

PROTOCOL AND ETIQUETTE
For
The Order of the Eastern Star
In North Carolina

Protocol is the name given to the rules prescribing the etiquette in ceremonies, the code prescribing deference to rank and strict adherence to due order of preference and correct procedure. Every member should be properly informed in Eastern Star protocol.

The purpose of the information given herein is an effort to perpetuate the traditions of the gracious way of life as handed to us by our founder, Rob Morris.

Certain rules that have developed as our Order has grown have made it necessary for us to maintain high standards in our practices to meet the ever rising social demands that have fallen upon us as a fraternal organization. In this rapidly changing world of progress and changing patterns of modern living, we find ourselves at the crossroads and must, of necessity, plan a course of action.

If we have succeeded in preparing you for a practical guide in precept and in principle which when adhered to will make you a more knowledgeable member, then our efforts have not been in vain.

Protocol in itself has many facets. The title one holds must be the deciding factor at all times.

Invitations

Invitations should be issued at least three weeks before the event. If you desire the invited guests to be in the receiving line or to wear formal or afternoon dress, note it on the lower left hand corner of the invitation.

Invitations within our organization are usually "general" or "informal". Courtesy demands recognition of the invitation whether accepted or declined.

General Grand Chapter Protocol

The Most Worthy Grand Matron, Most Worthy Grand Patron, Past Most Worthy Grand Matrons, Past Most Worthy Grand Patrons, other General Grand Chapter Officers in order of their rank, members of Standing and Special Committees of General Grand Chapter, Worthy Grand Matrons, Worthy Grand Patrons, Past Grand Matrons and Past Grand Patrons according to their year of service, and followed by the Grand Chapter Officers, according to their rank are presented in this order. This order of presentation has come through long years of inherent usage and inasmuch is now procedure and Ritualistic law.

Grand Chapter Protocol

The Worthy Grand Matron and Worthy Grand Patron are the official heads of state in the Order of the Eastern Star. They are the official host and hostess for the Grand Chapter, head the line and officially greet and present by name honored guests at a Grand Chapter Session.

Subordinate Chapter Protocol

The Worthy Matron and Worthy Patron are the official heads of a Subordinate Chapter. It is their duty to greet guests and present honored visitors and to act as host and hostess at all functions within the jurisdiction of their respective Chapter.

Introductions

Introductions of order of rank of Distinguished Guests and Distinguished Members are found in the Book of Instruction and should be adhered to without question or debate.

Official Visits

The Worthy Grand Matron and Worthy Grand Patron are always on Official Visit and should be given the undivided attention of the district membership when present, and all

courtesies planned and centered around them. This is not only Eastern Star protocol but standards of good etiquette, and when observed, places the membership high in the opinion of those who are not members of the Order.

Banquets

Note: Please remember to be courteous at all times when guests are speaking or singing. The gracious thing to do is to sit quietly, NO eating and NO talking.

Seating arrangement depends upon table arrangement:

Head Table

- A. Center: Master of Ceremonies or presiding officer
- B. Immediate Right: Most honored lady guest and husband
- C. Immediate Left: Most honored gentleman and wife
- D. If all other guests are of equal rank, place right and left according to seniority and title.

Those persons giving the Invocation, Welcome, Response, Introductions and the Chairman of Entertainment should be placed at or near the head table. If a great many guests are present, they may be seated at tables placed in front of the head table.

Introductions

After the most honored guests are introduced (Worthy Grand Matron and Worthy Grand Patron of North Carolina with their husband and wife, Most Worthy Grand Matron and husband; Most Worthy Grand Patron and wife), all others are presented according to title. If Past Grands of North Carolina are present, present according to seniority.

A. At Grand Chapter

- 1. Type of banquet or luncheon will determine (The Worthy Grand Matron always to the right and Worthy Grand Patron to the left of speaker.)

2. Protocol and custom decide seating.

B. District Schools

Protocol and custom will decide seating.

C. Subordinate Chapter (banquet, luncheon, breakfast)

Protocol according to rank of guests.

After seating the Worthy Grand Matron (right of speaker or M.C.), the Worthy Grand Patron (to the left of speaker or M.C.). Custom demands special attention also to distinguished members of a Chapter (Past Grands and Grand Officers).

Receptions

1. If the invitation is for "after five," and if "receiving line" is indicated, the type of dress should be placed in the lower left hand corner of the invitation.
1. Placement in the receiving line will be determined by the rank of officers according to regular protocol. The length of the receiving line should be determined by the host or hostess of the event.
2. Wife or husband of the honoree should be in the receiving line, standing next to the honoree. The host or hostess will receive and make presentation of guests as they arrive.
(NOTE) Lineup for reception: Host and hostess, honored guest, then follow the lineup of introductions as given in the Book of Instruction.

General Information

Correspondence

Letters addressed to the Chapter belong to the membership, not to the Secretary, and all such correspondence should be read.

Revised 11/7/14

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