

PAN-ICARIAN BROTHERHOOD OF AMERICA "ICAROS"

PROCEDURE & PROTOCOL GUIDELINES



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Dear Brothers and Sisters:

The following Supreme Convention Activities, Procedures and Protocol Guidelines were approved at the Cleveland Supreme Convention in September, 1997.

They are in addendum to the Supreme Convention Guidelines in the current Constitution, pages 1 through 15.[*] The purpose of this addendum is to illustrate, explain in detail, clarify and add information to facilitate a smooth running convention from start to finish.

John Sakoutis, President

[*] Pages designations have been updated; Refer to pages 21 through 28 .

INTRODUCTION

The Supreme Convention of The Pan-Icarian Brotherhood of America is held annually over the Labor Day Weekend, bring together thousands of persons of Icarian Decent from all over the world. During the convention, delegates meet to conduct business according to guidelines within the constitution of the Pan-Icarian Brotherhood.

But there are many other activities that are part of a convention outside of the business meeting and not covered by our constitution. These activities include recognition ceremonies, luncheons, banquets, attending church services, special exhibits, tours, etc.

The guidelines presented here are intended to help the host chapter in planning and organizing of convention activities. Special attention should be paid to the protocol governing the Grand Banquet which has been established by precedent and by tradition over the years.

These guidelines will likely be revised and amended in the future. Therefore, they should not be presumed to be all encompassing or inflexible. Rather, they should serve as a framework to be integrated into the planning of each distinct and uniquely memorable Pan-Icarian convention.

CONVENTION BID GUIDELINES

A chapter that desires to make a bid to host a convention should include certain information in its presentation. Such information includes the name and location of the Convention Hotel, the maximum number of rooms that are available in the Hotel and other activities, tours, etc. that are available in the Host City.

Hotel Selection is based upon many factors.

1. The hotel must be able to provide adequate number of rooms – usual range 350 to 500 (usually secured by the Host Chapter’s negotiating a minimum number with an option to secure more rooms later).
2. Banquet room facility to seat up to 1,000.
3. Adequate meeting rooms to seat convention delegates – range 100 to 150.
4. Several smaller committee work rooms.

Note: Additional nearby hotels may be needed to provide the necessary number of rooms.

Complimentary hotel rooms are provided to the Supreme President, The Foundation Chairperson, the Ikaria Magazine Editor, and the Host Chapter Convention Chairperson.

The Pan-Icarian Brotherhood’s Banner shall be prominently displayed in the convention hotel to welcome convention visitors.

SUPREME LODGE PARTICIPATION

The Supreme Lodge should make a visitation to the site of the convention city as soon as feasible after the city has been designated so as to inspect convention facilities and to facilitate close cooperation with the Host Chapter in conducting negotiations with the Convention Hotel.

When the Host Chapter engages in negotiations and discussions with the Convention Hotel, it is functioning as the representative of the Supreme Lodge. The Supreme Lodge and the Counselor should be kept apprised during negotiations and shall have the opportunity to review and approve all agreements made. In particular, the Counselor and Supreme President shall have the opportunity to review all contracts prior to signature.

CONVENTION MAILINGS

Pre-convention mailings to the general membership of the Pan-Icarian Brotherhood usually begin soon after the previous convention and usually follow a suggested schedule of one mailing every 3 to 4 months.

Mailings should include information for the hotel advance registration, travel arrangements from airport to hotel, album advertisements application, information for advance registration for convention activities, convention schedule of events, and pertinent information about the convention city, etc.

REGISTRATION

Each chapter shall send a list of delegates and alternates, not later than thirty days before the convention, to the Supreme Lodge and also to the Host Chapter Convention Chairperson. Delegates are required to register at the convention; the deadline for registration usually is Saturday at 6:00 p.m. Registration fee should be nominal, not more than \$5.00. Delegates who register shall receive an identification badge and ribbon listing name and chapter.

