



Omega Psi Phi Fraternity, Inc. Protocol and Etiquette Manual

This Document drafted 6/1/2012 and revised February 18, 2019 with approved changes made at the January 24, 2019 Supreme Council Meeting.

Omega Psi Phi Fraternity, Inc. Protocol and Etiquette Manual

Table of Contents

INTRODUCTION.....	2
SECTION I. GENERAL INFORMATION	3
SECTION II. REPSONSIBILITIES OF EVERY OMEGA MAN!	3
1. <i>Proper Protocol in Addressing and Interacting with International Officers and other Dignitaries.....</i>	<i>3</i>
2. <i>Standards of Personal Conduct.....</i>	<i>4</i>
3. <i>Official Attire of Omega Men and Proper Wearing of other Fraternity Regalia.....</i>	<i>6</i>
4. <i>Proper Meeting and Ceremonial Decorum and Conduct.....</i>	<i>9</i>
5. <i>Conduct of Public Media Events.....</i>	<i>14</i>
SECTION III.SUMMATION.....	15
6. <i>2019 International Protocol Committee.....</i>	<i>16</i>
7. <i>Appendix 1. Protocol Events Template for the Omega Psi Phi Fraternity.....</i>	<i>17</i>
8. <i>Appendix 2. International Protocol Seating Template.....</i>	<i>22</i>

INTRODUCTION



“Omega Psi Phi Fraternity is not a status club, but a fraternity; a Brotherhood of high minded, serious thinking, noble living men; leaders not followers, makers of policy and molders of opinion. Let us never forget that we're developed out of the friendship of three young men and a young college professor.”

-Honorable Edgar Amos Love-

The words above of one of our founders and the first Grand Basileus of the Omega Psi Phi Fraternity sets the stage for this International Protocol and Etiquette Manual. In recognition of our beloved Fraternity's first 100th year of existence, this document is written to remind Brothers of the original vision of our Founders regarding brotherly conduct within and external to the organization.

This Protocol and Etiquette Manual is designed to provide the Brothers of the Omega Psi Phi Fraternity, Inc. with the proper manner in which we should behave and act, as we are all ambassadors for the Omega Psi Phi Fraternity, Inc. However, enforcement of the policies and procedures in the manual will not necessarily be punitive. Enforcement may simply mean a simply phrase like, “Do thy duty.”

Organizations who wish to preserve and protect their brand, always outline rules of protocol and etiquette. Accordingly, the following codes of protocol and etiquette are a means of showing respect for our Fraternity and other persons and/or organizations.

It is the individual responsibility of every Brother to protect the brand and good name of the Omega Psi Phi Fraternity, Inc. Brothers are reminded to remember the oath taken upon entry into the sacred fold of Omega and the obligations and promises made to the Fraternity. It is the intent that the policies and procedures in this manual will make it clear that unacceptable behavior that brings harm to the Fraternity or any person, be they a member of the Fraternity or not, is not condoned by the International Headquarters of Omega Psi Phi Fraternity, Inc. This declaration further absolves the organization of any potential liability associated with such behavior.

Rules regarding general protocol and etiquette will be included in this International Omega Psi Phi Fraternity, Inc. Protocol and Etiquette Manual. All chapter members should be trained on this manual. This manual will be updated annually by the International Protocol Committee.

SECTION I. General Information

The Omega Psi Phi Fraternity, Inc. is governed by its Constitution and By-Laws and its Ritual. Procedural manuals, handbooks and committee guidelines assist in the proper implementation of Fraternity business. However, there remains the need to establish rules of decorum, courtesy, and propriety. The information being presented in this manual is to help Brothers better understand and adhere to our Protocol procedures.

Webster's New World College Dictionary – Fourth Edition, defines protocol as: "The code of ceremonial forms and courtesies of precedence, etc. accepted as proper and correct in official dealings as between heads of state or diplomatic officials." Also, it addresses the practice and processes of giving proper respect and recognition to officers and guests.

This Protocol and Etiquette Manual is developed in an effort to provide a common set of procedures for the Omega Psi Phi Fraternity, Inc. The manual includes official policy and procedures regarding general brotherly conduct and Protocol which is to be exercised in formal and informal settings. This manual is not designed to provide punitive actions for non-adherence in all instances.

