



# **Protocol**

**Manitoba State Council**

Rev. July 2010

## Table of Contents

State Officer Titles .....	pg. 1
Head & Sub-head Tables .....	pg. 2
“Past” vs, “Former” .....	pg. 5
Dinner Meeting Procedures .....	pg. 6
Introducing a Speaker & Speeches .....	pg. 8
Hosting State Events.....	pg. 11
Hosting Degrees.....	pg. 15
General Information.....	pg. 17
Flag Protocol.....	pg. 20
Flag Layout Diagrams .....	pg. 22

# **Manitoba State Council**

## **Protocol**

### **List of State Officer Titles**

- ~ Honorary State Chaplain
  - ~ State Chaplain
  - ~ State Deputy
- ~ Immediate Past State Deputy
  - ~ State Secretary
  - ~ State Treasurer
  - ~ State Advocate
  - ~ State Warden
- ~ State Program Director
- ~ Vice-Supreme Master of the Fourth Degree
  - ~ Master of the Fourth Degree

## **Head Table & Sub-head tables**



At any gathering of the Knights of Columbus, the clergy, supreme officers and supreme directors, state officers, state directors and chairmen, district deputies, general agent and field agents, vice-supreme masters, masters and navigators of the Fourth Degree or visiting grand knights always are **honored guests** and as such should occupy a seat of honor. (Sometimes because of the large number of dignitaries in attendance it is impossible to seat everyone at the head table. In cases such as this, only the top ranking officials should be seated there. Other dignitaries should sit at designated seats in the audience and introduced at an appropriate time by the master of ceremonies.) If there is more than one sub-head table, members of the State Board should be seated at table #1. If a hospitality room is available, sub-head tables should be invited.

**Seating is arranged by rank** from the middle out to either end – with the highest ranking official seated at the middle of the head table. Guests are introduced from right toward the middle, then from the left toward the middle, excluding speaking members of the head table. All should rise when said 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 he has 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 the lowest up.

When more than one archbishop is present and a speaker does not wish to mention each by name he should say: “*Your Excellencies*”. One **should never use** “*Your Graces*”. When more than one priest is present and a speaker does not wish to mention each by name he should say: “*Reverend Fathers*”. One **should never use** “*Reverend Clergy*” unless clergymen from other faiths are present. At cooperative affairs, officers of other organizations should be seated by Knights of Columbus officers of equal rank and introduced at the same time.

There are some exceptions:

- Your guest speaker, usually the State Deputy, would occupy the center positions at your head table.

- Where you have a guest from another organization present, they would sit at equal rank to a K of C head table guest.

- Where the State Deputy is not able to attend your function and has designated another official in his place, the designate would occupy the seat normally reserved for the State Deputy.

- At 4<sup>th</sup> Degree Assembly functions, the Faithful Navigator is followed by the Master, State Deputy, etc. (Even though it is a 4<sup>th</sup> Degree function, the State Deputy is the highest ranking official in the province.)

- If the **General Agent** is present, he should occupy a seat at the head table unless a secondary head table has been designated. Be sure that he and his wife are not sitting alone at the table. Other honored guests should be present at that table. He should be asked to say a few words. **Should he designate someone to replace him, they should be given the same courtesy.**

- At Knights of Columbus functions, the spouse or guest is always seated with their escort.

- You should limit the size of your head table with only the top ranking officials and have a secondary head table for your other guests.

- Greetings from the Supreme and State are presented in the following order: State Deputy or designate, then the Supreme official. However, if the State Deputy is the main speaker, he speaks last.

**“Past” vs. “Former”**

A brother knight who has been **appointed** to a position, for example: a Master of the 4th Degree, should be introduced as Worthy **Former** Master once he has completed his term.

A brother knight who has been **elected** to a position, for example: a State Deputy, should be introduced as Worthy **Past** State Deputy once he has completed his term.

## **Dinner Meeting Procedures**

A well-run dinner meeting is great for everyone present, but unfortunately many dinner chairmen do not follow a well laid-down procedure, and the result is noted in the feelings and reactions of the audience.

