

*Supreme Temple
Daughters of the Nile*



Protocol

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PROTOCOL

DAUGHTERS OF THE NILE

Supreme Temple, Subordinate Temples, Clubs, and Unit Members shall adhere to the Protocol for Daughters of the Nile.

I. DRESS

A. ATTIRE

1. **ANKLE LENGTH OR LONGER DRESS/SKIRT** shall be the proper attire for:
 - a. All Elective and Appointive Officers performing the Ritualistic Ceremonies of the Order.
 - b. Board of Directors, Supreme Appointive Officers, and Supreme Appointees who attend any Ritualistic Ceremony.
 - c. Any member participating in the Temple Installation of Officers, excluding Unit Members in uniform.
 - d. Board of Directors and Supreme Appointive Officers during all official functions of the Supreme Temple Annual Session.
 - e. Participants in the Supreme Temple Annual Session Memorial Service shall wear **ONLY** long, **WHITE**, apparel.
2. Appropriate attire is suggested for all Ladies of the Household at any Session, Ceremonial, Installation or social function held concurrently with such activities.
3. Formal pants and dressy pant suits may be acceptable attire at a **Subordinate Temple Stated Session**, that does not include a Ceremonial, for members not participating in the Ritualistic Ceremonies of the Order.
4. Members' Attire not defined in "1." may be:
 - a. Ritualistic robes, costumes, and accessories; which are provided for Officers by the Temple, and requested by the Queen.
 - b. A Queen may require designated attire for Past

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- Queens, to be worn at a Stated/Special Session.
- c. Unit costumes/uniforms are exempt from the Dress Code guidelines.

B. PROTOCOL

THE QUEEN AND ELECTIVE LINE OFFICERS SHALL BE THE TEMPLE MONITORS and have authority and discretion to make decisions concerning any questionable attire.

II. FLAG PROTOCOL

The Temples shall rely on understood tradition that has been passed down through word-of-mouth over the years. The tradition is that Daughters of the Nile uses curved or flowing floor patterns to symbolize the flow and bends of the River Nile, which is referred to within our Ritual and our History.

Therefore, the flowing floor pattern tradition should be followed when used in conjunction with a Stated Session, Ceremonial or Installation for all movements of any Officers, Units, Introductions or other movement patterns. Unit performances held for the entertainment of the Temple or for patrol purposes at the Supreme Temple Annual Session may use either the flowing floor pattern or square corners.

III. ORDER OF INTRODUCTIONS

A. Formal introductions shall be mandatory at the Official Visit of the Supreme Queen and Installation of Officers. Formal introductions are not mandatory at a Stated Session, Special Session, or Ceremonial. As an option, Past Supreme Queens, Supreme Elective/Appointive Officers, and Supreme Appointees may be recognized from their seats in the Temple without being given Supreme Honors or the Salutation Sign.

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1. Past Supreme Queens shall be seated on the Throne, unless they choose otherwise, and shall receive Supreme Honors when introduced formally at Sessions.
2. Supreme Temple Elective Officers shall be recognized at all Stated Sessions and seated on the Throne.

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3. Supreme Temple Appointive Officers or Supreme Temple Appointees may be recognized at all Stated Sessions and may be seated on the Throne, as space permits.

B. The **Order of Introductions** shall be from the highest official rank to lowest, **except that the order shall be reversed** at a banquet or other food function. If there are several honored guests, the Queen/Supreme Queen shall use plural language. A Past Supreme Queen's Supreme Temple Committee Appointment(s) may be given.

WEST OF ALTAR

1. Supreme Queen
2. Past Supreme Queens

QUEEN: *Princess Marshal, you will **PRESENT** Her Supreme Majesty/the Past Supreme Queen(s).*

On the occasion of her Official Visit, the Supreme Queen shall introduce the Supreme Temple Elective and Appointive Officers, Committee Members and remaining Supreme Appointees, including any Princess serving Supreme Temple.

PRINCESS MARSHAL: *Your Majesty, I have the honor of **PRESENTING** Her Supreme Majesty/the Past Supreme Queen(s), (**Giving her/their name(s) in full**).*

The Queen gives her words of welcome.

QUEEN: *Princess Marshal, you will **CONDUCT** Her Supreme Majesty/the Past Supreme Queen(s) to the Throne.*

The Queen calls up the membership IMMEDIATELY after her instructions to the Princess Marshal to conduct Her Supreme Majesty/the Past Supreme Queen(s) to the Throne.

