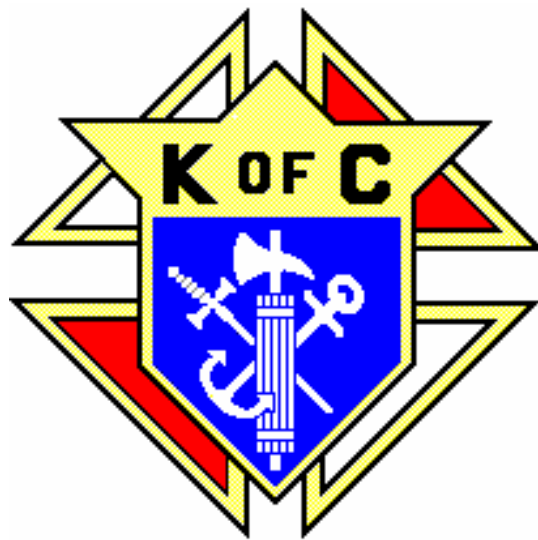


Protocol

2006 - 2007



Maryland State Council
KNIGHTS OF COLUMBUS

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INTRODUCTION

This booklet concerns itself with one of the facets of our Order which we, as leaders, should seriously-consider. That facet is PROTOCOL in the Knights of Columbus and is patterned after guidelines set forth by the Supreme Council.

By definition, PROTOCOL is the code setting forth the order of precedence, and the rules of official and social behavior. We can add further that it 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. What is contained herein are not Laws of the order and should not be interpreted as such.

All of us have been the recipients of some fractured PROTOCOL in our time and likewise, all of us have been guilty, at one time or another, of committing some act of fractured PROTOCOL.

It would be impossible to cite every rule governing every situation. The suggestions contained herein are rather common and basic. Always apply common courtesy and you will never go wrong in any situation.

We should always display proper consideration for the office represented by the person. In no way should we let dislike for a person jeopardize our respect for the office he holds.

COUNCIL MEETINGS

The Grand Knight must conduct himself in strict accordance with the Charter, Constitution and Laws of the Knights of Columbus, supplemented by the State Council's Bylaws, the Council's Bylaws and according to Parliamentary Procedure. The standard reference on the subject is Robert's Rules of Order, Newly revised. In addition to learning these rules and following them scrupulously, the Grand Knight must control the meeting politely but firmly, so that it does not get out of hand through unnecessary arguments or unpleasant wrangling. The grand Knight should prevent any discussion from wandering from the business of the day.

The Grand Knight should at all times, refer to and address his officers by their proper title. He thus sets a good example for the council members to follow.

All members, who are not officers, should be recognized as: "Brother _____".

All speech must be directed to the Chair (the Grand Knight), as: "Worthy Grand Knight, may I ask that the previous speaker explain?"

The Grand Knight speaks in the third person, as: "The Chair rules that", "Your Grand Knight reports that"

Members speak of the Chair in the third person: "Worthy Grand Knight, will the Chair please explain the effect of the pending motion?"

DIGNITARIES AT MEETINGS

Dignitaries, Priests or special guests should be accorded due recognition for the offices they hold. They should be seated in a place of honor commensurate with their positions when attending a council meeting.

If a dignitary, Priest or special guest should arrive while a meeting is in progress, the Grand Knight should instruct the Warden to escort him to the dais. Then the Grand Knight will rap the gavel three times for all to stand. The guest will occupy a seat of honor in the front of the room facing the membership.

Who are some of these dignitaries? Supreme Officers or Directors, State Deputy, State officers, Master, Past State Deputies, Executive Staff Members, District Deputies, Supreme Council Insurance Director, State Directors, Chapter President, State Chairmen, visiting Grand Knight and Faithful Navigator.

At a meeting, banquet or other event, the first order of business is the invocation by a Priest if one is present. The next order of business is the Pledge of Allegiance and/or the National Anthem. All persons should face the flag and the right hand should be placed over the left breast for both the recitation of the Pledge and the singing of the Anthem.

When reciting the Pledge of Allegiance, there should be no pause between ONE NATION and UNDER GOD. This should be said as one phrase: ONE NATION UNDER GOD.