Lodge Officers, Governors, Scholarship Chairperson, Ikaria Magazine Editor, the Foundation Officers, and Past Supreme Presidents shall receive a ribbon with appropriate identification. Delegates shall receive when they register a delegate kit, whose contents may include items such as souvenirs, pens, pencils, notepads, key chains, etc., and convention album.

CONVENTION MEETINGS

The main meeting room shall be large enough to accommodate a head table on a raised platform, to seat approximately 6 with a podium, gavel, and microphone, and identifying signs at each seat for the Chairman, Vice Chairman, English and Greek Secretaries. Flags should be displayed appropriately behind the head table, (American flag on the right, Canadian flag and Greek flag on the left looking out from the head table, and also the Icarian Flag and local chapter banner if available.) Approximately 22 tables will be set up on the floor, to seat 8 to 10 each, one table for the Supreme Lodge in the front row. At each table, it is suggested to have a pitcher of water, glasses, pencils, and notepads, and identifying sign. Copies of the previous year's convention minutes should be furnished to the delegates. One or two floor microphones should be provided.

Coffee and tea service shall be provided for the delegates. Other responsibilities of the Host Chapter include making arrangements to provide recording secretaries to record the minutes in both English and Greek.

Host Chapter is responsible to make any arrangements necessary to ensure that all aspects of the convention business meeting operate smoothly.

CONVENTION ACTIVITIES & SCHEDULE GUIDELINES

Activities such as art or photo or crafts exhibits or other special exhibits of interest are encouraged.

Tours of the local area, other special outings or daytime activities are encouraged, (note that delegates should not attend activities whose times conflict with those of the business meetings).

Friday, Day 1

The opening session of business meetings is usually called to order in the late afternoon, not later than 4 p.m., and usually is adjourned around 6 or 7 p.m.

Friday Evening

A welcome dance is usually held on this first night, open to all, usually less formal and less expensive than those on subsequent evening. (Drinks, food, music, admission charge is up to the discretion of the host chapter.)

After hours restaurant or food availability is advised for all nights of the convention. After hours music for youth may be provided on this first night.

Saturday, Day 2

This day is good for tours, or other organized special activities only for non-delegates, such as sports activities for the youth. **The delegates attend morning and afternoon business sessions.**

Saturday Luncheon

It has been mandated that some activity be held at every convention to honor the Chapter Presidents. Traditionally, this has been fulfilled by a Saturday luncheon, (though other activities are not excluded).

The luncheon is usually held in the host hotel. Committee should plan to attract at least 100 people.

Chapter Presidents are honored and are provided with complimentary meals, which are reimbursed by the Supreme Lodge. Other achievement awards may be presented at this event. A microphone should be available for the awards presentation ceremony.

Saturday Evening

This is the night for a big dance, live Greek music is a must. The room should be large, to accommodate a crowd ranging from 600 to 1,000. Admission charges should be reasonable. Dance usually continues until 2 a.m. or later.

After hours food availability in the hotel restaurant is strongly recommended.

After hours youth dance is usually offered from approximately 1 a.m. to 4 a.m., at a reasonable admission charge. Adult supervision required.

Sunday, Day 3

Host Chapter arranges for group transportation (usually 1 to 2 busloads) to local Greek Orthodox church services Sunday morning. Host Chapter should arrange for coffee and sweets after church in the church hall. After church, other group tours or activities may be scheduled. Business meetings resume Sunday afternoon after delegates have returned from church. Business meeting shall adjourn on time to allow the delegates enough time to prepare for Sunday evening social activities.

Sunday Evening

This is the night for the Grand Banquet and Ball, which traditionally includes a cocktail hour, and a sit down dinner for 500 to 1,000 people. The Host Chapter need to make diligent efforts to ensure that all banquet reservations are confirmed and paid for ahead of time, so that the number of meals guaranteed to the hotel is as accurate as possible. The evening features a program of speeches, followed by live Greek music until 2 a.m. or later.

Head Table

The Banquet room shall have a main head table, elevated on a platform. If a second table is needed it should be placed in front on floor level. Place cards should be placed on the head table. Spotlight for speakers is suggested.