The Princess Marshal raises baton, bows to the Supreme Queen/Past Supreme Queen(s), and conducts the Supreme Queen/Past Supreme Queen(s) to the Throne by way of Princess Badoura's station.

QUEEN: *Ladies of the Household, I have the honor of **INTRODUCING (Giving her/their names in full)**, Supreme Queen/Past Supreme Queen(s) of the Supreme Temple, Daughters of the Nile.*

QUEEN: *You will join me in honoring Her Supreme Majesty/the Past Supreme Queen(s) with Supreme Honors and giving her/them a hearty welcome.*

At the Official Visit of the Supreme Queen, the Queen shall present the gavel to the Supreme Queen who shall make the introductions, beginning with any Past Supreme Queens/Supreme Temple Elective/Appointive Officers/Supreme Appointees who may be present.

Supreme Queen returns the gavel. The Queen shall then make all remaining introductions, beginning with any Reigning Queens who may be present.

Members having the same official title are conducted to the Throne as a group. Each ascends the Throne one-at-a-time. They are introduced individually by the Queen/Supreme Queen. After a member has been introduced by the Queen/Supreme Queen, she steps to the side and continues standing until all in the group have been introduced. Honors are then given and she/they shall take her/their seats.

BEHIND THE STATION OF PRINCESS ZENOBIA

3. Supreme Temple Elective Officers
4. Supreme Temple Appointive Officers
5. Supreme Temple Appointees
 - (a) Supreme Temple Standing Committee Members (A, B, C . . . by Committee Name)
 - (b) Supreme Temple Special Committee Members
 - (c) Supreme Deputy Organizers, if applicable
 - (d) Supreme Goodwill Ambassadors
 - (e) Supreme Temple Flag and Banner Bearers
 - (f) Supreme Temple Flag and Banner Escorts
 - (g) Supreme Session Director of Uniformed Units, if a Past Queen

- (h) Supreme Session Director of Patrols, Director of Chorus, Chorus Accompanist, if a Past Queen
- (i) Supreme Temple Parliamentarian, if a Past Queen

NOTE: Daughters of the Nile Foundation Directors and the Canadian Member Trustee are not Supreme Appointments and should be introduced from the sidelines.

6. Reigning Queens

7. Past Queens

If numbers are excessive for formal introductions, such as at Temple Constituting, et cetera, Past Queens may be recognized from their seats and be given Honors as a group.

QUEEN/SUPREME QUEEN: *Princess Marshal, you will **PRESENT** the Supreme Temple Elective Officer(s)/Supreme Temple Appointive Officer(s)/Supreme Temple Appointee(s).*

PRINCESS MARSHAL: *Your Majesty/Your Supreme Majesty I have the honor of **PRESENTING** the Supreme Temple Elective Officer(s)/Supreme Temple Appointive Officer(s)/Supreme Temple Appointee(s).*

The Princess Marshal does not give the individual person's name, but gives only the title when presentations are made behind Princess Zenobia's station.

Honored Guests shall be conducted to the Throne by way of Princess Tirzah's station.

When introducing the Reigning Queens, the Queen gives Name, Temple Name and Number, City and State/Province. The Queen shall not introduce her as a Past Queen of a former Temple, if such is the case.

A Past Queen is introduced as a Past Queen of the Temple in which she served as Queen and her Dual Membership may be announced.

A Supreme Temple Appointee is introduced giving her name, Temple Name and Number, City and State/Province and the title of the appointment.

If a Supreme Temple Appointee is a Past Queen and holds a Dual Membership, and the appointment is made from the Dual Membership Temple, she is introduced giving her name, Temple Name and Number, City and State/Province where she served as Past Queen, title of the appointment and Dual Membership Temple Name and Number, City and State/Province from which the appointment was made.

C. A Princess who is serving as a Supreme Temple Appointee shall be introduced from her seat on the sidelines. She shall be introduced and welcomed by the Queen/Supreme Queen:

1. Supreme Temple Standing or Special Committee
2. Supreme Temple Annual Session Directors, Accompanist
3. Supreme Temple Parliamentarian
4. Daughters of the Nile Foundation Directors (Elected by Daughters of the Nile Foundation)
5. Canadian Member Trustee (Elected by the Supreme Temple Board of Directors)

D. A Past Queen who affiliates with a Temple in which she did not serve as Queen shall be introduced, giving her name in full, as an *Affiliated Past Queen from Name of Temple and Number, City and State/Province*.

E. A Past Queen/Affiliated Past Queen serving as a Line Officer is introduced:

1. At a Session in her Temple:

By standing at her station to be recognized as a Past Queen/Affiliated Past Queen in the same manner as the Junior Past Queen.

