



## AUXILIARY PROTOCOL

MAY 2021



## **OFFICER PROTOCOL**

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- a. Obtain copies of and learn the organization By-Laws and your own standing Rules and Regulations.
- b. An Officer, who will miss a meeting or be away for a short while, calls the President, explains why and has available all necessary records for the pro-tem Officers.
- c. When an Officer will be absent for an extended time, a resignation should be presented rather than to create work for another without a permanent office.
- d. Officers should not feel they are above the membership, they are the servants of the membership. Although you may be an Officer, you are a member of your organization as well.



## MEMBER PROTOCOL

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**a.** Members have rights and obligations:

- 1.** To receive all notices and to attend all meetings.
- 2.** To present business, to participate in debate and to voice a vote.
- 3.** To accept majority rules on decisions.
- 4.** To bring in new members and promise that objectives and aims of the organization be fulfilled.

**B.** You should arrive on time for meetings and not leave until the meeting is adjourned unless for a special reason and obtain permission.

**C.** Stand up when addressing the presiding officer. Do not stand until the previous speaker has finished. Be prompt in seconding a motion to bring business to the point of discussion.

**d.** Develop the art of listening. Members should be well mannered and attentive at all times. Do not try to compete with the speaker by chit chatting with your neighbors.

## **MEMBER PROTOCOL CONTINUED**

- e.** Be a contributing member and serve on committees.
- f.** Be prompt in paying your dues.
- g.** If you accept an assignment, complete the work as quickly and as capably as you can.
- h.** Cooperate with the elected officers whether they are your personal choice or not.
- i.** Offer friendly assistance to the new members and be loyal to the organization at all times.



## AUXILIARY PROTOCOL

## **A GUIDE TO AUXILIARY PROTOCOL**

For Use by Local Auxiliaries When Planning for Visitations and Special Events

**INVITATIONS** Should be sent out well in advance and contain the following information:

- What the function is.
- Date and time of function.
- Where it will be held.
- Dress. (formal, semi-formal, slacks, costume, etc.)
- Name, phone number, address to send RSVP's
- If the honored guest is a female, tell her whether or not her husband is to be included. (and vice-versa)
- It would be a good idea to reconfirm your arrangements with your honored guest(s) at least two (2) weeks prior to the function so that there will not be any last minute foul-ups!
- Either send complimentary tickets with the invitations, or have a member personally responsible to take care of guest tickets at the door.
- Always issue a guest ticket to anyone you ask to speak, receive a grant, or do something special at your event or dinner.



## A GUIDE TO AUXILIARY PROTOCOL CONTINUED

**HOUSING (Hotel/Motel)** Be sure and let your guest know what accommodations have been made, and if the room has been paid for.

**AT THE FUNCTION Corsage:** you may present corsages either at the dinner or at the meeting. Always present them to the guest of honor first and then to any others you may want to recognize.

**Chaplain:** If you have room at the head table, include the Chaplain who is to offer GRACE. If there is not enough room at the head table, seat the Chaplain nearby so that it will be easy for her to get to the front of the room.

**Note:** INVOCATION –Assembly must rise. It calls for assistance and is given at the beginning of a meeting. Ends with “Amen.”

**GRACE** – Assembly remains seated. It is a blessing or thanks offered before a meal.

**BENEDICTION** – offered after a meal.

**Introductions:** before dinner, introduce everyone briefly by name starting with the guest of honor and working down. LEARN HOW TO PRONOUNCE THEIR NAMES.

## A GUIDE TO AUXILIARY PROTOCOL CONTINUED

- While past officials are introduced in honorary recognition of the office they have held and the service they have rendered to the Order and to the Auxiliary, nothing should be done to take away from the importance of the position or presence of the honored guest. This is especially true where more than one officer of the same level is present. For example: The State Madam President delegates the State Madam Inside Guard to represent her in your Auxiliary on an official visitation and the State Madam Vice President attends the meeting also. In this case, the State Madam Inside Guard is the “Woman of the Hour”, and while the State Madam Vice President should be introduced, nothing should take away from the visit of the State Madam Inside Guard.
- If your guest of honor wishes to speak at your meeting, present her first, before your other guests, and ask for her remarks at that time. You may then present the other guests and ask for any remarks they may want to make at this time.
- If you have introduced everyone at the dinner, you may ask your guest of honor to speak at any time during the meeting. It should be early in the meeting so that everyone may hear the message. If you wait until it is late, some people may have already left.

