

**New Jersey State Federation of
Women's Clubs of GFWC**



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**GOOD MANNERS for
FORMAL MEETINGS**



NEW JERSEY STATE FEDERATION OF WOMEN'S CLUBS OF GFWC

PROTOCOL

This information has been prepared for all members of the New Jersey State Federation of Women's Clubs. Most facets of Federation protocol have been covered for any questions at which Federation officers might be present, i.e., State and District Meetings, Club Meetings, Anniversaries, etc.

Also included is a section on Club and Department Yearbooks and a section on Flag Protocol.

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The purpose of this brochure is to present a standard pattern for Federation etiquette and to provide knowledge and understanding as well as general practice of the Federation's Code of Courtesy.

Where a specific rule of etiquette is lacking, the rule of common courtesy should prevail.

This brochure should be in the file of every presiding officer and should be passed on to be her successor.

INVITATIONS

An officer who resides within the District should be invited to any Federation Day.

Invitations to State Officers, other Board members, and any other special guests are sent in the name of the Woman's Club President.

The CLUB PRESIDENT invites any member of the NJSFWC Board to any special club meeting as the occasion warrants.

The Vice President of the District is not a District Officer. She is a State Officer and one of the eight Vice Presidents in charge of a specific District.

If a Past State President resides in your District, she is ALWAYS invited to District events, and asked to participate, if room allows. A rule of thumb, a Past State President is introduced and seated right after the NJSFWC Executive Committee.

INTRODUCTIONS

An out-of-state guest of "equal rank" as in in-state guest is given the higher rank as a courtesy to a visitor. Among "equals" higher rank is accorded those traveling the greater distance.

When introducing guests who will bring greetings, the LOWEST ranking guest is introduced first, so that the last greeting is given by the HIGHEST ranking guest.

Guests of honor who are seated in the audience (at a luncheon or banquet) are introduced starting with the LOWEST ranking guest, BEFORE introducing guests at the head table.

When introducing guests at the head table, start to the far left with the lowest ranking and proceed to the center; then start to the far right and continue to the center omitting any special guests who will be introduced later. If there is an upper tier and a lower tier, the lower tier is introduced first and in the same manner (far left and then far right.)

Introduction of the speaker should be postponed until the time of the speech, but the name should be given with the statement that the guest "will be introduced formally a little later."

Guests of honor known to the audience are presented.

Guests of honor who may not be known to the audience are introduced.

NOTE: When the State President, The General Federation President, or the Governor of the State is presented, **the audience rises to the office.**

Past Presidents are introduced starting with the EARLIEST TO THE MOST RECENT date served, and stating the years served.

Past District Vice Presidents, starting with the EARLIEST TO THE MOST RECENT date served, and stating the years served.

The presiding officer introduces all honored guests. (Exception: if there is a special program, the presiding officer presents the Program Chairman who introduces the program.)

SEATING ARRANGEMENTS

LUNCHEON / BANQUET

The guest of honor, or speaker, is always placed to the right of the presiding officer; the second ranking guest to the left; third ranking guest to the right; fourth ranking guest to the left, etc.

If there are several guests, they may be placed between the officers of the organization.

When the President is presiding, the guest speaker (if a guest of honor) is seated to the right of the President. When the President is not presiding, the President is seated to the right of the presiding officer and the guest speaker is seated to the left of the presiding officer.

The American Flag is placed to the right of the presiding officer (to the left of the audience). See Flag Protocol page 12.

The number of persons at a head table should be governed by the size of the room and number of honored guests. The size of the head table should never be out of proportion to the size of the assembly.

When a group is small and there are many introductions to be made, a head table of six or eight is advisable with other honored guests seated in the audience at a table (or tables) in front of the head table. None of lesser rank should be seated at the head table while those of higher rank are not, unless they are program participants.

When there is a State Officer residing in a District, she would always be seated at the Head Table for meals. Her place would be determined by her state office.

If there is no lectern, with an even number of people, the presiding officer is seated to the right of center; with an odd number of people, the presiding officer is seated in the center.

If there is a lectern, the presiding officer is seated to the right of the lectern. (See diagram, page 13)

AUDIENCE / ASSEMBLY SEATING

The presiding officer and her Executive Committee are seated at a table facing the audience.

A sufficient number of seats should be marked "reserved" (with names) in the first rows for all honored guests, traveling companions and/or hostesses. Guests should be escorted to their seats. (State Board members outrank past club presidents.)

All reporting officers should stand when reporting.

All reporting chairmen in the audience should go to the front of the room to report.