Listed below are a few ideas and sequence of events that are generally acceptable as good form in conducting a dinner program:

- Call to Order
- O Canada (*desirable*)
- Grace (*may also include a prayer for the Holy Father*)
- Toast to the Queen should be confined to more formal dinners. There is no reply to the Toast to the Queen. The Toast to the Queen should be done with a glass of water and not a glass of wine. The Master of Ceremony or person giving the toast should give the guests an opportunity to fill their glass.
- Toast to the Ladies should be made with a glass of wine. Toasts may be followed by a reply. Again, the Master of Ceremony or person giving the toast should give the guests an opportunity to fill their glass.

- Introduction of head table guests. When introducing a head table, start at the extreme left and come in to center, then go to the extreme right and back to center again. This method brings the final and heaviest applause to a climax with the last man mentioned - the speaker.

The entertainment (*if any*)

Greetings - confined to **three minutes or less**

Introduction of Guest Speaker

Guest Speaker (*Outside of the thank you speech there should be **no speakers after the guest speaker.***)

Thanks to the speaker. This graceful thank-you speech is made by a member from the audience by previous arrangement. Of course, it appears to be spontaneous and an effect of that nature is desirable.

Announcements (*if any*) - may close with Hail Mary and Glory Be.

Adjournment

God Save The Queen. (*optional*)

## Notes on introducing a speaker



**Be brief.**

**Avoid:**

- 1) Stale and stilted phrases, i.e. **“It is indeed a pleasure” - “a man who needs no introduction” - “we are gathered here tonight”.**
- 2) An over-florid prediction of the treat that awaits the audience.
- 3) Exaggerating your speaker’s qualifications or listing his achievements in great detail and length.
- 4) Mentioning your speaker’s name until you are ready to present him. E.g. The proper way is **“May I present Mr. Jones of Toutes Aides, Mr. Jones.”**
- 5) Spotlight stealing. You are making a mere introduction not a full speech. The hero of the evening is the speaker. Remember that.

### **THANK YOU SPEECH**

- 1) Be brief - 30 seconds to 1 minute.
- 2) Don't refer to the speech material - you are thanking the speaker on behalf of the group.
- 3) Listen to the speech for worthwhile qualities.
- 4) Express thanks for: entertainment, thought, preparation.
- 5) useful information - special news to your group - a long journey - possibly at speaker's own expense.

### **PRESENTATION SPEECH**

- 1) Refer briefly to the occasion.
- 2) Refer to the achievement of the recipient.
- 3) Express your goodwill.
- 4) Make the formal presentation.

### **ACCEPTANCE SPEECH**

- 1) Express your most sincere thanks.
- 2) Mention your debt to the group making the presentation. E.g. "*As I look back over the years spent here, I find I too have much to be thankful for.*" Express thanks again.

### **PROPOSING TOAST**

- 1) Make opening reference to the occasion.
- 2) Refer to the achievement of recipient or recipients.
- 3) Express on behalf of all those present their goodwill toward the subject of the toast.
- 4) The formal toast: ***“Ladies and gentlemen, will you please rise and drink a toast with me to ....”***

### **REPLYING TO TOAST**

- 1) Say thanks - freely, but be sincere.
- 2) Turn back the spotlight to your audience. e.g. ***“If all the nice things you have said are true, it is largely because of my association with such valuable friends as are here tonight.”***
- 3) Say thanks again and sit down.

\* Please refer to page 6 when a toast is given to the Queen or to the Ladies.

## **Hosting State Events**

State Council invites councils throughout the province to host the many state functions that can be hosted by the council and the community. The call for proposals is issued by the State Deputy in November.

You must submit your request to host a state function in writing on council letterhead and signed by the Grand Knight. When applying, specify the availability of hotel/motel accommodations for state board and other participants. We at state board are not always aware of the accommodations in your town and may decline your request because of limited information.

At all state functions, the State Deputy is the keynote speaker or he will designate someone to speak. Local arrangements must keep this in mind. If it is a state function, it is the State Deputy's event and he determines speakers, greetings, etc. with the local committee. Always consult the State Deputy for his input first before preparing the program, especially at state banquets.