## A GUIDE TO AUXILIARY PROTOCOL CONTINUED

### **Note:**

- You *INTRODUCE* to the assembly any important guest they are not acquainted with, and you *PRESENT* to the assembly any important guest they already know.

### **Note:**

- After your honored guest have spoken, don't forget to ask other guests for remarks.

### **Correct titles:**

- *State Madam President*, NOT *Madam State President*
- *Grand Madam President*, NOT *Madam Grand President*

### **Honoring Grand and State Officers:**

- The first time a Grand, Regional, or State President is introduced or presented, it is common courtesy and proper protocol to stand to acknowledge the Office. It is not necessary to stand again at the completion of their remarks. Applause is adequate.



**PRACTICING CORRECT PROTOCOL**  
**“How To and How Not To”**

**“Practicing Correct Protocol”  
“How To and How Not To”**

Upon leaving a party Groucho Marx told his host, “I’ve had a wonderful evening, but this wasn’t it.”

Most of us have better manners than Groucho, but I’m sure we have all attended a function now and then wondering on the way home, why we did it.

Protocol promotes orderly procedure, good relations among members at all levels, and gives the proper respect to our guest and program participants.

We all understand the need to do everything we can to make our Sisters feel at home, so they will look forward to returning to our Aerie/Auxiliary or State function.



**PLEASE DON'T**

## PLEASE DON'T

- Just tell your guest to sit any place they want to.
- Seat the Grand Representative and her husband at the very end of the head table.
- When the meal is ready, tell everyone to just line up and fill their plates.
- Don't feel it is necessary to pick the Grand Representative up at the airport.
- Let her take a cab over to the Lodge from her Hotel
- You don't have to get up and meet her at the door as she enters your Lodge Home.
- I don't have to let her talk at all the meetings, if I don't want to.
- Don't ask if there is something she would like to do or see while a guest in your community.
- Just assign someone to be at her side from the time she gets up till the time she goes to bed.
- If you take her to her Hotel (That happens to be out in the boonies) just drop her off, she can take care of herself.

## PLEASE DON'T CONTINUED

- Whatever you do don't wear name tags. That just might make it too easy for her.
- Wait till she has her mouth full at the banquet then ask her if she would like to say a few words.
- Keep it a secret till the last minute as to where everyone will be seated at the Head Table.
- You don't need to pay for her room or meals, if she couldn't afford it she shouldn't have come.
- I don't have to send a thank you to all Committee Workers; they should feel lucky that I even asked them to do anything.
- As Officers, we run the Auxiliary. As President and Secretary we run everything!
- I'll get there when I get there!
- This is my meeting; I'll tell you when it starts.
- If I don't feel like standing to speak to the President, I don't have to.

**Did any of this sound familiar? Each of the above statements really happened!**





## **PROPOSER RESPONSIBILITIES**

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Proposers are typically the first introduction new members have to the Fraternal Order of Eagles.

As a proposer, you have a responsibility to welcome your new member into the organization and help them integrate themselves into the Order.

### **A good proposer should:**

- Explain in detail who we are and what we do.
- Make sure the candidate knows the eligibility requirements for membership.
- Make them aware of the Membership Award Incentives and how they work.
- Be at a meeting where their candidate is interviewed and voted on.
- Be at the meeting when they are initiated.
- Make sure they know when regular meetings are held and their obligation to attend.
- Make them aware of the House Rules, Bylaws and Constitution/Rules & Regulations.
- Keep them up to date about upcoming events at the Aerie/Auxiliary.
- Introduce them to new Brothers & Sisters.
- Follow up when it's time to renew their dues.