

PROTOCOL MANUAL

DISTRICT 11, ZONTA INTERNATIONAL

1. PURPOSE

Protocol is a recognized set of rules prescribing good manners and common courtesies. Protocol is intended to be used as a guide to ensure all members are treated fairly. Zonta's code of behavior takes into consideration the traditions and social customs of the many countries in which Zonta International has clubs and members. Any formulation of procedures for protocol is based upon recognition or responsibility and authority of the office held and in consideration of the individual. It is, therefore, the office in Zonta which is honored together with accompanying courtesies extended to the person holding the office.

2. SEATING/HEAD TABLE

Basic guidelines for recognition and seating of Zonta officers and other special guests are outlined below.

A seating chart is essential for the Protocol Chairman, and should be made available to those seated so each will know her position. Place cards are generally used at the head table.

Those invited to be seated at the head table should be notified ahead of time by the head table chairman or someone else in authority. When possible, the invitation should be written and should contain directions as to the place and time to assemble for the head table. The alert chairman will have checked her list to be sure that all persons are present at the Conference and will be available. If an outsider is to be included in the lineup, the invitation should be confirmed to insure that the person will be present.

There should be no vacant places at the head table.

Flexibility may be used if local arrangements so require.

SAMPLE:

A sample table seating guides may be as follows:

- a. Presiding officer, center (to the left of the podium/lectern if it is placed in the center of the table).
- b. Speaker, right of center.
- c. Person who is to give the Invocation, left of center. (This is not arbitrary.)
- d. If no clergy is present, International President or most honored guest, left side or may be right of the speaker.
- e. The International Representative (if she is not the International President) is a member of the Executive Committee and will represent the International

President. As such she is entitled to the same courtesies as the International President.

- f. District Governor, Lt. Governor, International Chairman or other honored guests, placed right of the speaker or left of the presiding officer.
- g. The same rules apply for Past Governors at Area and Local club meetings as for Past International Presidents at District meetings.
- h. Governors and Lt. Governors are often guest speakers at local club meetings and should be seated at the right of the presiding officer.
- i. If a person other than the Governor is acting as Chairman, she should be placed to the immediate right of the speaker and the International Representative (if she is not delivering the address) to the immediate left of the Chairman. Again, flexibility may be used if local arrangements so require.
- j. If someone, other than a person in the rank listed above is offering grace, this person should be seated to the immediate left of the presiding officer.
- k. If space is limited at head table, a head table (or sub-head table) may be placed at a lower level or at opposite end of the room for those who are entitled to be at the head table. The appearance of the head table, the smoothness of the procession line (if used) and the seating set the tone of the entire dinner. Those seated at the head table should be poised, look interested and pay attention to the speaker. Talking and smoking are to be discouraged.
- l. Any one may be at the head table if there is reason for being there.
- m. During business sessions the Parliamentarian is seated at the left of the presiding officer.

3. GREETING MEMBERS

Those seated at the head table may wish to remain at their places to greet members. As an alternative, the Presiding Officer or Chairman in charge may wish to have the audience wait for the head table to retire to form a receiving line. The Chairman in charge of the head table should know which method will be utilized in order to effect a smooth transition.

4. INTRODUCTIONS

The presiding officer should introduce the highest ranking officer first and proceed to the right in order of seating; following introduction of all to her right – start with person seated to her immediate left and proceed to left in order of seating.

If the honored guest(s) is to be formally introduced at a later time during the program, the presiding officer may start introductions to her extreme right and proceed (left) to the end of the head table. All persons seated at the head table should be introduced at the beginning of the meeting.

When the speaker's name is given, that is his/her cue to rise.

The podium should never be left vacant. The presiding chairman should remain until the person presented acknowledges the introduction.

5. SPECIAL INTRODUCTIONS

International Officers (in order of rank), Past International Presidents (PIP), are given special recognition and introductions. A PIP outranks a Governor, unless the Governor is presiding.

PIPs should be introduced in order of seniority, unless one holds a current International Committee Chairmanship. In this case, she outranks other PIPs. In case of two PIPs holding International Committee Chairmanships, the one having a standing committee assignment outranks the special committee chairman. If all PIPs hold standing committee assignments, they may be introduced in order of term of office beginning with the most distant PIP in term of office.