2. When visiting another Temple:

By rising from her seat to be introduced by her counterpart as:

- a. Past Queen (***Giving her name in full***), serving as Princess Royal/Tirzah/Badoura, from: *Name of Temple and Number, City and State/Province*

- b. Affiliated Past Queen (***Giving her name in full***), serving as Princess Royal/Tirzah/Badoura from: *Name of Temple and Number, City and State/Province*

F. Officers of other Masonic-affiliated Bodies or Civic Dignitaries may be introduced from their seats.

G. Any dignitary previously asked to give an address shall be conducted to the Throne or invited to the podium.

IV. ORDER OF SUBORDINATE TEMPLE INSTALLATION

Each Installation of Officers in a Subordinate Temple is unique. The *fine print* of the Installation Ceremonies and this outline for a Subordinate Temple Installation are defined to state the pertinent facts and guidelines established to bring conformity between the Subordinate Temples' and Supreme Temple's Installations. The guidelines exemplify the basic understanding of Daughters of the Nile principles previously established. The design of the outline encourages Temple individualism with guidance and a commitment to ensure a standard formality. Placement of chairs is described at the beginning of the Installation Ceremonies in the Ritual.

Where the word "OPTIONAL" appears, it means that each Temple may use an existing traditional procedure or do as the incoming Queen wishes.

A. Outline for Subordinate Temple Installation

1. Musical Prelude (OPTIONAL)
2. Sounding of the Gong (5 strikes of the gong) (OPTIONAL)
3. Pageantry Processional (OPTIONAL)
4. Entrance of Director of Chorus (OPTIONAL)
5. Entrance of Chorus (OPTIONAL)
6. Musical selection: "Open the Gates" (OPTIONAL)
7. Entrance of the Bible
8. Entrance of the Official Temple Crown
9. Entrance of the Mistress of Ceremonies; if other than the Queen, Junior Past Queen, or Installing

- Queen (conducted by Princess Marshal)
10. Entrance of Reigning Queen (conducted by Princess Marshal and Attendants)
 11. Formal introduction of Reigning Queen by Mistress of Ceremonies (Attendants retire following the Salute)
 12. Mistress of Ceremonies/Reigning Queen Formal introductions:
 - a. At the Altar:
 - 1) Supreme Queen
 - 2) Past Supreme Queen(s)
 - b. West of Princess Zenobia's station:
 - 1) Supreme Temple Elective Officers
 - 2) Supreme Temple Appointive Officers
 - 3) Supreme Temple Appointees
 - (a) Supreme Temple Standing Committees
 - (b) Supreme Temple Special Committees
 - (c) Supreme Deputy Organizers
 - (d) Supreme Goodwill Ambassadors
 - (e) Supreme Temple Flag and Banner Bearers
 - (f) Supreme Temple Flag and Banner Escorts
 - (g) Supreme Session Director of Uniformed Units, if a Past Queen (introduced from the sideline if not a Past Queen)
 - (h) Supreme Session Director of Patrols, Director of Chorus, Chorus Accompanist, if Past Queens (introduced from sidelines if not Past Queens)
 - (i) Supreme Temple Parliamentarian, if Past Queen (introduced from the sidelines if not a Past Queen)
 - 4) Reigning Queens
 - 5) Past Queens
 - c. Seated in a designated area and introduced from their seats:

- 1) Queen(s)-elect
- 2) Foundation Directors and Canadian Member Trustee
13. Flag Ceremonies (follow established Flag/Banner Protocol in the Floor Charts, the Ritual, and Protocol)
14. Entrance and introduction of all Uniformed Units (OPTIONAL)
15. Address of Welcome (by Mistress of Ceremonies, Queen, Junior Past Queen or Installing Queen)
16. The Mistress of Ceremonies or Reigning Queen introduces Installing Officers
 - a. Installing Officers stand as they are introduced
 - b. Installing Officers assume respective stations and are seated
17. Call to Order by Installing Queen
18. Entrance of Queen-elect
19. Entrance of Elective and Appointive Officers
20. Prayer
21. Obligation
22. Installation of Queen-elect:
 - a. Crown (invested by Installing Princess Marshal)
 - b. Robe Ceremony (OPTIONAL)
 - c. Musical selection (OPTIONAL)
 - d. Presentation of flowers by family member or friend when Reigning Queen is escorted to the Throne (OPTIONAL)
23. Installation of Elective and Appointive Officers
24. Proclamation
25. Informal Closing of Bible (Bible remains on the Altar)
26. Musical selection (OPTIONAL)
27. Presentation of Past Queen's Jewel
28. Presentation of Life Membership to Junior Past Queen (OPTIONAL)
29. Address of Reigning Queen
30. Presentations to Reigning Queen (OPTIONAL) (Limited to presentation of Ritual, Convalescent Endowment)

