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PROTOCOL

The Catholic Daughters of the Americas is a distinct organization founded on ceremony and order. Our image is powerfully reflected in the protocol we practice. Therefore, rules of etiquette in ceremonies and observance of accepted practice are important.

These highlights are the basis for proper protocol which should be exercised in every court. Consistency and preparation make for a smooth process. Courtesy demonstrates the diplomacy, dignity, and social decorum of the organization.

I. Chain of Command

- A. When a question or concern arises, the following chain of command is used
 - a. Court Regent
 - b. District Deputy/State Representative
 - c. State Regent
 - d. National Supervisor
 - e. National Regent

This sequence is followed at ALL levels. Members and Officers are required to make contact according to chain of command in order to ensure respect and smooth procedure. If there is a problem at one level of the chain, go to the next person in line.

II. Meetings

- A. Regent
 - 1. Stand (if possible) when conducting business or addressing membership
 - 2. Exercise command of meeting with prepared agenda and timely schedule
 - 3. Use courteous tone and manner
 - 4. Introduce visitors, prospective members, and any guests or dignitaries to the membership
- B. Officers/Chairman
 - 1. Stand (if possible) when addressing membership
 - 2. Be prepared with presentation at hand
 - 3. Speak slowly and with conviction
- C. Members
 - 1. Arrive on time
 - 2. Stand (if possible), wait to be recognized, address the Chair as “Worthy Regent”
 - 3. Be courteous to all
- D. Visitors/Guests

1. State/National Officer or District Deputy/State Representative is greeted by a member and escorted to seat
2. If Clergy/Spiritual Advisor is present, he/she should be asked to lead prayer
3. District Deputy/State Representative (if present) may be invited to lead prayer

III. Special Functions-anniversaries, receptions, and installations

A. Invitations should be sent as soon as possible to

1. National Officers
2. National Supervisor
3. State Officers
4. Court Chaplain
5. District Deputy/State Representative
6. Local Court Regents (in area)

B. Format for invitations

1. Individual letter to special guests with proper title
2. Include date, time, place, directions, type of event, dress
3. Include name, address, telephone, e-mail of person to receive RSVP

C. Courtesy Committee

1. Greets and escorts guests into room and makes them feel welcome
2. Assists in forming line of procession to head table according to seating
3. If buffet style is served, escort guests to food table first, then remainder to be called in an orderly fashion
4. Introduce guests to officers and other dignitaries

IV. Seating

A. Head table for Banquet or special dinners

1. List and seat all dignitaries according to rank
2. Mistress of Ceremonies is seated to left of lectern
3. Highest ranking person to the right of lectern
4. Seat alternately, right to left according to rank or see one of the suggestions on the attachment. (See Sec.4 Attachment 22 - Suggested Seating Charts for alternate seating)

B. Court meeting

1. District Deputy/State Representative seated near or at head table.
2. Chaplain is seated in a place of honor.

V. Salutations

- A. Mistress of Ceremonies or Program Chairman opens with Salutation and Litany. (No one else need repeat this formality.)

Example:

“State /Court Chaplain Father (name), National Representative (name) State Regent (name), name each officer present according to rank, Officers of Court (name and number) Catholic Daughters of the Americas and guests...”

VI. Introductions

A. Head Table

1. Introductions are made from the far left to the podium, and then from the far right to presiding officer, ending with the highest-ranking guest.
2. Introduce guests **seated** at the head table or dais. Do not “introduce the head table.”
3. Speakers are called upon when appropriate in the program, not at time of introductions.
4. Notify the Mistress of Ceremonies of past national/state officers in attendance so they may be introduced.

B. Presenting Hierarchy

1. “Your Eminence, first name, Cardinal, last name, it is my privilege to present to you, the Catholic Daughters of the Americas.”
2. “Your Excellency, Archbishop/Bishop (name), it is my privilege to present to you, the Catholic Daughters of the Americas.”