**IMPORTANT NOTE**

The budget and plans for these events must be submitted to the State Deputy 90 days in advance, for his approval, before proceeding. Event information should then be forwarded to the state office 60 days prior to the event so that it can be included in the Manitoba State mailing.

**STATE CURLING:** usually first weekend in March

The Host Council must book the ice, make arrangements for an Honor Guard at the opening ceremonies (phone Master), pick up flags, Manitoba State banner and major trophies from state office, set up curling draw for Friday and Saturday with finals early Sunday. Small trophies for 1<sup>st</sup> event winners are the responsibility of the host Council. (Read IMPORTANT NOTE at top of page)

Friday: registration, opening ceremonies, welcome reception

Saturday afternoon/evening: Mass and banquet

Sunday: to facilitate early departure of participants traveling long distances, finals should finish prior to noon and prizes be distributed at brunch.

**STATE GOLF:** preferably the second Friday or Saturday in August so as not to interfere with the Supreme Convention which is usually held in the first week.

The host council must book the golf course, pick up trophy, Manitoba State banner from State Office, organize banquet and distribution of prizes.

(Read IMPORTANT NOTE at top of page 12)

**I.C.C.D. DRAWS:**

- I.C.C.D. Early Bird Draw: in January
- I.C.C.D. Major Draw: in April

The host council is responsible for organizing the mass / banquet / social / draw. The council prints and distributes the banquet tickets, books the hall and caterers, makes arrangements to pick up the drum for the draw, Manitoba State banner, etc. If out of town location, council books hotel/motel for state board, their spouses and other guests.

(Read IMPORTANT NOTE at top of page 12)

**REGULATIONS:**

After your council has been awarded the function, the state board requires that a budget be submitted to the State Deputy (90 days prior to the event). A financial statement is required following the event and it is to be sent to the State Deputy.

**COUNCIL EVENTS:**

If your council is hosting a council function - banquet, luncheon, social - you are encouraged to invite the State Deputy and the state board to attend. If you wish to have “**Greetings**” from the state board, contact the State Deputy and he will come or send a designate from the Board. If more than one Board Member is present, the State Deputy brings “**Greetings**”.

An invitation to the whole State Board is always appreciated and spouses should also be invited if it is a mixed gathering. Complimentary tickets for the State Deputy and his wife are usually included with the invitations.

*\*Remember: the “**guest speaker**” is always the last on the program, just before the Thanksgiving Prayer.*

## **Hosting Degrees**

### **Hosting a First Degree:**

The hosting council must let the 1st Degree Chairman and the state office know at least 60 days prior to the degree so that it can be included in the Manitoba State mailing. The following information is needed in order to properly announce your degree.

- Date of degree
- Host Council name and number
- Name and address of location
- Held in honour of (if applicable)
- Registration time
- Degree time
- Contact name and phone number

### **Hosting a Major Degree:**

The hosting council must check with the state office to make sure the dates are available. It must then let the state office know at least 60 days prior to the degree so that it can be included in the Manitoba State mailing. The council must provide the state office with the following information:

- Date of Major degree
- Host Council name and number
- Name and address of location
- Held in honour of (if applicable)
- Registration time
- Degree time
- Contact name and phone number
- Whether or not a banquet / wine & cheese will be held after the Major degree. If yes, please give the following details:
  - ◆ Price
  - ◆ Location
  - ◆ Time
  - ◆ Whether or not there will be entertainment
  - ◆ Who to contact for tickets
  - ◆ Etc.

Two complimentary tickets should be provided for the State Deputy and his wife.

## **General information**

### **Hosting of State Events**

Before any event takes place a great deal of organizational planning must begin a long time in advance.

The state board has followed the policy of moving around the province for its events and has endeavored to schedule its meetings and activities to coincide as much as possible with council celebrations. Because of the nature of various events, there are limitations and restrictions to this. However, there is also a degree of flexibility.