INTRODUCTIONS GUIDE FOR PRESIDING OFFICERS

ORDER OF PRECEDENCE – NJSFWC EVENT

Members, Women's Clubs
Members, Hostess Club(s)
Presidents, Women's Clubs
President(s), Hostess Club(s)
District Chairmen NJSFWC
Vice/Division Chairmen NJSFWC
NJ Board of Directors (low to high)
 Special Appointments
 Special Committees
 Standing Committees
 Community Service Programs
 District Vice Presidents
GFWC Committee Members
GFWC Chairman
Past EMD Chairmen (earliest to most recent)
Past Directors of Junior Clubs (earliest to most recent)
Past State Presidents (earliest to most recent)
NJSFWC Executive Committee
 Financial Secretary
 Treasurer
 Corresponding Secretary
 Recording Secretary
 Second Vice President
 First Vice President
 President-Elect
GFWC Executive Committee
GFWC President
State President (P)
(P) Presiding Officer

ORDER OF PRECEDENCE – DISTRICT EVENTS

ACHIEVEMENT DAY/SPRING CONFERENCE/ CREATIVE ARTS

President (s) Hostess Club (s)
District Chairmen
Vice/Division Chairmen
District Vice Chairmen
All Board Members (in order of Precedence)
Participating State Chairmen
GFWC Committee Members
GFWC Board Members
Past District Vice Presidents
Past EMD Chairmen (earliest to most recent)
Past Directors of Junior Clubs (earliest to most recent)
Past State Presidents (earliest to most recent)
NJSFWC Executive Committee
 Financial Secretary
 Treasurer
 Corresponding Secretary
 Recording Secretary
 Second Vice President
 First Vice President
 President-Elect
 State President
 District Vice President (P)

REMINDER: Introductions start with the LOWEST ranking person on the list.

(P) Presiding Officer

If more than one district is participating, the Chairman of the home district is the ranking District Chairman. However, visiting District Vice Presidents and District Chairmen should be recognized in order of precedence as shown above.

In a “combined” event, each District Chairman presides over her department’s part of the event.

ORDER OF PRECEDENCE – DISTRICT EVENTS

DISTRICT COUNCILS/ FALL CONFERENCE/ WORSHOP

President (s) Hostess Club (s)
District Chairmen
Vice/Division Chairmen
District Vice Chairmen
All Board Members (in order of Precedence)
Guest Speakers / State Chairmen participating
GFWC Committee Members
GFWC Board Members
Past District Vice Presidents
Past EMD Chairmen (earliest to most recent)
Past Director of Junior Clubs (earliest to most recent)
Past State Presidents (earliest to most recent)
All Members of NJSFWC Executive Committee
 Financial Secretary
 Treasurer
 Corresponding Secretary
 Recording Secretary
 Second Vice President
 First Vice President
 President-Elect
State President
District Vice President (P)

REMINDER: Introductions start with the LOWEST ranking person on the list.

(P) Presiding Officer

If more than one district is participating, the Chairman of the home district is the ranking District Chairman. However, visiting District Vice Presidents and District Chairmen should be recognized in order of precedence as shown above.

In a “combined” event, each District Chairman presides over her department’s part of the event.

ORDER OF PRECEDENCE – DISTRICT EVENTS

PERFORMING ARTS FESTIVALS

President(s) Hostess Club (s)
Vice/Division Chairmen
All Board Members (in order of Precedence)
District Vice Presidents
All Members of NJSFWC Executive Committee
 Financial Secretary
 Treasurer
 Corresponding Secretary
 Recording Secretary
 Second Vice President
 First Vice President
 President-Elect
State Performing Arts Chairman
State President
District Vice President (P)

REMINDER: Introductions start with the LOWEST ranking person on the list.

(P) Presiding Officer

If more than one district is participating, the Chairman of the home district is the ranking District Chairman. However, visiting District Vice Presidents and District Chairmen should be recognized in order of precedence as shown above.

In a “combined” event, each District Chairman presides over her department’s part of the event.

ORDER OF PRECEDENCE – DISTRICT EVENTS

PROGRAM ASSISTANCE DAY

President(s) Hostess Club (s)
Vice/Division Chairmen
All Board Members (in order of Precedence)
District Vice President
All Members of NJSFWC Executive Committee
 Financial Secretary
 Treasurer
 Corresponding Secretary
 Recording Secretary
 Second Vice President
 First Vice President
 President-Elect
State Program Assistance Chairman
State President
District Program Assistance Chairman (P)

REMINDER: Introductions start with the LOWEST ranking person on the list.

(P) Presiding Officer

If more than one district is participating, the Chairman of the home district is the ranking District Chairman. However, visiting District Vice Presidents and District Chairmen should be recognized in order of precedence as shown above.

In a “combined” event, each District Chairman presides over her department’s part of the event.

ORDER OF PRECEDENCE

FEDERATION DAYS/ ANNIVERSARIES

The following is the correct precedence when introducing guests at a Club Federation Day. (The Presiding Officer always makes the introduction.)

