary Presidents and Grand Knights, (Masters and Navigators of the Fourth Degree), always are honored guests and as such should occupy a seat of honor at the head table. Other dignitaries should sit at a designated seat in the audience and be introduced at an appropriate time by the Master of Ceremonies.

Seating

The Toastmistress or Presiding Officer is always in the center of the head table or right off-center first place. The Guest Speaker or Guest of Honor is always seated at the right of the Toastmistress or Presiding Officers and take precedence over any other dignitary. Other Guests of Honor may be seated right or left of the Toastmistress or Presiding Officer according to rank. When feasible, Columbiette Officers and Knights of Columbus Officers of equal rank should be seated next to one another at the head table and introduced at the same time. Guests are introduced from right towards middle, and then left towards middle, excluding speaking member of the head table.

All should rise when the head table members enter, and remain standing until they are seated.

For speaking programs, guests are introduced from LOWEST rank up to the main speaker of the occasion. A person of junior rank should never speak after someone with a higher office, unless they have been selected specifically as the speaker for the occasion. Persons introduced from the audience should be ranked from top down as opposed to speakers, who appear from lowest up.

When more than one Priest is present and a speaker does not wish to mention each by name, she should say; "Reverend Monsignor or Reverend Fathers". One never should use "Reverend Clergy", unless Clergymen from other faiths are present.

The following priority list should apply for seating arrangements:

1. Bishops, Priests
2. Columbiettes and Knights of Columbus (in ranking order)
3. Civic dignitaries
4. Other organizations

RANK is observed as follows in the Columbiettes and Knights of Columbus:

Columbiettes	Knights of Columbus
Supreme President	Supreme Knight
Supreme Officers	Supreme Officers
Supreme Directors	Supreme Masters
Past Supreme Presidents	Supreme Directors
State President	State Deputy
State Officers	Vice Supreme Master
Past State Presidents	Master of the Fourth Degree
District Deputies	State Officers
Chapter Presidents	District Deputies
Chapter Officers	State Directors
Past Chapter Presidents	Past State Deputies
Auxiliary Presidents	Former Masters
Auxiliary Officers	Chapter Chairman
Past Auxiliary Presidents	Grand Knights
	Faithful Navigators
	Council Officers
	Assembly Officers
	District Warden
	District Marshall

Flags

Your Country's flag may be displayed flat, above and behind the speaker. If on a staff it should always be at the right side of the speaker as she faces the audience. Other flags should be at the speakers left. The flag should not cover a speaker's desk or be draped in front of the platform.

When the flag is displayed horizontally or vertically against a wall the stars should always be at the observer's left.

Jewels

Jewels are worn at all Auxiliary meetings. At Auxiliary or Chapter functions and socials, it is proper and fitting that the President, District Deputies, etc. wear their jewel of office. In all cases the remaining Auxiliary Officers are encouraged to wear their jewels.