Complimentary banquet tickets should be provided to the following head table guests:

- Supreme President and guest
- Foundation Chair person and guest
- Convention Business Chairperson and guest
- Guest Speaker and guest
- Ikarria Magazine Editor and guest
- Clergy

Complimentary banquet tickets for the following head table guests are at the discretion of the Host chapter:

- Toastmaster
- Scholarship Chairperson
- Host Chapter President (plus guest if room permits)
- Convention Committee Chairperson
- Banquet Chairperson

GRAND BANQUET

Please refer to Appendix A for suggested seating plan at the head table, location of flags, and suggested table locations of distinguished guests. The following is the suggested order for the program:

1. Banquet Chairperson introduces self and welcome remarks.
2. Introduction of the Toastmaster, who takes over the program.
3. Introduce names of the guest seated at the head table. Guest should enter in order of their seating, Supreme President should be last.
4. National Anthem (Icarian, Greek, Canadian / American).
5. Invocation
6. Dinner
7. Speakers' program
 - A good Program last about 1 to 1 ¼ hours
 - All speakers should be notified ahead of time of allotted speaking time.
 - Invitation of guest speaker is encouraged; preferred would be someone of Icarian or Greek descent who can speak on a topic of interest to all.
 - The Supreme President shall be the last speaker, and is allowed the courtesy of speaking without time limit.
8. Benediction
9. Dance

Other Remarks

Guest speakers or special guest attending the convention, do so at the invitation of the Host Chapter, acting with the approval of the Supreme Lodge. Any speaking or traveling fees are the responsibility of the Host Chapter. If the guest is a national or international dignitary, it may be preferred to extend invitation directly from the Supreme Lodge, in which case the Lodge would be responsible for any speaker or traveling fees.

Toastmaster Guidelines: The Toastmaster should be prepared to introduce dignitaries in the audience. The Toastmaster should be prepared in advance with a proper but not too lengthy introduction of each speaker.

All participants should maintain proper decorum at the Grand Banquet. This is an international convention, not a local affair.

In arranging Banquet table placement, priority for tables in the front and center should be given to Supreme Lodge officers plus guests, Past Supreme Presidents, special guests, etc., (see Appendix A).

After hours food availability in hotel restaurant as discussed earlier.

After hours youth dance as discussed earlier.

COMMEMORATIVE ALBUM

The convention commemorative album is prepared by the Host Chapter for the purpose of solicitation of advertisements, and to present information, letters, and articles of interest to those attending the convention.

At the beginning of the album are presented letters of greeting from distinguished persons, such as:

- U.S. President / Canadian Prime Minister
- Supreme President
- Foundation Chairperson
- Host Chapter President
- Archbishop of America
- Governor of State
- Consul General of Greece
- Member of Congress / Parliament
- Bishop of Diocese / Bishop of Canada
- Mayor (include reproduction of city proclamation if issued)
- Host Chapter Convention Chairperson
- Convention Album Chairperson
- Local Parish Priest
- Advertisements for Supreme Lodge, and Foundation

Other album pages, suggested to include the following:

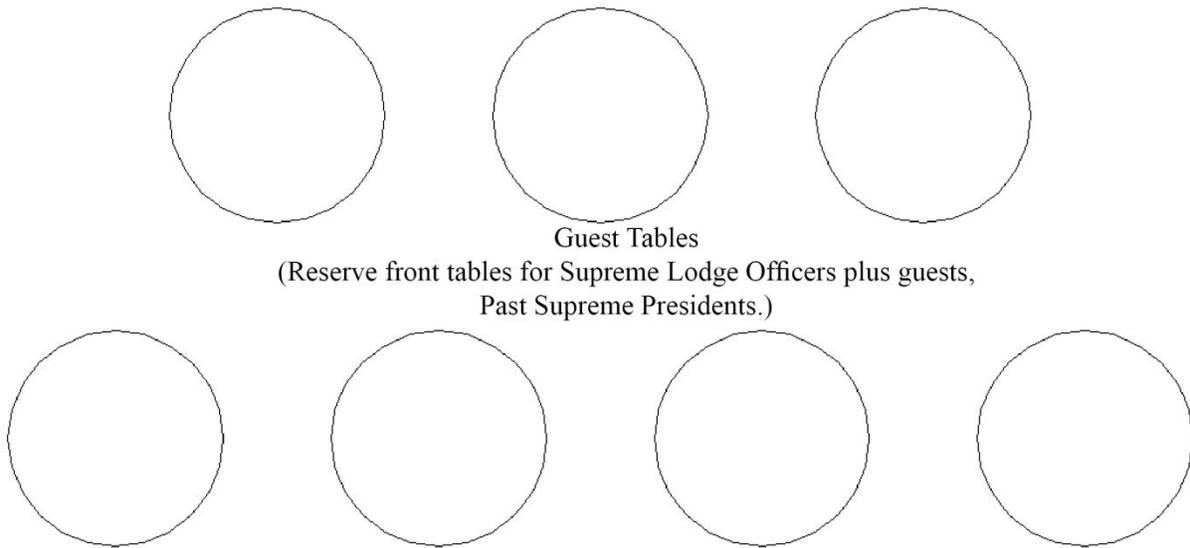
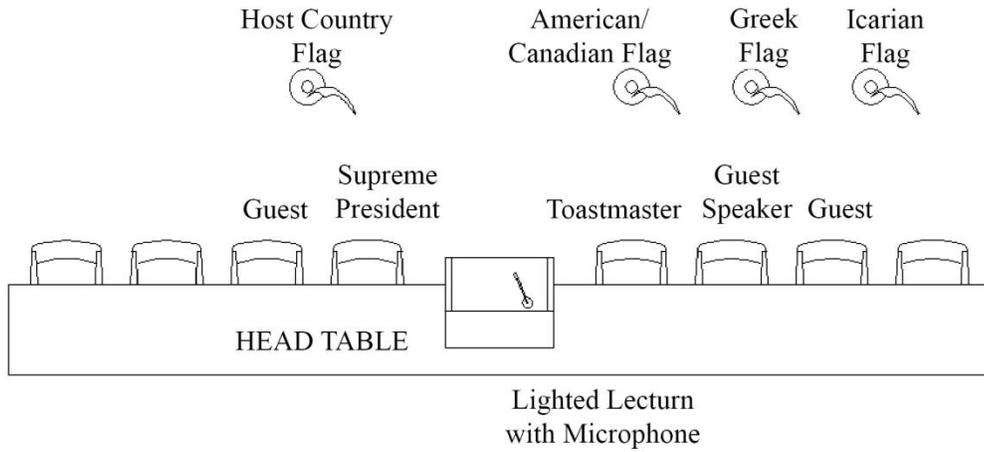
- Listing of current Supreme Officers, Governors,
Foundation Officers, Scholarship Chairperson
Magazine Editor
- Listing of all chapters, date founded
- Listing of Past Supreme Presidents
- Listing of local Chapter's Current Officers, Chapter Past President
- Listing of Chapter's Convention Committee Persons
- Convention Schedule of Events
- Historical account of local Chapter
- Other articles of interest, biographies, tributes, poetry, etc.
- Advertisements
- Index

A complimentary album copy is furnished to each delegate and to each advertiser

SOUVENIRS

Commemorative convention souvenirs are usually sold at a booth near the registration desk. These may include such items as caps, T-shirts, sweatshirts, mugs, key chains, etc. It is recommended that the chapters keep records of the sales quantities and sizes of various souvenir clothing items to help guide future Host Chapters in ordering their inventory.

APPENDIX A



HEAD TABLE SEATING:

- Toastmaster to the left of lecturn
- Supreme President to right of lecturn
- Guest Speaker to the left of Toastmaster
- Guests sit closer to center of table in order of importance

ORDER OF NATIONAL ANTHEMS:

- 1st Icarian Anthem
- 2nd Greek Anthem
- 3rd Canadian / American (Host Country's Anthem goes last)

End of section