VII. Speakers

- A. Speakers are notified prior to the event
- B. Determine beforehand who will be invited to speak, thus avoiding the embarrassing question during the program, “Father (name) would you care to say a few words?”
- C. Highest ranking representative from National/State is called upon to speak; all other National/State Officers may be just introduced.
- D. Order of Speaker
 1. Begin with lowest ranking proceeding to highest ranking National/State Officer. Prepare a brief, informative introduction for each.
 2. Principal Speaker is the last to be called upon. Introduction consists of background, interesting facts, brief biography, and ends with title and name of speaker.

VIII. CEREMONIAL DRESS CODE

NATIONAL, STATE, AND LOCAL COURT OFFICERS

Robes are to be worn with dignity and respect. Robes are to be clean and well pressed.

Robes are to be eleven inches from the floor (this is accomplished by hemming the robe while wearing the white shoes you will be wearing.). Please remember dress must be shorter than robe.

Robes are not to be worn through hotel hallways, parking lots, etc. Carry over your arm.

WHITE shoes are to be worn with robes at all times. Shoes are preferably closed toed. No flip flops to be worn. Tennis shoes only if medically required.

Wearing stockings is optional. Wear nude or skin toned stockings – no white, black, off black or navy blue.

Small stud earrings are allowed, no larger than the ear lobe. No dangling earrings. Rings and watches are allowed with robes.

Handbags and cameras/bags are NOT to be carried when in procession with robe.

Slacks/shorts are NOT to be worn with robes at any time.

CEREMONIAL COORDINATOR AND MEMBERSHIP AND COURT DEVELOPMENT CHAIRMAN

White Dress and Whites Shoes are to be worn when participating in ceremonials.

COLOR GUARD AND BANNER BEARERS

White Dress, White Shoes, and White Gloves will be worn by Color Guard and Banner Bearers. Flag bearer does not wear gloves unless gloves with grips are available.

Red, White, and Blue shoulder ribbons will be worn by Color Guard, except for flag bearer. Ribbons will be worn left shoulder to right hip, red next to the neck.

PROCESSIONALS, SEATING ARRANGEMENTS, AND RECESSIONALS

Members and guests are seated before the procession enters.

Proper advancement of the colors – Color Guard carries the Flag of the United States with her right hand up on the staff. United States Flag should never touch the floor or ground.

Local Court Officers should be seated in the first pew on the right side of the center aisle. (If National and/or State Officers are present, they are seated in first pew, right side in rank order.)

When Color Guard and Banner Bearer and Guides reach the head of the aisle, Color Guard turns left and Banner Bearer and Guides turn right, proceed to respective standards, then turn and face congregation.

When all in procession are in their places, Color Guard and Banner Bearer and Guides place the flag and banner in standards. The Flag of the United States is posted first. The Flag Bearer takes one step forward, places Flag in standard, takes one step back and returns to position with the Color Guard. Then, all three salute and wait, facing flag, while Banner Bearer and Guides post the banner.

All six turn and go to their places.

NOTE: If Past State and National Officers are present, they are escorted to a special reserved seat before the Procession begins.

The directions given for seating arrangements, instructions, etc., may not be suitable for your particular situation. We rely on your good judgment to adjust or adapt these instructions as necessary.

ORDER OF ENTRANCE PROCESSION*

ORDER OF CLOSING PROCESSION*

Cross Bearer

Cross Bearer

Candle Bearers

Candle Bearers

Color Guard

Color Guard

Banner Bearer and Guides

Banner Bearer and Guides

Treasurer

National Officers

Financial Secretary

National Director/Supervisor

Recording Secretary

State Regent

Vice Regent

First Vice State Regent

Regent	Second Vice State Regent
District Deputy	State Secretary
State Treasurer	State Treasurer
State Secretary	District Deputy
Second Vice State Regent	Regent
First Vice State Regent	Vice Regent
State Regent	Recording Secretary
National Director/Supervisor	Financial Secretary
National Officers	Treasurer
Deacon or Lector with Gospel Book	Other Clergy
Other Clergy	Celebrant (with Deacon)
Celebrant	

NOTE: For large gatherings like conventions, it is permissible to fill from the front leaving the first two pews on the right available for National and State Officers.