DRESS DURING MEETINGS

The Grand Knight, in keeping with the dignity of his office, should be neatly and properly dressed. He should request his officers to do likewise. Thus he will set the proper dress code for the membership to imitate.

POCKET NAME BADGE

Councils should provide their officers with a pocket name badge. Council members should be encouraged to provide themselves with the same. Simple cardboard identification badges for the members may be provided if desired. Article IV, Section 1 of the State Council Bylaws states that the Pocket Name Badge, gold in color with black letters and with the emblem of the order in full colors, shall be reserved for use only by those men who have served in the office of State Deputy of Maryland.

AFTER THE MEETING

The Grand Knight and his officers should mingle with the members at the close of the meeting. Every effort should be made to single out those who have not attended meetings for some time. In addition, new members and those who feel unnoticed should be approached by the officers and made to feel at home and welcomed. Hopefully others will follow this example.

RELATIONSHIP BETWEEN THE DISTRICT DEPUTY AND THE GRAND KNIGHT

There should be mutual respect between the District Deputy and the Grand Knight. District Deputies are the personal representatives of the State Deputy, and as such, the Grand Knights and Council officers should familiarize themselves with the respect due to the important position that the District Deputy represents. A good District Deputy will be the most important and valuable man that a Grand Knight will ever meet.

District Deputies should be attired properly when attending meetings, wearing a coat and tie.

When a District Deputy visits a Council, he should always be seated in front, as near the Grand Knight as possible.

The District Deputy should always be called upon to speak and all members should rise when he is introduced, unless the State Deputy is also present.

The District Deputy should be seated at the head table at any Council function, even if not on the speaking program.

CORRESPONDENCE

There are three basic types of correspondence: letters, memos and bulletins. Letters should be typed on council stationery. If the Council does not have stationery, the name, address, city, state, zip code and telephone number should be shown at the top.

Letters directed to the Supreme Office or the State Council should cover only one topic. If the writer wishes to deal with them in a general way in the covering letter and provide full details on separate enclosures, then the Council's full name, number, address and the name and office of the person carrying on the correspondence should appear on each enclosure. The topic under discussion also should be stated on each enclosure. This procedure permits the recipient of the letter to forward the enclosures to the different departments or individuals who handle details for each request.

Memos should likewise be typed. If handwritten, however, they should be legible and deal with just one subject and be concise.

Bulletins may deal with many subjects, each in its own paragraph.

Correspondence should be addressed to the individual, using his full name and title.

For example:

Address: His Eminence William Cardinal Keeler
Archbishop of Baltimore
The Catholic Center
320 Cathedral Street
Baltimore, MD 21201

Salutation: Your Eminence

Address: His Eminence Theodore Cardinal McCarrick
Archbishop of Washington
Archdiocesan Pastoral Center
5001 Eastern Avenue
Hyattsville, Maryland 20782

Salutation: Your Eminence:

Address: Most Rev. Michael A. Saltarelli, D.D.
Bishop of Wilmington
P.O. Box 2030
Wilmington, Delaware 19899

Salutation: Your Excellency:

Address: Hon. Edgar D. Haynes, KCHS
State Deputy Maryland State Council
201 Wintergreen Lane
Brunswick,, MD 21716

Salutation: Worthy State Deputy and Dear Ed:

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 he holds by a greeting such as:

Worthy District Deputy and Dear Jack:

The individuals' full proper name and title always are shown on both the letter and the envelope.

When writing to a Past State Deputy, no matter what his present additional title is, always put P.S.D. after his name.

Example: Mr. Philip L. Asplen, Jr., P.S.D.
State Protocol Chairman
2008 Copperwood Way
Fallston, MD 21047-1508

Salutation: Worthy Past State Deputy and Dear Phil:

INVITATIONS

Guests should be sent proper invitations in writing well in advance. Invitations should be mailed at least six weeks before an event.

All invitations should be sent in the name of and signed by the Grand Knight, although he may request that replies be directed to a chairman or committee member. The District Deputy, as the special representative of the Supreme Knight and the State Deputy, should be invited to all council functions. His schedule may not permit him to attend every event, in which case he should notify the Grand Knight in ample time.