In selecting locations for various events, the state board responds to invitations from the councils and would be delighted to hear from you for future involvement. State events are held to encourage participation and fraternity among councils and the general membership. It also gives councils an opportunity to show their organizational ability, leadership, cooperation and fraternity. These are not intended to be money making events for your council but a very modest profit is acceptable. Councils are encouraged to use their ingenuity to put on a first rate event at the most reasonable cost possible to ensure maximum participation.

When hosting an event in conjunction with other special happenings in the area, one must ensure that both events can be carried out together without one being detrimental to the other.

Your submission to hold an event must be done in writing to the State Deputy. Include general information pertaining to the event requested (i.e. State Curling - hall capacity, motels available, etc.) with your request.

Even though it is a “**State**” event, the hosting Grand Knight or Committee Chairman is in charge of making all arrangements and must be prepared to organize and run the event with only minor assistance from the State Deputy.

The hosting council **must** prepare an agenda and preliminary budget and submit it to the state board for approval at least 90 days prior to the event and before all arrangements are made.

We wish to have locations selected **at least one year** prior to the event. Early in the Columbian year, Manitoba State sends out a notice inviting the councils to submit their request. Your request to host events will be considered and allocated at the January state board meeting.

Any information that will be sent to councils should be sent **through the Manitoba State Office only**. Include a community map with your material to show the locations of events and available accommodations.

# **Flag Protocol**

**AT STATE CONVENTION/MAJOR GATHERING:  
(Viewed from audience)**

**in following order Left to Right and  
to the left of the Head Table/Stage**

- (1) Canada
- (2)USA (Only if a representative from Supreme or a State Deputy from USA jurisdiction is present)
- (3) Papal
- (4) Provincial Flag of Host Province
- (5)Provincial Flag of Visiting Provincial Jurisdiction (Alberta, Saskatchewan, Ontario, etc.)
- (6) City or Municipality in which the function is held
- (7) Knights of Columbus

NOTE: Flag of another country should never be displayed unless there is an official representative of that country present and who takes part in the proceedings/function.

### **Colour Party Processions**

Indoors - Flags carried in same order as above but in single file with Canada Flag at Head.

Parades - Canadian Flag at marching right or the center front.

**Council/Assembly Meetings/Functions** - Behind Head Table or to the left of it. (If only 3 flags displayed, Canada Flag is always in the center)

- (1) Papal
- (2) Canada
- (3) Knights of Columbus

**Flags of Organizations/Societies** - Permitted only if a representative(s) of the group(s) are part of the official proceedings - flags not permitted if members of the groups are there only as regular guests.

#### **Examples of organizations -**

- Société Franco-Manitobaine (SFM)
- Brotherhood of Ukrainian Catholics (BUC)
- Catholic Womens League (CWL)

#### **Information Sources:**

- Form 1667 - pamphlet - the Canadian Flag
- Form 808 - Drill Manual - Pages 66-68

<input type="checkbox"/>	<b>Canada</b>
<input type="checkbox"/>	<b>USA</b> (Only if a Supreme Rep. or State Deputy from USA Jurisdiction is present)
<input type="checkbox"/>	<b>Papal</b>
<input type="checkbox"/>	<b>Provincial Flag</b> or Host Province
<input type="checkbox"/>	<b>Provincial Flag of Visiting</b> Provincial Jurisdiction
<input type="checkbox"/>	<b>City or Municipality</b> where function is held
<input type="checkbox"/>	<b>K of C</b>
<input type="checkbox"/>	<b>Canada</b> (If several countries present)

**Flag Layout** (see notes 1 & 2)

<input type="checkbox"/>	<b>Papal</b>
<input type="checkbox"/>	<b>Canada</b>
<input type="checkbox"/>	<b>K of C</b>

**Three Flags**  
(see notes 1 & 3)

<input type="checkbox"/>	<b>Canada</b>
<input type="checkbox"/>	<b>Papal</b>

**Two Flags**  
(see notes 1 & 2)

**PLEASE NOTE:**

- 1 - Flag layout is always based on “when viewed from the audience”.
- 2 - When two (2) or more than three (3) flags are flown, the National Flag should be on the left.
- 3 - When three (3) flags are flown, the National Flag should be in the middle.



**Notes:**





**Notes:**