Fund or Convalescent Relief Fund/Account donations/ gifts, or other items of the Order traditional to the Temple

31. Signing of the Bible (OPTIONAL)
32. Introductions:
 - a. Queen's introduction of Family Members
 - b. Elective Line Officers' introduction of family and visiting Counterparts (OPTIONAL)
 - c. Presiding officers of other Masonic-related Bodies are introduced from their seats
 - d. Shriners Hospitals for Children® Representative and/or Shriners Hospitals for Children® Hospital Board Member and Lady (dignitary at Throne)
 - e. Civic Dignitaries are introduced from their seats
 - f. Illustrious Potentate/his official representative and Lady (dignitary at Throne)
 - g. Grand Master of Masons/his official representative and Lady (dignitary at Throne)
 - h. Imperial Potentate/his official representative and Lady (dignitary at Throne)
33. Unit Performances (OPTIONAL)

V. GIFTS, CORSAGES, AND RECEPTIONS

A. When corsages or personal gifts are given for any occasion, they shall be presented before the ceremonies begin.

B. With the exception of flowers and Stepping Stones to Happiness, Convalescent Endowment Fund and Convalescent Relief Fund/Account certificates and/or *My Gift Program* gifts for the Queen, gifts presented at an open installation shall be limited to those from the Order: Past Queen's Jewel, Life Membership Certificate and Ritual.

C. A Hostess or Queen may precede the Honored Guest(s) in a Receiving Line of a reception.

D. The Honored Guest(s) shall be in the Receiving Line according to their titles.

VI. OFFICIAL VISIT OF THE SUPREME QUEEN

A. Advance Preparations for the Supreme Queen:

1. The Queen shall act as the Official Temple Hostess. She shall **book a room in the name of the Supreme Queen** with arrangements guaranteed to assure accommodation of either early or late arrival. Suites are neither necessary nor expected **unless the Temple assumes the expense.**
2. A Past Supreme Queen, Supreme Temple Officer, and/or a Member of the Temple who is a Supreme Temple Appointee shall assist in the Official Hostess duties.
3. **Prior to the arrival of her Supreme Majesty, the Queen shall check:**
 - (a) Hotel assistance to insure the **immediate delivery** of her luggage to her room and **pick-up** for early departure
 - (b) First floor room availability and hotel security
 - (c) Food service and its availability
 - (d) Length of travel time between the hotel and Session building
4. IF ANY ORIGINAL INFORMATION IS, AT ANYTIME, CHANGED IN THE HOTEL, RESERVATION, SESSION BUILDING, TIMES, ADDRESSES, AREA CODE, PHONE NUMBERS OR FUNCTION PLANS, THE QUEEN SHALL ENSURE THAT THE PRINCESS RECORDER IMMEDIATELY INFORMS THE SUPREME QUEEN and SUPREME PRINCESS RECORDER.
5. The Queen may appoint a Reception Committee to greet the Supreme Queen upon her arrival.
6. The Queen shall provide a written agenda of scheduled events, a copy of any program, and a list of all Honored Guests upon the Supreme Queen's arrival to her room.

7. An escort shall be assigned to accompany the Supreme Queen upon her arrival at the Temple unless she declines assistance.
8. The Queen shall make all provisions for transportation for the Supreme Queen. She shall assign a member to transport the Supreme Queen to and from the Session:
 - (a) Inform the member of the time-schedule of the Supreme Queen
 - (b) Provide similar arrangements for a Past Supreme Queen, Supreme Temple Officer and/or other Honored Guests
 - (c) Arrange transportation and accompany the Supreme Queen to her place of departure or, if possible, to the next Official Visit

B. Temple Seating and Formal Presentation of Honored Guests

1. All Honored Guests shall be seated in a reserved section on the Throne side of Princess Tirzah's station.
2. The Supreme Queen shall be seated in the first chair of the first row immediately to the right of Princess Tirzah's station.
3. All Honored Guests are seated to the right of the Supreme Queen according to their Title and Temple Number.
4. Immediately after the Supreme Queen has been introduced and given Supreme Honors, the Queen shall present the gavel to the Supreme Queen who shall introduce any Past Supreme Queens, Supreme Officers, and Supreme Temple Appointees. The procedure is as described in **PROTOCOL III. ORDER OF INTRODUCTIONS.**
5. The Supreme Queen may omit naming committee appointments when introducing Past Supreme Queens.
6. The Queen shall introduce the Reigning Queens and Past Queens.