Past Governors are outranked by current District Officers, including Area Directors. Past Governors rank above visiting Club Presidents and should always be recognized.

International Committee Chairmen and District Chairmen should be recognized although it is not necessary to seat them at the head table.

Clubs having International Officers, Committee Chairmen or District Officers as local members should arrange special seating at open meetings, especially when guests are present. At other meetings, each is considered "one of the members".

Area Directors should be treated as honored guests at club meetings within their respective areas.

The presiding officer should recognize honored guests who are not seated at the head table. This can occur when a guest arrives unexpectedly or when plans are changed.

6. PHYSICAL ARRANGEMENTS

It is important to have a person in charge of arrangements for the head table who will give meticulous consideration to every detail. Decorations, flowers, etc., should not hide the head table guests from the audience or vice versa. There should be no clatter of dishes during the program. Prior to the meeting, the microphone should be tested to insure that it is in working order. If the speaker or presiding officer is unfamiliar with the use of the microphone, he/she should be instructed in its proper use and given an opportunity to become familiar with it prior to the dinner.

7. GENERAL ATMOSPHERE

It is essential that every person in the room feel at ease. Audience courtesy requires that the membership refrain from talking when someone at the head table is speaking, during the program or the meeting. Treat the head table and guest speaker as you would a guest in your home.

8. COURTESIES

8.1 Governor

The Governor is entitled to the same courtesies extended a distinguished guest. She represents the District as well as Zonta International and should be given special recognition by being seated in a place of honor during the dinner. Even though she may not be the main speaker, the Governor should be given the opportunity to bring greetings to the members and to meet all members of the clubs.

The host club makes hotel/motel arrangements if the Governor desires and arranges to have someone transport her to the meeting. The host club assumes the responsibility for the Governor's meal.

Clubs should communicate with the Governor through the Area Director unless there is some special reason for a direct contact by the club. The Governor should be placed on the newsletter mailing list.

8.2 Other District Officers

When representing the Governor, other District Officers are entitled to the same courtesies.

8.3 Area Director

Each club is expected to extend an invitation to the Area Director, early in her term of office, for her official visit. The club should extend courtesies to the Area Director which is normally offered a distinguished guest. Because she represents the Governor, the District and Zonta International, the Area Director should be given special recognition.

Expenses incurred by the Area Directors are paid by the District within current budget allocations and established Board Policy for one official visit to each club during the biennium unless additional visits are approved for field service as provided by the District OMC Policies and Procedures.

The Area Director should be informed of all club activities and should be put on the newsletter mailing list. She should receive invitations to all social events. Area Directors are the first link in the chain of communication and clubs should look to them for advice and assistance.

8.4 Speaker

Ascertain well in advance if an honorarium is expected. Advise the speaker as to the length of time allowed for the presentation; offer to make hotel and travel arrangements; and furnish information as to press and radio interviews (if applicable).

A hostess should be assigned to handle the needs of the guest speaker.

It is a courtesy to send clippings of all publicity and reports to guest speakers.

8.5 Gifts and Corsages

Gifts or corsages are not required for those seated at the head table. This custom is gradually being replaced by other forms of appreciation in the name of or for the benefit of Zonta or its many service projects.

8.6 Toasts

A toast to the Head of State of the host country and/or the Head of State of the country of the guest of honor should be in the form of the title only.

Example: "The President of the United States of America."
"The Queen of England"
"The President of France"

9. RESPONSIBILITIES REGARDING AREA MEETINGS

Area meetings are fully supported through a registration fee. District representatives do not pay meeting registration fees. Registration fees for District representatives, including the Area Director shall be included in the Area Meeting budget as an expense.

The District will be responsible for expenses of travel, overnight accommodations, and those meals incurred which are not included in the registration fee, for the Area Director and Governor (or her designee). Registration fees shall be an expense for the Area.

10. RECEPTIONS AND RECEIVING LINES

The question of precedence generally arises in connection with social functions incident to conventions, conferences and club meetings, such as receptions, luncheons, dinners, etc.

Where a receiving line is desired, the official hostess (if you have one) is first in line followed by the highest ranking officer. These are followed by other officers in order of descending rank.