This manual is organized with the intent of delineating the responsibilities of every Omega Man as it relates to proper protocol and etiquette in addressing and interacting with international officers and other dignitaries; official attire of Omega Men and the proper wearing of other fraternity regalia; meeting decorum and protocol; ceremonial event decorum and protocol; conduct of public media events; and standards of personal conduct.

SECTION II Responsibilities of Every Omega Man!

The men of Omega must understand and adhere to basic rules of protocol and etiquette in this ever-changing world of informality and anything goes. Throughout our first 100 years, Omega Men have been leaders in education, politics, business, the military, and our communities in general. We have not been mere followers of the current fads or trends. As we enter the next 100 years of our beloved Fraternity, we must be sure to represent basic principles of decorum and conduct through understanding and implementation of basic rules of etiquette and protocol. This manual thus includes the "Basic Tenets for Omega Men Rules of Etiquette and Protocol and All Brothers should know and use them!

1. Proper Protocol in Addressing and Interacting with International Officers and other Dignitaries.
 - a. Due recognition and respect should be shown to Omega Officers in the following sequence:
 - i. Grand Basileus
 - ii. First Vice Grand Basileus
 - iii. Second Vice Grand Basileus
 - iv. Grand Keeper of Records and Seal
 - v. Grand Keeper of Finance
 - vi. Grand Counselor
 - vii. Former Grand Basilei (In descending numerical Order)
 - viii. Undergraduate Representatives to the Supreme Council
 - ix. District Representatives (sequential order is not important in the recognition of District Representatives. However at certain events they do sit in numerical order)
 - x. 1st District Representative
 - xi. 2nd District Representative
 - xii. 3rd District Representative
 - xiii. 4th District Representative

- xiv. 5th District Representative
 - xv. 6th District Representative
 - xvi. 7th District Representative
 - xvii. 8th District Representative
 - xviii. 9th District Representative
 - xix. 10th District Representative
 - xx. 12th District Representative
 - xxi. 13th District Representative
- b. All Omega Men should show a certain amount of deference to Brothers who hold an elected or appointed position. As a general rule, Brothers should always stand upon the entry and/or introduction to the room of the Grand Basileus or Former Grand Basilei at the international level; or District Representatives, at the district level. The highest-ranking elected Omega Officer (Grand Basileus; Former Grand Basilei; elected International Officers and District Representatives) present at an official function should at all times be granted the respect, courtesies and amenities befitting the office. Additionally, Brothers should address each other with dignity and respect at all official functions and unofficial gatherings. The use of profanity is not allowed in official meetings and is discouraged in unofficial gatherings, as well. In cases where the spouse of the elected Omega Officer is present, she should be recognized, as well.
 - c. Upon introduction and entry into a room of a International Officer or the District Representative, all assembled should always rise and receive the highest ranking officially elected officer when he first enters a room during an official function (provided he is the highest ranking officer at the function or the function is in his territory, i.e. District Representative during District Meetings/Conferences.). The Officer has the option to ask the Brothers to “KEEP YOUR SEATS” in cases where he does not wish for them to stand, or when he enters a room in the middle of a meal; a formal presentation or speech or other occasions where the standing of Brothers would interrupt the flow of the meeting.
 - d. All Brothers, International, District, and Chapter Officers are always addressed as Brother (using title or name) i.e. Brother Grand Basileus, Brother Grand, or Brother Marion.
 - e. Other dignitaries present at official Omega ceremonies or events should be addressed and afforded the courtesies commensurate with their status. Government official current and past should be address with their highest title, i.e. Brother Governor Douglas Wilder or Brother Steven Jones, Esquire.
 - f. The seating of Omega Officers and other dignitaries will be addressed later in the sections of the manual that address the conduct of official meeting and ceremonies.

2. Standards of Personal Conduct

- a. The men of the Omega Psi Phi Fraternity, Inc. must carry themselves in a manner at all times that reflects the high ideals of the Fraternity. Brothers need only look to the preamble to the Fraternity Constitution and Bylaws to glean our purpose and how we should interact amongst ourselves and with others. Brothers are to fully realize that their every action not only represents them, but the entire Fraternity.