7. The Supreme Queen shall be seated on the Throne to the immediate right of the Queen with the Past Supreme Queens, Supreme Temple Elective Officers, and Supreme Temple Appointive Officers being seated, according to their Title, to the right of the Supreme Queen. Supreme Temple Appointees and Queens may be seated on the Throne to the left of the Queen, as space permits.
8. If space on the Throne is inadequate, chairs may be placed on both sides at the foot of the Throne between the Throne and the Temple Officers.
 - (a) Dignitaries of the highest official rank shall be seated in the row in front of the Throne.
 - (b) Dignitaries may be seated back in the reserved section they occupied before the Opening.
 - (c) Dignitaries shall leave sufficient unoccupied chairs in the front row to the immediate right of Princess Tirzah's station for the number of new members.

C. Session Procedures

1. The Queen shall make all announcements prior to the Supreme Queen's message.
2. **ALL PRESENTATIONS** from the Temple/Units/Clubs shall be given to the Supreme Queen **PRIOR** to her address.
3. The Queen shall call for presentations:
 - (a) All presenters shall form a line in front of the Throne and give the salutation sign in unison.
 - (b) Each presenter shall step forward, one at a time, make the presentation, and return to her seat.
4. The Queen shall invite the Supreme Queen to give her message immediately following the presentations.
5. There shall be **NO SPEAKER, ANNOUNCEMENTS, AND/OR PRESENTATIONS AFTER THE ADDRESS OF THE SUPREME QUEEN** at either the Session or a food function.

6. A Unit introduction and performance may take place following the address of the Supreme Queen at either function.

D. Supreme Queen's Visit – Official Food Function

1. A **Hostess Committee** shall be appointed to greet the Honored Guests. They shall inform the Guests of all arrangements and escort them to the assigned assembly room/area.
2. The Supreme Queen takes precedence over any other dignitary.
3. The Queen shall personally escort the Supreme Queen into the room followed by those to be seated at the Speaker's Table.
4. As the Supreme Queen enters the room, a designated person shall ask all to rise and applaud.

**SEATING AT THE SPEAKERS' TABLE
(HEAD TABLE/LOWER HEAD TABLE)**

(Refer to Seating Arrangement Chart, Page P-21)

1. With the Speakers' Table facing the assembly, the Queen shall be seated in the center of the table with the Supreme Queen seated at her right and the Queen's husband/escort at her left.
2. When a podium is used, the Queen shall be seated to the left of the podium with the Supreme Queen to the right of the podium.
3. When a Mistress of Ceremonies is presiding, she shall be seated at the left of the Queen or at the left of the husband/escort of the Queen.
4. The Imperial Potentate/his official representative, without exception, shall be seated at the immediate right of the Supreme Queen, with his Lady at his right.
5. The Illustrious Potentate of the local Shrine Temple and his Lady, or his official representative and his Lady, shall be seated at the immediate right of the Imperial Potentate and his Lady. In the absence of

- the Imperial Potentate/his official representative, the Illustrious Potentate/his official representative shall be seated at the immediate right of the Supreme Queen, with his Lady at his right.
6. The husband/escort of the Supreme Queen shall be seated at the immediate right of the First Lady of Shrinedom/the Lady of the Representative.
 7. The Grand Master of Masons of the State or Province and his Lady/Official Representative and Lady shall be seated at the right of the Illustrious Potentate and his Lady if the Supreme Queen's husband/escort is not in attendance.
 8. The Hospital Administrator/Hospital Representative and Lady/escort shall be seated at the left of the husband/escort of the Mistress of Ceremonies with his/her escort at his/her left.
 9. The Chief of Staff and/or the Hospital Board Member and escort shall be seated at the left of the husband/escort of the Mistress of Ceremonies if the Hospital Administrator is not in attendance.
 10. The Governor and the Mayor/their Official Representatives and Ladies/escorts shall be seated at the right/left of the center.
 11. Past Supreme Queens and their husbands/escorts shall be seated to the right and left of center according to their seniority of office, with the most senior being on the right nearest center.
 12. All other Honored Guests and their husbands/escorts shall be seated according to the official order used for introductions in the Temple.
 13. The Princess Chaplain may be seated at the Speakers' Table in the last chair at either end of the table, as space permits, or at an Honor Table.
 14. Honor/Honor Tables shall be arranged in front of the Speaker's Table to accommodate those honored guests not seated at the Head/Lower Head Table:
 - (a) Princesses serving the Supreme Temple in an elective/appointive capacity