If there is a guest of honor or a speaker, his/her place in line is immediately after the official hostess (or highest ranking officer, if no hostess) then, officers follow in order of rank. The simplest method for the person passing through the line is to introduce himself/herself to each officer. If there are many persons to be received or on official or special occasions, it is advisable to have an aide ask the name of the person entering the reception then, present each person to the hostess. The hostess will then make the introduction to the second person in line and so on. Do not rush persons through the line, but diplomatically, perhaps with aid of a Protocol Chairman, keep the line moving.

11. WEARING OF THE ZONTA EMBLEM

To wear the Zonta emblem as a pin is to proclaim publicly that you are a member of Zonta International. The emblem is merely a symbol of what Zonta International has accomplished and hopes to accomplish. To remain effective, it must be worn with respect. The use of the emblem is authorized in Zonta pins and official Zonta jewelry authorized by Zonta International. Accepted attachments to the pin are: gavel guards for presidents, Z guards for members, AD guards for area directors and G guards for governors. These guards are to be placed level with or higher than the pin when the office is still held, below the pin when the office is no longer held. The gavel is to be placed up when the office is still held and turned down when the office is no longer held.

Members may wear the pin on any occasion in “good taste” on the left front side of a jacket, blouse, sweater or dress.

The only jewelry bearing the emblem of Zonta that Zontians may wear and purchase must be approved by Zonta International.

The Zonta pin should no longer be worn by anyone who has discontinued or lost her membership in Zonta.

12. FLAGS

Flags may be used either at a dinner meeting or at a business session. In addition to displaying flags, United States or State, at District meetings, include the flag of the International Representative if she is from another country. You may also wish to include those of your Friendship Countries.

In the event that a “Parade of Flags” is utilized, follow the correct procedure for carrying the flags and stand at attention for the ceremony. The flag of the host country is used and should be placed at one end of the table. If the flag is placed on the platform, it is to the right of the chairman; if placed on the floor at the level of the audience, it stands to the right of the audience.

When the flag is used on a platform or in the chancel of a church, it is displayed to the right of the speaker. If the flag is displayed other than on a platform or in a chancel, it is at the right of the audience.

On a rostrum, flat against the wall, the flag should be behind and above the speaker with the canton (rectangle with stars) to the flag's right (observer's left).

When carried, the flag should not touch the floor. Bearers should watch for low doors, light fixtures, decorations, etc. Bearers should not lag or bump into the bearer ahead. Dignity is of prime importance.

Always stand for a flag ceremony.

Note: A booklet entitled "Our Flag" tells the story of the flags of the United States of America and is available from your U.S. Senator or Representative.

13. INVOCATION

If asked to give an invocation at a meeting or if you are securing a person for this task, remember that Zonta is an international organization representing many faiths. Reference to any one religion is inappropriate. The prayer should be non-sectarian and if possible reflect a universal point of view, i.e. peace, brotherhood, humanity, etc.

14. PLEDGE OF ALLEGIANCE

Although it is preferable to have a flag when reciting a pledge of allegiance, there is no objection to reciting a pledge without a flag.

Always stand for a pledge of allegiance.

15. NATIONAL ANTHEM OF THE UNITED STATES

If the flag is not displayed while the anthem is being played, all present stand and face toward the music. If the flag is displayed while the anthem is played, all present should stand and place the right hand over the heart.

16. NATIONAL ANTHEM OF FOREIGN NATIONS

When the Representative of Zonta International is from outside of the United States, the Flag and National Anthem of that country should immediately follow the United States presentation ceremony.

Always stand while National Anthems are played.

The National Anthems of foreign countries can be obtained from the U.S. Department of State or ministry of foreign affairs.

17. RESOURCE MATERIAL

Zonta International Protocol Manual, June 1996

Zonta International Protocol Manual, June 2009

Basic Principles of Parliamentary Law

Marguerite Grumm, Registered Parliamentarian

3830 Humphrey Street

ST. Louis, Missouri 73116 (1973)

Parliamentary Procedure At a Glance

O. Garfield Jones

(Based on Robert's "Rules of Order")

Robert's Rules of Order (Newly Revised)

Zonta District IX Handbook

Protocol McCaffree/Innis

p. 378, Chapter 11, Flag Etiquette

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