*We, the members of the Omega Psi Phi Fraternity, Inc. believing that men of similar ideals of fellowship should bind themselves together in order to form a more perfect union among college men; to **promote** the principles of **manhood, scholarship, perseverance and uplift**; to **further brotherly love** and spirit within the organization; and to **protect** the sanctity of the **home** and the **chastity of womanhood**, do enact and establish this Constitution and accompanying Bylaws for the governance of its members.*

-Preamble to the Omega Psi Phi Fraternity Constitution-

- b. Our preamble to the constitution charges us all to let our daily actions in dealing with Brothers and others to be governed by our striving to uphold the four cardinal principles of the Fraternity: Manhood, Scholarship, Perseverance and Uplift. It further requires we promote the spirit of brotherly love. The common practice of **“Wrecking”** (physical violence between Brothers) is inconsistent with Omega and its founding principles. Under no condition should a Brother cause physical harm to another Brother. Any Brother that causes physical harm to another Brother does not understand the organization that he professes to love *“till the day he dies.”*
- c. The Fraternity in unison with the other organizations of the National Pan-Hellenic Council, Inc. (NPHC) is committed to nurturing the ideals of brotherhood in an atmosphere of responsibility and respect. In 1990, the member organizations of the NPHC jointly agreed to disband pledging as a form of admission. Accordingly, the Fraternity unequivocally forbids **hazing** of those who seek admittance and will take appropriate action against those that perpetuate hazing.
- d. As a general rule, proper respect should be given to a Brother when introducing yourself or addressing a Brother. After a Brother has been properly identified through the official challenge as espoused in the ritual, Brothers should always introduce themselves as Brother (state your name), your number, your year of initiation, your chapter of initiation, and location (city or university). It is improper introduce yourself or call another Brother “Dog, Dawg etc.” In an informal setting (e.g. a shopping mall or public establishments), a Brother does not have to address another Brother using a formal title. It is also appropriate for a Brother to refer to another Brother as “frat/bruh/Que”, in an informal setting. We must respect each other and always remember we are Omega Men, first. It is also acceptable for a member of a fraternity to greet another fraternity member (brother) with the salutation of the day, addressing him as FRATER
- e. From its inception, the Fraternity has sought men of high ideals that reflect the character of our four Cardinal principles. Accordingly, the Fraternity does not condone the use of **any illegal drugs or substances**. Omega Psi Phi Fraternity, Inc. position is that the sale or consumption of any illegal drugs or substances at any event on campus or at any student’s residence or other facility is strictly prohibited.”
- f. Men of Omega should not abuse alcohol or use illegal drugs. It is especially important, among college chapters, that Brothers have a clear understanding of the legal drinking age in the state where they live and the state where their school is located. The Fraternity strongly suggests that every college chapter offer educational programs specifically addressing the problems of and solutions to substance abuse on or around the local campus. Chapters should become acquainted with the State “Dram Shop” laws under which, fraternities and sororities

may be held liable for the behavior of persons served liquor during fraternal social functions. In simple language, “Dram Shop” laws provide that if a person receives liquor from a fraternity and as a result injures someone or damages property, the Fraternity could be legally liable for that person’s action. In those states which have raised the legal drinking age to 21 years, it is illegal to serve liquor or alcoholic beverages to anyone under that age whether they pay for it or not.” Omega Men should NEVER use illegal drugs or abuse alcohol. Brothers should use discretion with alcohol consumption in public while wearing Fraternity regalia.