- (b) Past Queens and their husbands/escorts and visiting counterparts with their husbands or escorts
- (c) Temple Officers and their husbands/escorts and their visiting counterparts with their husbands or escorts
- (d) Newly initiated members with their husbands/escorts
- (e) Members of the Divan and their Ladies
- (f) Past Potentates and their Ladies

INTRODUCTIONS

1. Formal Introductions are **mandatory** at the banquet/luncheon at the time of the Supreme Queen's Official Visit.
2. The Mistress of Ceremonies, the Banquet Chairman, or the Queen shall introduce the guest(s) and their escorts beginning with the new members and others seated at the honor table(s).
3. Introductions shall be made starting with the Honored Guest(s) of the lowest official rank and proceeding to the guest of highest official rank, the Supreme Queen.
4. Introduction order shall be **reversed** from the chart on the seating order when making official introductions in the Temple.
5. The Queen shall introduce the Temple Officers and may ask the Past Queens and their visiting counterparts to rise and be welcomed.
6. The Supreme Queen's Escort and Mistress of Ceremonies' Escort seated at the Head Table shall be introduced immediately before guests are invited to give an address. 2014
7. Each guest previously asked to give an address is invited to speak at the time he/she is introduced.
8. Each guest invited to give an address shall receive an Official Invitation with the request to bring a welcome. In addition, the instructions to the Imperial

Potentate, Potentate, Grand Master and Hospital Representative shall include the invitation to introduce his dignitaries and Ladies. This should include that Daughters of the Nile Protocol will have been previously proclaimed, allowing the speaker to begin with ***“Your Supreme Majesty, members and guests.”***

9. The Grand Master of Masons is the last member of the Masonic body asked to speak before the Supreme Queen, unless the Imperial Potentate or his official representative is present. He is then the last one to speak before the Supreme Queen is asked to give her address.
10. All members stand when the Supreme Queen is introduced and again at the conclusion of her address. Members do **NOT** stand for anyone else.

VII. SEATING ARRANGEMENTS FOR FOOD FUNCTIONS AT SUBORDINATE TEMPLES

A. Seating shall be made in an alternating manner but the order may change depending upon who is present.

B. The Hospital Board Member and Lady, unless representing the Hospital Administrator and Lady, shall be seated at an honor table.

C. The Shrine Association President/Representative and Lady, when invited and in attendance, shall be seated at an honor table.

D. When a Subordinate Temple has many dignitaries in attendance, the seating diagram and introductions shall apply as detailed in Section IX.

THE CHART for SUBORDINATE TEMPLE SEATING ARRANGEMENTS — SEE PAGE P-21

VIII. SUPREME TEMPLE ANNUAL SESSION

A. Informal Opening and Installation Ceremonies

1. Assigned seating for the Past Supreme Queens and Supreme Officers shall be provided in a reserved, designated area near where they shall enter for the Ceremonies.

2. The Past Supreme Queens shall be conducted into the Supreme Temple immediately following the entrance of the Supreme Officers.
3. The Supreme Queen shall introduce the Past Supreme Queens, call up the members, and request them to join her in giving Supreme Honors and a welcome.

B. Business Sessions

1. **Prior to the Ritualistic Opening**, a member shall be admitted by showing a signed, current Dues Card/Life Membership (Certificate/Silver) and Official Registration Badge to the Supreme Lady of the Gates and the Supreme Lady of the Keys or their respective assistants.
2. **Following the Ritualistic Opening**, the Supreme Lady of the Gates or an Assistant shall admit a member by viewing her signed Dues Card/Life Membership (Certificate/Silver) and her Official Registration Badge.
3. The Supreme Lady of the Keys or an Assistant shall view her Dues Card/Life Membership (Certificate or Silver), her Official Registration Badge, and receive the Password.
4. A member may enter/retire at any time during a Session except during the Ritualistic Opening Ceremonies and during the election of Supreme Temple Officers when a ballot is being taken. No member shall be admitted or re-admitted until the ballot is declared closed.
5. A member may enter and be seated/may retire without the formal salutation at the station of Supreme Princess Royal.

IX. SEATING ARRANGEMENTS FOR FOOD FUNCTIONS AT SUPREME TEMPLE ANNUAL SESSION

- A. The Hostess Temple Supreme Session Committee shall select a Protocol Chairman to arrange the seating chart for the Head Tables and Honor Tables for official food functions.