Never give a blanket invitation to anyone. Always send each guest a personal invitation. If tickets are being used for a function, they should be forwarded, suitably marked, along with the invitation. A bulletin may be enclosed with the invitation if it gives more detailed information but it should not be used in lieu of an invitation. Such bulletins should never show the names of people invited unless they have already agreed to be present.

When an invitation is extended to anyone it should contain all details such as dress, extent of participation, etc. It is embarrassing for a guest to appear and find that he is the only one at the head table not in tuxedo, or the only one wearing one.

PROTOCOL GOVERNING A VISIT BY THE STATE DEPUTY (OR OTHER HIGH-RANKING OFFICER)

Be sure that the State Deputy is advised of the date, time, place, purpose, type of event and other individuals on the program, including their function and other pertinent data.

If women are to be present and the State Deputy's wife is invited, please advise proper dress and arrange a ladies' committee for her reception and comfort.

Advise the type of dress for the head table.

Determine his time of arrival and arrange to greet him. The Grand Knight and his committee should greet the State Deputy. He should be introduced properly to the dignitaries. The committee should attend to his needs and comfort.

In recognition of his high office, special appreciation should always be expressed to the State Deputy for his visit to the council.

Arrange proper speaking facilities including podium, podium light and microphone.

The State Deputy is the highest elected official in the state and proper attention must be given to seating arrangements.

If there is additional entertainment after the banquet, a special table for the State Deputy should be arranged so that he will be with the Grand Knight and other dignitaries.

The toastmaster should be provided with resumes of head table guests so that he can make proper introductions.

GREETING YOUR GUESTS

All guests should be greeted by the Grand Knight. Courtesy would indicate that the Grand Knight be assisted by a committee whose function would be to care for the guests' wraps, to introduce them to others in attendance, to stay with them.

Guests should not be left talking among themselves. They may not know anyone in your council, therefore should not be left alone for any period of time. Various persons should be alerted to converse with and keep company with guests during their visit (not necessarily the same person or persons for the entire visit).

INTRODUCTIONS

Many, if not most, introductions involve people of unequal or different status or position. They can differ in rank, in age or in sex, but the result is the same. An introduction often consists of presenting one person of lesser importance or status to another of greater importance or status.

In introducing someone to a group, avoid running through all the names without a break. It is better to introduce two or three people at a time, so those names can register properly. A form of acknowledgement used chiefly when meeting a group, is repeating the name of the person to whom you have just been introduced.

Before introducing dignitaries at the head table, be certain names are spelled correctly and proper titles are used. The order of rank should be scrupulously observed. A person who has been elected but has not taken over the office is called by the title of the office with - elect after the title. A Monsignor is not addressed as Father and a State Officer is not addressed as Brother. Remember, if you don't announce the name and title to the gathering, how can they be expected to know who the person is?

CONCERNING SPEAKERS AND SPEECHES

Whoever sets up the program should decide in advance whom he wants as speakers and the length of the speeches desired. He should give ample notice to those he has selected that they are expected to speak. He should never ask an invited guest to speak unless he has been forewarned, nor should he ever ask a guest at an event if he would care to speak. So many times a Grand Knight or Master of Ceremonies will approach a guest during the actual speaking program and ask if he wants to speak. This gives the impression that they would prefer that he did not speak, but if he wanted to speak, they would permit it. There really should be only one quest speaker, who is the last speaker on the program. Remarks from others should be limited to a few minutes each.

A State Officer or District Deputy should always be given an opportunity to speak whenever they appear at a function. When more than one is present, only the senior officer should speak and the District Deputy should limit himself to very brief remarks. All should be recognized and accorded proper respect however.

The main etiquette problem posed by Councils is that of handling speakers and speeches. When the speaker is not a member of the Council or a personal friend, the chairman owes it to him to give him complete information about his audience so that he will not produce boredom and embarrassment all around with an inappropriate speech. He should be given a definite time limit well ahead of the occasion so he can prepare the speech accordingly. Just before he begins to speak, arrange a mutually agreeable signal to tell him he has three minutes left to talk. Advance arrangements are necessary so that the pull on the coattails will not appear to be related to the interest of the speech itself.