- g. Use of Official Omega Emblems and Insignia’s is prohibited without the expressed approval of the International Headquarters. The Name of Omega Psi Phi and the Greek letters “ΩΨΦ” are registered and trademarked symbols of the international organization, and as such, the use of these symbols without the consent of the International Headquarters is prohibited. All Brothers should respect and become familiar with the purpose and use of these symbols.
- h. **Singing of the Omega Hymn (Omega Dear) in Public Settings-** It shall be the policy when Brothers sing the Omega Hymn in a public setting to stand in place. Brothers shall not hold hands, cross arms in any manner or sway or kick in any direction. If space permits Brothers can form a circle without holding hands, crossing arms, or swaying or kicking in any direction. Hands shall remain at the sides with total focus on the singing of our beloved “Omega Dear”. This protocol will apply to Public Memorial Services and Formal Banquet events. Furthermore, it shall be the policy that singing the Omega Hymn is prohibited at all other public events not mentioned above including weddings.
- i. Use of the Omega Hymn and Songs should be at appropriate times and settings. *The singing of the Hymn is limited to official Omega functions and is not to be altered in any way.* Official Omega meetings and ceremonies include, but are not limited to, Grand Conclaves, District Meetings/Conferences, and chapter meetings, initiations, memorial services, or mandated programs that include a ceremony. Brothers are to stand during the hymn and encircle, if it is deemed appropriate. All Brothers should know the official Omega Hymn and Sweetheart Song. The Sweetheart Song is the more appropriate song for weddings. Brothers are to refrain from publically singing songs that have vulgarities or are demeaning to women.
- j. The Ritual of Omega Psi Phi Fraternity, Inc. includes the official secrets of the fraternity. Rituals are fraternity property and chapters should maintain accountability of this document. Brothers should not quote any parts or portions of the Ritual in public, make copies of the Ritual, save or duplicate the ritual on electronic devices, nor reduce it to writing.

3. Official Attire of Omega Men and Proper Wearing of other Fraternity Regalia

- a. It shall be the policy that the official attire for all Omega Men is defined as a solid black suit (no stripes or other designs on the suit); a white dress shirt; a solid Royal Purple necktie (no bow-ties or ascots); black socks and black dress shoes.. Unless stated otherwise, official Omega Attire is required for all official Omega Psi Phi Fraternity, Inc. functions. A Brother not properly attired should not participate in a function calling for Official Omega Attire. This includes functions such as Omega Memorial Services, appearance on public programs, and official pictures. All official fraternity chapter pictures should be taken in “official Omega Attire.” A Brother without appropriate dress should be excluded from the picture. Where feasible and necessary, it is recommended that chapters attempt to take an official chapter picture each year for historical purposes.

- b. While the above prescribes the official Omega attire, the below are guidelines for other occasions.
- i. FORMAL ATTIRE:
 - 1. Black Tuxedo, white formal shirt, royal purple or black bow tie, black tuxedo or dress shoes, black socks
 - 2. Mess Dress – Military
 - ii. INFORMAL ATTIRE:
 - 1. Dark Suit (Black or Navy Blue), white dress shirt, royal purple tie, black dress shoes, black socks
 - 2. Class A Uniform (Dress) – Military
 - iii. BUSINESS ATTIRE:
 - 1. Suit, sport coats or jacket, shirt and tie, dress pants, dress shoes, socks (no jeans or other tattered wear or boots)
 - iv. BUSINESS CASUAL:
 - 1. Dress or polo collared shirts, dress slacks, dress shoes, socks (no jeans, tattered wear or boots)
 - v. PURPLE IN PASSION:
 - 1. Dress or collared shirts, jackets, sweaters, creative fashion with accented paraphernalia, dress shoes, dress slacks, socks (dress jeans acceptable, no tattered wear or boots)
 - vi. OMEGA CASUAL:
 - 1. Purple paraphernalia collared shirts or tee shirts, tan slacks or shorts, shoes or sandals (no tattered wear or boots)
- c. The Official Badge is defined as the official fraternity pin of Omega Psi Phi Fraternity, Incorporated. Only the official badge is worn over the heart of a Brother. It is placed on the right corner pocket of the dress shirt. Other Fraternity pins should be worn on the left lapel of a suit jacket, blazer or sports coat. The official badge is only worn when a Brother is wearing a tie and a suit jacket, blazer or sports coat. If there is no pocket on the shirt, the badge is attached to the shirt on the left side over the heart. If a vest is worn over the dress shirt, the badge can be attached to this garment on the left side over the heart.
- d. Omega paraphernalia should always be worn in a respectful manner and is never to be worn or carried by a non-brother. Brothers should not desecrate paraphernalia or wear tattered military fatigues. It is to be destroyed by burning (if weathered, torn, or in disrepair), given to another Brother or returned to the local chapter or the International Office upon the transfer of a Brother to the Omega Chapter. Each Brother is personally responsible for protecting the privacy of Omega Psi Phi paraphernalia and should include its disposition in his estate plan.
- i. Vendor pins should only be purchased from vendors certified by the International Headquarters of the Omega Psi Phi Fraternity, Inc. Brothers should always ask vendors to display their official Omega vendor license prior to any purchase.

