



United Grand Imperial Council Red Cross of Constantine and Appendant Orders for the United States of America and Its Jurisdiction

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PROTOCOL MANUAL

These protocol suggestions have been tailored for use in the Red Cross of Constantine. Dignity and decorum should at all times be of paramount importance and should be maintained not only in the operation of a Conclave but also during social activities. The Red Cross of Constantine is an organization which should at all times command the respect of all observers.

ASSEMBLIES

Assemblies should always be opened on time. The station of an absent Officer should be filled by a competent Knight Companion prior to opening.

An Assembly is never opened without prayer and the Pledge of Allegiance to the Flag. The attitude of prayer should follow the custom in your Masonic jurisdiction. The response is 'Amen' (not So Mote It Be.)

The Puissant Sovereign should offer welcoming remarks immediately following the opening of the Conclave. All Knights Companions should be made to feel welcome. Although decorum within the Conclave must be maintained, the atmosphere should be warm and friendly.

All Knights Companions should be dressed in tuxedo with sash and jewel. All Officers should be fully versed in their ritual, assignments and movements in order to maintain the dignity of the institution.

All Officers should be addressed by the title of the office they occupy, i.e. Puissant Sovereign, Eminent Viceroy, Knight Companion Prelate and the like. Members not holding office should be addressed as Knight Companion (plural: Knights Companions.)

Any Knight Companion filling an office in a Subordinate Conclave should be addressed by that title first, then, if the situation so indicates, a title he presently holds in a Grand Masonic Body, i.e. Right Worshipful Senior Grand Warden of the Grand Lodge (A. F. & A. M. or F. & A. M.) of (State). The same would apply to Officers of the Grand Council, Grand Chapter and Grand Commandery, as well as S.G.I.G./Deputy for a State, Active Member of a Supreme Council, or Officers occupying an elective office of a Supreme Council of the Ancient and Accepted Scottish Rite.

Subordinate Conclaves should be afforded the opportunity to recognize those to whom by tradition honors are due. Correct titles should always be utilized. When addressed by name the

full and proper title should be used with the name. (i.e. Knight Companion R. Stephen Doan, Most Illustrious Past Grand Sovereign of the United Grand Imperial Council, Red Cross of Constantine and Appendant Orders for the United States and Its Jurisdiction, presently serving as the Right Illustrious Grand Recorder.)

When addressing the Puissant Sovereign, the first sign of the Order should be given. The Puissant Sovereign will respond with the second sign of the Order. (See items (h) and (i) on the Ritual Secrets sheet).

NOTICES

Conclave notices are the responsibility of the Sovereign but are prepared and mailed by the Recorder who is responsible for their accuracy. The notice should be positive and informative and contain the Sovereign's message. The names of duly elected Candidates may be included in notices to Knights Companions.

INTRODUCTION AND RECEPTION OF DISTINGUISHED VISITORS

When presenting distinguished visitors, proper titles and correctly pronounced names should always be used. If unsure, double check and have them clearly written. Distinguished guests should be presented and introduced at the earliest opportunity, and following a warm and Grand Honors (if appropriate) either escorted to the East or seated with the Knights Companions.

RECEPTION OF THE INTENDANT GENERAL

The Intendant General is the Representative of the Grand Sovereign and, in the absence of the Grand Sovereign, carries the authority of the United Grand Imperial Council. He should be received with honor and dignity immediately upon the opening of the Conclave.

On the Official Visit of the Intendant General, he is to be received last and alone. He will be received by the Puissant Sovereign, afforded Grand Honors, escorted to the East, and invited to preside. The Intendant General will seat the Knights Companions, bring the greetings of the Grand Sovereign and following a few brief remarks request the Puissant Sovereign to continue with the regular agenda planned for this assembly. He will be seated on the right of the Puissant Sovereign. The Intendant General's major comments are to be given when he is called upon before the closing of the Conclave.

When the Intendant General is visiting, but not officially, he sits with the Knights Companions on the sidelines and is not received. He is to be called upon for remarks before closing the Conclave. The Intendant General will not schedule an Official Visit on the night the Grand Sovereign will be present. The Intendant General will make at least one Official Visit each year to each conclave assigned to him, when possible at the Annual Assembly.

RECEPTION OF THE GRAND SOVEREIGN

If the Intendant General is present, he is to be received and the Conclave turned over to him. The Intendant General then receives the Grand Sovereign and those accompanying him. If the Intendant General is not present, the Puissant Sovereign will perform that function.

The Grand Sovereign has the prerogative to direct the Conclave as to how he will be received. The Grand Sovereign has the discretion to bring Past Grand Sovereigns into the Conclave with him.

If he directs that he is to be received along with any other United Grand Imperial Council Officers present, he enters first and is followed by the Grand Officers in decreasing order of rank. The Grand Sovereign stands alone west of the altar with the other Officers in a line behind him.

If he directs that he is to be received alone, he will be received last, otherwise reception is by position of rank, i.e., Grand Sovereign, Past Grand Sovereigns, by year of service, elected Grand Officers, Intendants General, Past Intendants General.