Charter Members
Past Club Presidents (earliest to most recent – stating years served)
Visiting Club Presidents and guests
District Chairmen NJSFWC
Past District Vice Presidents
State Board Appointees
State Board Special Committees
State Board Standing Committees
Community Service Program
GFWC Committee Members
GFWC Chairman
GFWC Executive Committee
Past State Presidents (earliest to most recent)
Members of the Executive Committee
 Financial Secretary
 Treasurer
 Corresponding Secretary
 Recording Secretary
 Second Vice President
 First Vice President
 President-Elect
State President (or representative)
Club President (P)

(P) Presiding Officer

BOARD MEMBERS AND OFFICERS WHO RESIDE WITHIN THE DISTRICT SHOULD BE INVITED TO ANY FEDERATION DAY.

CLUB PRESIDENT sends invitations to State Board Members.

When introducing guests, start with the LOWEST ranking person and proceed to the HIGHEST.

ORDER OF PRECEDENCE

CLUB MEETINGS

- Woman's Club Meeting
- Board Members of Club
- Members of Club Serving as
 - District Chairmen
 - Vice/Division Chairmen
 - State Board
- GFWC Committee Members
- GFWC Chairman
- District Vice President
- Members of NJSFWC Executive Committee
 - Financial Secretary
 - Treasurer
 - Corresponding Secretary
 - Recording Secretary
 - Second Vice President
 - First Vice President
 - President-Elect
- State President (or representative)
- Club President (P)

(P) Presiding Officer

The District Vice President should be invited to attend a regular meeting of each club at least once during her term of office.

All listings shown above, when listing names in a printed program, should start with the HIGHEST ranking person.

Introductions start with the LOWEST ranking person on the list.

DEFINITIONS

- | | | |
|---------------|---|----------------|
| Tact | Be Brief..... | politely |
| | Be Aggressive..... | smilingly |
| | Be emphatic..... | pleasantly |
| | Be positive..... | diplomatically |
| | Be right..... | graciously. |
| Model Meeting | Participation by everybody;
Monopolized by nobody; and
Where everybody is somebody. | |

YEARBOOK DATA

Every Woman's Club should list the following information in their club yearbook*:

GFWC President and Theme

NJSFWC President and Theme

President-Elect

First Vice President

Second Vice President

Members of the Club serving on NJSFWC Executive Committee

District Vice President

Members of Club serving on State Board

*If your Club has a NJSFWC Past State President, a Past State Director of Junior Clubs, a Past State Evening Membership Department Chairman, these names should also be listed in your Club Yearbook.

*If space permits, Board Members residing in district may be listed in lieu of just those in club or department. Consult State Yearbook under Board of Directors for correct order of precedence.

Names (and themes) of newly elected officers may be obtained from District Vice President immediately following Annual Convention.

FLAG PROTOCOL

Excerpts from Military.com (November 2021)

- When placed on a podium the flag should be placed on the speaker's right or the staging area. Other flags should be placed to the left.
- When displayed either horizontally or vertically against a wall (or other flat surface), the union (blue field of stars) should be uppermost and to the flag's own right, that is, to the observer's left.
- When used on a speaker's platform, the flag, if displayed flat, should be displayed above and behind the speaker.

When saluting the flag **DO** the following:

- All persons present should face the flag and stand at attention with their right hand over the heart, or if applicable, remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart.

When stowing or disposing of the flag, **DO** the following:

- Fold in the traditional triangle for stowage, never wadded up.
- The flag should be folded in its customary manner.
- It is important that the fire be fairly large and of sufficient intensity to ensure complete burning of the flag. Place the flag on the fire.
- The individual(s) can come to attention, salute the flag, recite the Pledge of Allegiance and have a brief period of silent reflection.
- After the flag is completely consumed, the fire should then be safely extinguished and the ashes buried. Please make sure you are conforming to local/state fire codes or ordinances.

Quick list of Flag Etiquette Don'ts:

- Don't dip the U.S. Flag for any person, flag, or vessel.
- Don't let the flag touch the ground.
- Don't fly flag upside down unless there is an emergency.
- Don't carry the flag flat, or carry things in it.
- Don't use the flag as clothing.

- Don't store the flag where it can get dirty.
- Don't use it as a cover.
- Don't fasten it or tie it back. Always allow it to fall free.
- Don't draw on, or otherwise mark the flag.
- Don't use the flag for decoration. Use bunting with the blue on top, then white, then red.

SEATING

HEAD TABLE

FAR LEFT

LECTERN
Presiding Officer
Most important guest

Audience

FAR RIGHT

Introduce from FAR LEFT to Lectern
 Then introduce from FAR RIGHT up to Presiding Officer

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