Brothers should inspect each pin prior to purchase to assure that it is graphically correct and in good taste.

- ii. Other items of paraphernalia should only be purchased from vendors certified by the International Headquarters of the Omega Psi Phi Fraternity, Inc. Brothers should always ask vendors to display their official Omega vendor license prior to any purchase. A list of approved vendors is located at the Fraternity's website www.oppf.org. Vendors found selling Omega paraphernalia without a proper license should be referred to the International Headquarters. Brothers should inspect each item prior to purchase to assure that it is graphically correct and in good taste.
 - iii. Omega paraphernalia is always worn in a respectful manner and should not be worn if it is weathered, torn, or in disrepair.
 - iv. Brothers are allowed to wear any combination of Fraternity approved paraphernalia.
- e. All Fraternity property of the International Headquarters transmitted to the custody of the chapter (or Brother) for its use, as provided herein, shall remain the property of the International Headquarters subject to recall or removal in the event of the chapter's (or Brother's) suspension or deactivation. The chapter's officers shall have the absolute responsibility and obligation to maintain the custody and control over the Fraternity issued property when so requested by the International Headquarters or District Representative pursuant to our Constitution.
- f. Each Brother is personally responsible for protecting the privacy of Omega Psi Phi Fraternity Inc. issued property and paraphernalia:
- i. Once initiated, each Brother should discuss the disposition of their Omega property and paraphernalia with their loved ones in the event of their demise.
 - ii. Part of any Brother's estate planning should be the designation of an Omega Brother to receive his paraphernalia or instructions for his loved ones to contact the local chapter for disposition.
- g. Brothers should be vigilant in the disposal of unusable paraphernalia. Once paraphernalia is no longer usable, the material should be destroyed by burning to prevent it from getting into the hands of a non-member or even worse, end up being traded on an online auction site such as E-Bay.
- h. The local Chapter shall be responsible for retrieving paraphernalia after a Brother enters Omega Chapter. Thirty days (30) after a Brother enters Omega Chapter, the local chapter or chapter advisor should send a letter to the family inquiring about the disposition of paraphernalia. If there is no response from the family in thirty days (30), the local chapter Basileus should contact the family, verbally. Once used paraphernalia is received, it should be added to the chapter's archives, sent to the Corporate Headquarters or disposed of by burning. NOTE: The family should not be harassed in any way.

4. Proper Meeting and Ceremonial Decorum and Conduct

- a. Official Omega meetings and ceremonies include, but are not limited to, Grand Conclaves, District Meetings/Conferences, and chapter meetings, initiations, mandated programs that include a ceremony. Omega men are aware of the privacy designation of all official ceremonies and meetings as outlined in our Ritual. Protocol associated with such ceremonies and meetings are always followed.
- b. There are two types of ceremonies and meetings: public and private. A public ceremony or meeting is one in which the general public is invited to participate. In those cases, local and community leaders as well as members of the Pan-Hellenic Community may be invited to participate. The public ceremony or meeting will be addressed in the next section.
- c. Proper Meeting Decorum and Conduct
 - i. All officers shall conduct regularly scheduled meetings at the International, District and Chapter level as prescribed in our Constitution and or our Policy and Procedures Manual.
 - ii. In all cases timely notice shall be given to the Brotherhood and an agenda shall be published that includes the following as a minimum. All meetings of the Omega Psi Phi Fraternity, Inc shall be opened and closed with prayer.
 1. Opening Ceremony
 2. Roll Call
 3. Reading of Minutes from previous meeting
 4. Reports of Committees
 5. Old Business
 6. New Business
 7. Closing Prayer
 - iii. For official Omega meetings at all levels attention should be given to the proper seating of officers. The presiding officer is seated in the center place or the first place right of center. The guest of honor is seated to the right of the presiding officer. When two head tables are necessary, International or District officer and honored guest are seated at the upper dais and the program participants and other guest are seated at the lower dais. The use of profanity is not allowed in official Omega meetings and is discouraged in unofficial gatherings, as well.
 1. Formal Seating for Grand Conclaves:
 - a. The Grand Basileus shall be seated to the immediate right of the podium.
 - b. The First Vice Grand Basileus and the Grand Keeper of Records and Seal shall be seated to the right of the Grand Basileus.
 - c. The Second Vice Grand Basileus, the Keeper of Finance, the Grand Counselor, and the Grand Chaplain shall be seated to the left of the Grand Basileus.
 - d. The Grand Marshal shall occupy a seat near the Grand Basileus.
 - e. Former Grand Officers shall be seated on the upper dais immediately behind the Grand Basileus and given due recognition.