B. The Hostess Temple Supreme Session Committee shall provide a list of Honored Guests to the Protocol Chairman and assistants to line-up the dignitaries in a room designated for that purpose.

C. The Mistress of Ceremonies for each official food function shall be chosen by the Supreme Queen.

D. The Mistress of Ceremonies and the Supreme Queen shall review and approve the seating arrangements provided by the Protocol Chairman.

E. Fraternal and professional dignitaries shall be seated at honor tables to the right and left of center of the Lower Head Table, and shall be recognized prior to introducing the Lower and Upper Speakers' Tables.

F. Adjustments to the seating shall be made when Honored Guests/escorts are not present.

G. The Past Supreme Queens, Supreme Elective Officers and Supreme Appointive Officers are seated by seniority, except for the Supreme Princess Chaplain, who may be seated at either end of the Head Tables.

H. Seating and introductions shall be made by **alternating from RIGHT to LEFT** of the podium when facing the audience.

I. Formal introductions are **mandatory** at the **Get-Together Banquet**.

To establish Protocol, the **FIRST WORDS** spoken by the Mistress of Ceremonies should be **"YOUR SUPREME MAJESTY."**

The Mistress of Ceremonies establishes Protocol by extending the following greeting to those in attendance:

SUPREME QUEEN
PAST SUPREME QUEEN(S)
SUPREME ELECTIVE OFFICER(S)
SUPREME APPOINTIVE OFFICER(S)
SUPREME APPOINTEE(S)
REIGNING QUEEN(S)
PAST QUEEN(S)

LADIES OF THE HOUSEHOLD
MOST WORSHIPFUL GRAND MASTER
IMPERIAL SIR(S)
ILLUSTRIOUS SIR(S)
NOBLES AND GUESTS

AT THIS POINT, the Mistress of Ceremonies begins her **WELCOME** by stating: ***“My name is Susie Jones,*** [Past Supreme Queen/Supreme Princess Royal/Past Queen], ***and I am your Mistress of Ceremonies this evening.”*** She will then continue with any prepared WELCOME and/or other words/quotes/poem she has to offer.

The above is the complete **Protocol Greeting**; however, only those dignitaries in attendance would be greeted.

J. Formal introductions **may be used** at other official food functions at the discretion of the Supreme Queen.

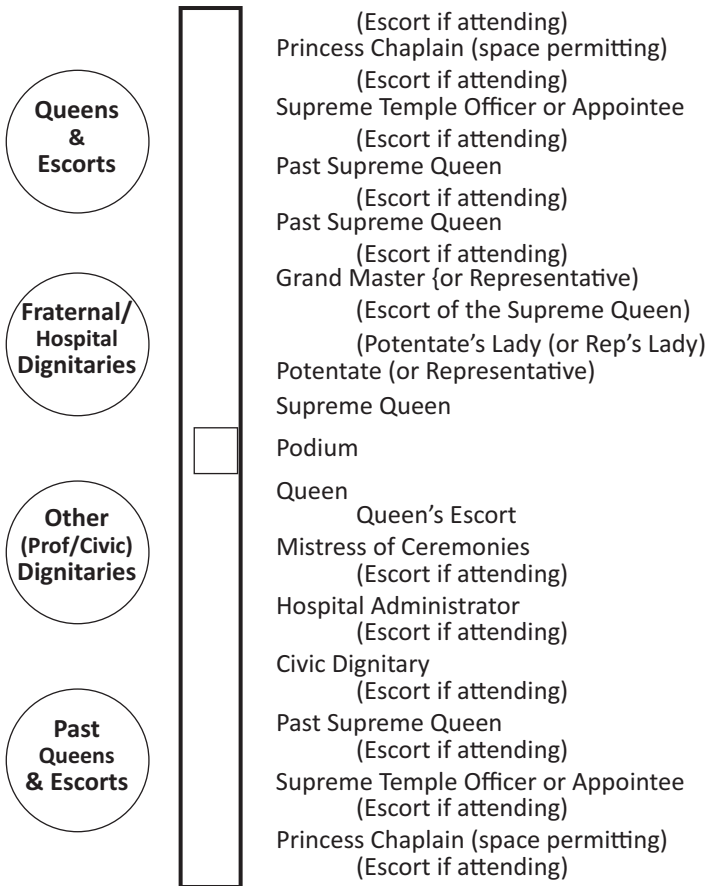
K. Each guest previously asked to give an address is invited to speak at the time he/she is introduced.