Adequate acoustical facilities should be provided and, if possible, the speaker should be given a choice between the use of or nonuse of a microphone.

The speaker should be lionized a bit before and after the speechmaking - that is, bring members to him to be introduced instead of circulating him around the room. Center the conversation on the speaker, not around council events he has less interest in. Help to reassure the best and worst speaker alike as to the effectiveness of his speech. Introduce a speaker briefly, with only enough biographical material to establish him as an authority on his subject.

Thank the-speaker at least three times, in public from the rostrum, in private before his departure and in a letter later on.

If the speaker is a woman or if the main speaker's wife attends, she usually is presented with flowers.

HEAD TABLE

At a banquet, where there is a head table, the Hierarchy, Clergy, Supreme Officers or Directors, State Deputy, Master, District Deputy, Chapter President, Grand Knight, Honored Guest and Banquet Chairman should be seated there along with their wives. Past State Deputies, Former Masters, Insurance Representative, Executive Staff, State Directors and Chairmen, visiting Grand Knights and Faithful Navigator should be seated prominently in the audience.

Seating at the head table should be arranged by rank from the middle of the table out to either end. If other State Officers are present besides the State Deputy, they may be seated at the head table if there is room, otherwise they should be seated with their wives at a table directly in front of the head table.

Guests should be introduced from right toward the middle, then from left toward the middle, regardless of rank, and no one should be excluded, including those who will speak later. Dignitaries in the audience should be introduced from the highest to the lowest.

NOTE: When there is no head table, such as at the Installation of Officers where all dignitaries are seated in the audience, then introductions are made from the lowest up to the highest. The highest ranking dignitaries will come forward and make their remarks as they are introduced.

Speakers at the head table should speak in order of precedence from the lower up to the higher, with the honored guest speaking last.

The Toastmaster should always be seated next to the podium and not at a seat at the end of the table. This is simply done so that he will not be running back and forth after each speaker is introduced. Toastmasters should familiarize themselves with Knights of Columbus titles and protocol. They should also know the background of the speakers at the head table and should use the proper salutations for titles when they first take over the podium.

When introducing Past State Deputies or Past Grand Knights, the Immediate Past State Deputy or Past Grand Knight is introduced first and then the other Past State Deputies or Past Grand Knights are introduced by seniority, with the most senior one being introduced first and the least senior one being introduced last

All should rise when dais members enter and remain standing until they are seated at the head table. All should rise when the Hierarchy, Clergy, State Deputy and Honored Guest get up to speak and should rise again when they leave the podium to be seated.

The chairman of the banquet should open by calling on the Chaplain to give the invocation. The chairman should advise all to place their hand over their heart and then lead in singing the National Anthem and reciting the Pledge to the Flag. All will then eat. After which, the chairman will introduce the Toastmaster. The Toastmaster will say, "Thank you Mr. Chairman" and will then proceed to acknowledge the dignitaries. The entire list in the order of precedence should not be given but only those who are present.

RECOGNIZING HIERARCHY AND CLERGY

Never use the term "Reverend Clergy" unless clergymen from other faiths are present. If the Cardinal is present, you would say, "Your Eminence"; Archbishop or Bishop, "Your Excellency"; Monsignor, "Reverend Monsignor"; Priest, "Reverend Father" and Deacon, "Deacon".