- f. The delegates and visiting Brothers shall be seated in the assembly hall facing the Grand Basileus, preferably arranged by Districts headed by the District Representatives and should stand as the head table is introduced. Reserved seating should be identified for District Representatives and delegates.

2. Formal Seating at District Meetings:

- a. The District Representative shall be seated to the immediate right of the podium.
- b. All former District Representatives shall be seated on the upper dais immediately behind the District Representative and shall be given due recognition. If there is not more than one dais, all former District Representative shall be seated in a prominent position on the front row in the audience.
- c. The First Vice District Representative, the District Keeper of Records and Seal, and the District Marshal shall be seated to the immediate right of the District Representative.
- d. The Second Vice District Representative, the District Keeper of Finance, the District Counselor, the District Chaplain, and other officers, including current and former Grand Officers shall be seated to the left of the podium.
- e. The District Keeper(s) of Peace shall be stationed at the door(s) and shall admit only those persons who are members of the Fraternity and others authorized by the District Representative.
- f. The delegates and visiting Brothers shall be seated in the assembly hall facing the District Representative, preferably arranged by Chapters headed by the Chapter Basileus and should stand as the head table is introduced.

3. Formal Seating at Chapter Meetings

- a. At all Chapter Meetings, the officers shall be seated in a manner consistent with the arrangement for Grand and District Officers.
- b. The Chapter Basileus shall be seated at the center of the head table with the Keeper of Records and Seal to his right and the Vice Basileus and Keeper of Finance to his left.
- c. The Keeper of Peace shall be positioned at the entry doorway to the meeting hall to control access.
- d. All other guidelines related to members and their conduct and dress shall prevail, as stipulated for Conclaves and District Meetings

d. Proper Ceremonial Decorum and Conduct

- i. Ceremonies are a critical part of our heritage as the Omega Psi Phi Fraternity, Inc. It is imperative that such ceremonies are conducted with the greatest degree of professionalism, decorum and adherence to the standard policies and procedures of Omega Psi Phi Fraternity, Inc. The protocol events template in the Appendix 1 of this document should be completed and returned to the International Protocol

committee chair for International events and District Protocol Chairman/ Representative for District events. It is highly recommended that chapters adopt this document as an internal checklist of planning chapter events.

- ii. For *private* official Omega ceremonies at all levels, attention should be given to the proper adherence of Ritualistic and other fraternal policies and procedures for those that are conducted in private where the official Omega Attire is appropriate. Examples of *private* official Omega ceremonies include:
 - 1. Initiation Ceremonies
 - 2. Memorial Ceremonies
 - 3. Rededication Ceremonies
- iii. Official *public* Omega ceremonies include, but are not limited to, Chapter Chartering, Public Programs at International and District levels, and other public ceremonies associated with the conduct of our mandated programs, i.e. Talent Hunt or Achievement Week programs.
- iv. The seating paradigm for public ceremonies is the same as outlined above for private meetings and ceremonies. However, the introduction of non-fraternal member requires special accommodation.
 - 1. The guest of honor or speaker is seated to the right of the presiding officer.
 - 2. When two head tables are necessary, the honored guest is seated at the upper dais and the program participants and other guest are at the lower dais.
 - 3. Reserved seating should be designated for the spouses and guest of those seated at the head table to include non-fraternal guest.
- v. Other Consideration for Official Omega Ceremonies and Events
 - 1. The attire for the event should be determined and communicated with the original announcement, per the guidelines identified for formal, semi-formal, business, or casual. The dress code should be strictly enforced by denying admittance to non-conformers.
 - 2. The required seating of fraternity officers and honored guest should be identified and resourced appropriately.
 - 3. An order of introduction must be established based on who is in the audience/attendance. The Grand Basileus should always be the last officer introduced.
 - 4. A list of invitees and an invitation design should be established and confirmation of attendance tracked per response.

