

## **PROTOCOL GUIDE**

The dignity and prestige of the office of chapter president is reflected in the proper observance of protocol in the presence of District and National officers. Presented below are guidelines, which can be of great help to the chapter officer in determining proper protocol procedures.

### **NATIONAL PRESIDENT**

1. When the National President accepts an invitation to your chapter or district function prepare an appropriate reception and makes provisions for entertaining the President's spouse.
2. Be certain the National President receives the invitation well in advance of the planned event(s). Remember: the National President is a very busy individual.
3. Plan for the following:
  - a. If the President is arriving by airplane a reception committee should meet him/her at the airport and escort him/her to the hotel.
  - b. The President's hotel should be centrally located and the accommodations elegant befitting the office. Hotel expense is to be picked up by the chapter.
  - c. The President is to be chauffeured to and from all chapter or district functions and should arrive 15 to 20 minutes after the commencement of social affairs. Do not seat the President near noisy doorways or loud music.
  - d. Brief the President on possible areas of discussion or topics on which you would like the President to speak. Inform him/her of the amount of time which will be allotted for comments. The President's remarks should come at the conclusion of the function.
  - e. All arrangements for the presidential party's return trip home should be made in advance and carried out punctually.
  - f. The President's spouse should be presented with a gift as a memento of the visit to the chapter or district, such as a memento of the area being visiting. A personal gift is preferable to flowers.
  - g. The President's and his spouse's tickets for the function are complimentary.
4. All national officers attending a function must be seated at the head table and individually introduced. A similar courtesy is to be extended to any Past National Presidents in attendance.

NOTE: Other national officers may be invited with or without a complimentary ticket at the discretion of the chapter.

5. The presence of the National President should be the primary focus of the program at any function. Do not allow anyone or anything to overshadow the prestige of the office of National President.
6. Arrange for publicity and a photographer for all Chapter functions. Prepare and send publicity and pictures to your local press and to the UNICO Magazine Editor.

### **DISTRICT GOVERNOR**

1. Invite the District Governor to all chapter functions. Provide complimentary tickets for the District Governor and spouse, and also provide seating for them at the head table. All visiting Chapter Presidents should be seated at the head table and individually introduced.
2. The District Governor can be of great help in solving chapter problems. Invite the District Governor to attend chapter board and general meetings (provide complimentary meal(s) at dinner meetings.)
3. The District Governor is a national officer and the chief executive officer of the District. All business proposed by Chapter, District and National officers presiding in the District must be initially channeled through the District Governor's office before any action on the matter is taken. The District Governor and District Committee Chairs should be given notice of all events scheduled in the District.

## **MEETINGS**

1. It is imperative that the American flag and the UNICO banner be prominently displayed at all UNICO functions.
2. Begin each UNICO function with the Pledge of Allegiance and the UNICO Prayer. It is also suggested that a Benediction prayer be said at the conclusion of the function.
3. The guest speaker and program chair should be seated at the head table at chapter meetings.
4. A few words of thanks should be directed to the guest speaker following their remarks. Present the speaker with a UNICO Certificate of Appreciation.

The above guidelines are to be complied with for proper protocol. The basic intent must not be buried in thoughtlessness or informality.