ORDER OF PRECEDENCE

HIERARCHY
CLERGY
STATE DEPUTY
SUPREME DIRECTOR
VICE SUPREME MASTER
STATE OFFICERS
MASTERS OF THE FOURTH DEGREE
IMMEDIATE PAST STATE DEPUTY
PAST STATE DEPUTIES (BY SENIORITY)
FORMER MASTERS (BY SENIORITY)
EXECUTIVE STAFF
DISTRICT DEPUTIES
SUPREME COUNCIL INSURANCE DIRECTORS
OR FIELD AGENTS
STATE DIRECTORS
CHAPTER PRESIDENTS
STATE CHAIRMEN
WARDENS TO THE STATE DEPUTY
DISTRICT WARDENS
DISTRICT MARSHALS
GRAND KNIGHTS
FAITHFUL NAVIGATORS
PAST CHAPTER PRESIDENTS
PAST GRAND KNIGHTS
PAST FAITHFUL NAVIGATORS
CHAPTER OFFICERS
COUNCIL OFFICERS
ASSEMBLY OFFICERS

PARADE FORMATION

When walking in a parade formation (either two or four abreast) the higher ranking person always precedes a lower ranking person. Usually ladies walk alongside of their men. When Past State Deputies or Past Grand Knights are in parade formation, the Immediate Past State Deputy or Past Grand Knight takes precedence. The other Past State Deputies or Past Grand Knights follow in order of seniority with the most senior one being first.

PROCESSION FORMATION

When walking in a procession formation (always two abreast), the lowest ranking person always precedes a higher ranking person, with the highest ranking person being last in line. When Past State Deputies or Past Grand Knights are in procession formation, the one with the least seniority precedes the others in line with the one exception that the Immediate Past State Deputy or Past Grand Knight will be the last in the line with the most senior one preceding him.

SEATING ARRANGEMENT IN PEWS

Ushers should be advised that a State Council Mass has very specific seating arrangements. The first pews on the right (facing forward) are reserved as follows: State Deputy, Supreme Director, Vice Supreme Master, State Officers and their wives. The wives of the Deacons, who are Associate State Chaplains, will be seated on the right just behind the State Officers along with the Executive Staff and their wives. The first pews on the left are reserved for the two Masters and the Immediate Past State Deputy and their wives. The next pews on the left are reserved for the remaining Past State Deputies and their wives seated by seniority with the most senior seated in the next pew on the aisle with Former Masters and their wives seated following the least senior Past State Deputy. District Deputies are seated next on either side of the aisle. All others are seated in the remaining pews in the order of precedence.

INSTALLATION OF OFFICERS

The State Council issues a special booklet on the Installation of Council Officers. At an installation, the District Deputy should observe the protocol seating as described in the Installation Booklet and should not occupy the first seats to the right with his District Warden. These seats should be reserved for the State Deputy, the Supreme Director, the Vice Supreme Master, the State Officers, the Master and Past State Deputies. The District Deputy and his District Warden should arrange for seats for themselves after the dignitaries have been properly seated.

Council Officers lining up to be installed should keep their arms down at their sides with their thumbs along the seams of their trousers. If robes are worn, cinctures should be worn on all robes with the two tabs draped down on the officer's left side. The Grand Knight and the Chancellor should wear their mantles.

FORMAL ATTIRE

Black tuxedos are considered formal with white dinner jackets being substituted from May 15th until September 15th.

JEWELS

While in office, all officers should wear their current jewel of office suspended from the proper colored ribbon around the neck at all Knights of Columbus meetings, functions and social gatherings.

Former Supreme Directors, Past State Deputies, Former Vice-Supreme Masters, Former Masters, Former District Deputies, Past Chapter Presidents, Past Grand Knights and Past Faithful Navigators are authorized to wear miniaturized jewels on or above the left breast pocket. They should be worn in the above order from right to left.

While a Knight is currently in office, it would be improper for him to wear the miniature past or former jewel of that office.

FLAGS

The U.S. Flag Code as approved by Congress and signed by President Ford on Jul 7, 1976 should be strictly adhered to (Public Law No. 94-344). The U.S. Flag may be displayed flat, above and behind the speaker. If on a staff, it must be at the speaker's right as he faces the audience. All other flags must be at the speaker's left. The precedence of flags shall be U.S., Papal, MD and Order.

CONCLUSION

It would be impossible to cite a rule for every occasion. The Grand Knight may at times encounter some rather difficult or unique situations. In these cases, the Grand Knight is advised to consult the State Protocol Chairman if time permits; otherwise he should use his judgment and simply apply common courtesy.

Mark Twain summed up the situation when he said: "Always do right. You will please some people and astonish the rest."