L. Each guest invited to give an address shall receive an Official Invitation with the request to bring a welcome. In addition, the instructions to the Imperial Potentate, Potentate, Grand Master and Hospital Representative shall include the invitation to introduce his dignitaries and their Ladies. This should include that the Daughters of the Nile Protocol will have been previously proclaimed allowing the speaker to begin with, ***“Your Supreme Majesty, members and guests.”***

M. Once the Mistress of Ceremonies has given the formal titles in her introduction, no other person or speaker is obligated to address the dignitaries by group title when beginning his or her talk.

**THE CHART for SUPREME SESSION
SEATING ARRANGEMENTS — SEE PAGE P-22**

SEATING ARRANGEMENTS for FOOD FUNCTIONS at SUBORDINATE TEMPLES



Seating shall be made in an alternating manner, which may change the above order depending upon who is present for a function. Hospital Board Members and Shrine Association President or Representative, who, when invited and in attendance, shall be seated at an Honor Table. (NOTE: This does not obligate a Temple to extend an invitation unless the Queen so desires.)

Introductions shall be made in an alternating manner with a permissible pause to welcome each classification of Honored Guests.

NOTE: In the event a Subordinate Temple Session has many dignitaries in attendance, the seating arrangement (diagram) and introductions for the Supreme Temple Annual Session shall apply.

SEATING ARRANGEMENTS FOR FOOD FUNCTIONS AT SUPREME SESSION

**QUEENS
AND
ESCORTS**

**QUEENS
AND
ESCORTS**

**QUEENS
AND
ESCORTS**

**SPECIAL
GUESTS
AND
ESCORTS**

**SPECIAL
GUESTS
AND
ESCORTS**

**QUEENS
AND
ESCORTS**

**QUEENS
AND
ESCORTS**

**QUEENS
AND
ESCORTS**

LOWER HEAD TABLE

ESCORT
 SUPREME ATTENDANT
 ESCORT
 SUPREME PR. MUSICIAN
 ESCORT
 SUPREME PR. ZORA
 ESCORT
 SUPREME PR. ZULIEKA
 ESCORT
 SUPREME LADY OF THE GATES
 ESCORT
 SUPREME PR. MARSHAL
 ESCORT
 SUPREME PR. RECORDER (IF NOT PSQ)
 ESCORT
 SUPREME PR. TIRZAH
 ESCORT
 PAST SUPREME QUEEN
 ESCORT
 PAST SUPREME QUEEN
 ESCORT
 PAST SUPREME QUEEN
 (HIGHEST RANK)

 PAST SUPREME QUEEN
 (2ND HIGHEST RANK)
 ESCORT
 PAST SUPREME QUEEN
 ESCORT
 PAST SUPREME QUEEN
 ESCORT
 SUPREME PR. BADOURA
 ESCORT
 SUPREME PR. BANKER (IF NOT PSQ)
 ESCORT
 SUPREME LADY OF THE KEYS
 ESCORT
 SUPREME PR. NYDIA
 ESCORT
 SUPREME PR. ZENOBIA
 ESCORT
 SUPREME PR. ZULIEMA
 ESCORT
 SUPREME ATTENDANT
 ESCORT

UPPER HEAD TABLE

ESCORT
 PAST SUPREME QUEEN
 ESCORT
 PAST SUPREME QUEEN
 ESCORT
 PAST SUPREME QUEEN
 ESCORT
 PAST SUPREME QUEEN
 ESCORT
 PAST SUPREME QUEEN
 ESCORT
 PAST SUPREME QUEEN
 (HIGHEST SENIORITY)
 GRAND MASTER'S LADY
 GRAND MASTER
 FIRST LADY
 POTENTATE
 ESCORT OF SUPREME QUEEN
 FIRST LADY OF SHRINEDOM
 IMPERIAL POTENTATE
 SUPREME QUEEN
PODIUM
 SUPREME PRINCESS ROYAL
 ESCORT
 MISTRESS OF CEREMONIES
 ESCORT
 CHAIRMAN OF SUPREME SESSION
 ESCORT
 HOSPITAL REPRESENTATIVE,
 CHIEF OF STAFF
 ESCORT
 PAST SUPREME QUEEN
 (2ND HIGHEST SENIORITY)
 ESCORT
 PAST SUPREME QUEEN
 ESCORT
 PAST SUPREME QUEEN
 ESCORT
 PAST SUPREME QUEEN
 ESCORT
 PAST SUPREME QUEEN
 ESCORT
 SUPREME PRINCESS CHAPLAIN
 (SEATING OPTIONAL EITHER END)
 ESCORT