5. Confirmation of officers and guest travel plans should include the arrival time, airline, hotel accommodations, and number of people in the party.
6. Escort officers should be assigned to designated officers and guest that are responsible for greeting upon arrival, transportation arrangements, providing an itinerary of activities, and any other special requirements.
7. VIP transportation is an area that requires special planning and attention. At a minimum, VIPs should be provided with a transportation itinerary, official identification and parking passes.
8. Determination should be made as to whether a reception, and what type, is appropriate for the event. There are basically two types of receptions: closed and open.
 - a. With a closed reception, a guest list is required and admittance is by invitation only. Additionally, a closed reception requires the use of a receiving line to greet the guest. If the event calls for a formal receiving line, attention should be paid to the formation of the line to assure a good and uninterrupted flow of traffic, not blocking exits and walkways.
 - b. An open reception does not require a guest list or receiving line.
 - c. Guest speaker coordination should include:
 - i. Notification of time and place they are expected to be and any time constraints.
 - ii. Adequate background information on the occasion and a list of dignitaries in attendance.
 - iii. Contact person to address any logistical issues, type of dress and honorarium arrangements
 - iv. Head table seating arrangements
 - v. Allow time to thank the speaker and make arrangement for the proper token of appreciation.
 - d. Holding Room or Assembly Room Considerations
 - i. Designate a holding room consisting of an enclosed space/room in close proximity to the main meeting room.
 - ii. Dignitaries should be informed of the location of the room in the formal invitation.

- iii. A Brother should be assigned to await guests in the main lobby of the facility and escort Dignitaries to the holding room.
- iv. Water, coffee, tea and appropriate beverages should be placed in the room.
- v. The host/event chair lines the group up appropriately and leads the processional to the meeting room.

e. Dais or Head Table Considerations

- i. The line-up for the dais should permit each person to proceed in an orderly progression to his assigned seat, which should be clearly marked
- ii. If the dais is two-tiered, the membership is to be seated on the lower dais enters first.
- iii. All assembled should rise at the entry of the dais and remain standing until the last person enters and the dais is seated.
- iv. After all persons on the dais have reached their assigned seats, the Presiding Officer in charge of the ceremonies should invite all persons assembled to rise to receive the Grand Basileus or the highest ranking Fraternity Officer present
- v. After the Grand Basileus or the highest-ranking Fraternity Officer present is seated, the program begins.
- vi. Reserved seating should be provided, near the front of the dais for spouses or special guests of dais participants.

vii. Formal One Tier Seating

- 1. The position of the Presiding Officer is to the right of the podium, as this person faces the assembly.
- 2. The guest of honor should be seated to the immediate right of the Presiding Officer.
- 3. Other dais guests should be seated to the right or left of the persons noted above, balanced in descending order of rank diagram in Appendix 2.

viii. Formal Two Tier Seating

1. The designated Presiding Officers and honored guests should be at the upper dais level, while designated persons such as program participants and other guests are seated at the lower dais level.
2. Consideration should be given to the physical restriction of the participants of the dais or the physical aspects of the room and the visibility of the dais in deciding tier assignment.
3. The use of place cards is recommended for clarity, see diagram in Appendix 2.

ix. Formal Theatre Style Seating

1. The front row on the left-hand side of the room should be reserved for the Grand Basileus or the highest-ranking Fraternity Officer present.
2. The front row on the right hand side should be reserved for the other elected and appointed Officers in descending order. If possible, individuals should be seated in rank order.
3. The front row in the center aisle of the room should be reserved for the Grand Basileus or the highest-ranking Fraternity Officer present (the left-hand side, if there is not a center aisle).

5. Conduct of Public Media Events

1. The Grand Basileus of the Omega Psi Phi Fraternity, Inc (or his designee) is the official representative of the fraternity. No chapter or Brothers should represent the Fraternity in any media (television, radio, movie, etc.) without the expressed written permission of the International Headquarters.
2. As a minimum, the District Representative should be apprised of all public appearances by local chapters or members when they are speaking in the capacity of a representative of the Omega Psi Phi Fraternity, Inc. This includes interviews, personal appearances, step shows, etc.
3. No Brother or chapter should authorize the use of any symbol of Omega Psi Phi Fraternity, Inc. in any public/media appearance without the expressed written permission of the International Headquarters.