In either case he should be welcomed warmly by the Intendant General while at the altar, then escorted to the East where Grand Honors will be given. (Grand Honors of the Red Cross are given as follows: X XXX X XXX X XXX. The first group is given with the right hand striking the left; second, the left hand striking the right; third, right hand striking left.) In giving the Grand Honors, the presiding Officer says: "Knights Companions, prepare to give the Grand Honors, taking your time from the East, together Knights Companions: X XXX, X XXX, X XXX.

The Intendant General welcomes the Grand Sovereign, then turns the Conclave over to him. The Grand Sovereign will seat the Knights Companions, briefly address the Conclave, return the gavel to the Puissant Sovereign and be seated to his right. The Grand Sovereign is called upon at a later time for his remarks.

SUGGESTED SEATING FOR DINING

Seating should be carefully planned prior to the event. Place cards are recommended, and individuals for whom place cards have been prepared and placed should be so informed, thus avoiding any confusion. A place of assembly near the dining room should be arranged where the honored guests and dignitaries may be informed and arranged in proper order to promote dignity and propriety befitting proper recognition of the title and office they represent.

It is recommended that a seating chart be prepared in advance for all guests, honored and otherwise, so all may understand the arrangement of the room. Such information should be distributed in advance or displayed in the lobby of the banquet hall.

A lectern and microphone for the use of the Master of Ceremonies, or person assuming this duty, should be placed in the center of the table.

Seating at the Head Table (Top Tier) should be as follows (directions are as facing the audience):

The Master of Ceremonies will be seated to the left of the lectern, and the Puissant Sovereign is on his left. The Grand Sovereign, if present, is seated on the right of the lectern. In the event the Grand Sovereign is not present, the senior United Grand Imperial Council officer, or Past Grand Officer, will be assigned this honor.

On the Official Visit of the Intendant General, he will be seated at the right of the lectern.

Other United Grand Imperial Council officers, beginning with Past Grand Sovereigns, will then be seated, according to rank, to either the left or right, as seating permits.

In the event the Most Worshipful Grand Master of Masons of the jurisdiction is present, special arrangements should be made to seat the Grand Master at the right of the lectern and all other dignitaries move (right or left) one place.

The United Grand Imperial Council, by reason of its stature, will have among its membership officers representing leadership of all International and Jurisdictional Masonic Bodies and Rites. Thus it would be reasonable to assume that all present bearing Masonic titles of notable importance, due to time limitations, be only recognized. If the General Grand High Priest of the General Grand Chapter, Royal Arch Masons International, the General Grand Master of the General Grand Council of Cryptic Masons International, the Most Eminent Grand Master of the Grand Encampment of Knights Templar of the United States of America, the Imperial Potentate of the Shrine of North America, the Sovereign Grand Commander, AASR, NMJ, Sovereign Grand Commander, AASR, SMJ, and other presiding Officers of National Appendant bodies should be properly introduced. The presiding officers of the state bodies should also be recognized. Those who will be recognized should be honored with seating at the head table(s) or with seats of honor near the head table, space and seating permitting.

AGENDA AT BANQUET TABLE

1. A brief welcome by the Master of Ceremonies (this may be the Grand Sovereign at a session of the Imperial Council or a Puissant Sovereign at a local Conclave).
2. Invocation.
3. The Pledge of Allegiance to the Flag of the United States. (Flag Protocol dictates the U.S. Flag is always on the speaker's right.)
4. Dinner.
5. Comments by the Master of Ceremonies and introduction of individuals who will be making introductions and recognitions. Note: The Grand Sovereign, Intendant General or Puissant Sovereign, depending on session, should determine how this will be accomplished.

6. Introductions:

Beginning with those in seats of honor not at Head Table.

Lower Head Table (if one is utilized, starting from left and moving right.)

Head Table, starting from left and alternating then right moving toward the center of the Head Table thus introducing the most honored individual last.

Note: Please be sure to introduce the Ladies who are accompanying the Knights Companions using their preferred name, e.g. Knight Companion Jack D. Jones, Illustrious Grand Chancellor and his Lady Helen.

The Grand Sovereign should be last, unless the most Worshipful Grand Master is present, then, of course, he should be last.

It is also a courteous gesture that the Grand Sovereign present the Grand Master. In his absence, the Intendant General or Puissant Sovereign should make this presentation.

The highest officer of the Red Cross of Constantine should be asked for remarks, and he then can continue as he deems proper.

7. The Grand Sovereign or the Grand Master may be the designated speaker for the evening, and the Master of Ceremonies should be informed so as to include this in his introduction. This should be decided well in advance so all concerned will have an opportunity for proper presentation.
8. If there are to be presentations and/or entertainment on the program, this should be included on the program so all may be informed. Guests should be informed if the entertainment is to be held in the banquet hall or in an adjoining room.
9. The Benediction may be pronounced at the dinner table or at the conclusion of the evening.