4. Press Release for Official Public and Private Functions

- i. The host Chapter, or District should plan full press and media coverage activities to include a press release of the event(s) for maximum coverage during visits by the Grand Basileus or other International/District Officers.
 - ii. All official press releases must be approved by the International Headquarters.
 - iii. Local chapters as unincorporated entities of the Omega Psi Phi Fraternity, Inc. are allowed to have press releases for local events that have been coordinated with and approved by the respective District Representatives.
5. As a general rule, Brothers are to remember that their public actions reflect upon the brand and national reputation of the Fraternity. Accordingly, our actions should perpetuate the high ideals of our Founders in dealing with public and social media outlets.

Section III. Summation

This document was written to ensure that the great heritage enjoyed by the Brothers today is there for future generations of Omega Men. To quote a former Grand Basileus' recollection of a charge one of the Founders gave him and other fellow undergraduate Brother, "We gave life to this Fraternity; it is up to you Brothers to ensure that it never dies." Every Brother of the Omega Psi Phi Fraternity Inc. has the obligation to adhere to the basic guidelines from this manual in order to do his part to perpetuate our great Fraternity.

This manual was developed by the 2012 International Protocol Committee:

Gary C. Clark – Chairman
Kenneth A. Brown – Co-Chairman
Willie Williams, Jr. – Draft Author
Benjamin F. Hill, Jr.
Harvey L. Woodson, Jr.
Evan Murray
Don R. Lee

This Document was presented to the Supreme Council and approved on July 5, 2012. Updates have been incorporated in the document February 2019 based on policy changes approved by the Supreme Council on January 24, 2019.

2019 International Protocol Committee

1. Gary C. Clark – Chairman
2. Kenneth A. Brown – Vice Chairman
3. Dr. Steven G. Johnson – Vice Chairman
4. Benjamin F. Hill, Jr.
5. Willie Williams
6. Harvey L. Woodson, Jr.
7. Gary C. Clark, II
8. J. “Chico” Arenas
9. Albert Willie “Smitty” Smith
10. Darryle Albert
11. Cornelius Beidleman
12. Calvin Beidleman
13. James Reed
14. Jontay Manigault
15. Gregory Burnett – 1st District Chairman
16. Michael Breeden – 2nd District Chairman
17. Dr. Steven G. Johnson – 3rd District Chairman
18. Aaron Kenyatta Marshall – 4th District Chairman
19. James “Jim” Wood – 5th District Chairman
20. Jack Martin – 6th District Co-Chairman
21. Gregory Bauldrick – 6th District Co-Chairman
22. William Bartley, III – 7th District Chairman
23. Ivy Williams – 8th District Chairman
24. Carl “JJ” Johnson – 9th District Chairman
25. Melvin Thomas – 10th District Chairman
26. Frank Boykin – 12th District Chairman
27. Walter Torrence, Jr. – 13th District Chairman

Appendix 1. Protocol Events Template for the Omega Psi Phi Fraternity

Grand Conclave Protocol Events Protocol Template
Omega Psi Fraternity, Inc.



Return this package electronically to:
Gary C. Clark
International Protocol Chairman
By: 8 weeks before Grand Conclave
e-mail: garycclark2010@yahoo.com
301-580-5102 – Cell

The International Protocol Committee is requesting this information to provide the Grand Basileus Protocol Notes for the events associated with the Grand Conclave. You are requested to return this information electronically no later than **(Insert Date as Appropriate)**

Event: _____

Location of Event: _____

Date of Event: _____

Start Time: _____ End Time: _____

Contact Name: _____ e-mail _____ cell _____

2nd Contact Name: _____ e-mail _____ cell _____

Will the Grand Basileus be required to attend? Yes ____ No ____

**If Yes, what role to you wish him to perform?

** Confirmation on the Grand Basileus attendance will be provided to you.

Attire: (See Attached Attire Chart) _____

Reception: Yes ____ No ____

If Yes Type: Closed ____ Open ____

If Closed:

1. Provide guest list on page 5
2. Have invitations been sent? Yes ____ No ____
3. Who will be in the receiving line? (list separately on page 6)

Security:

- Are there dignitaries that will be traveling with their own personal security? Yes ____ No ____ (list separately on page 10)
 - All dignitaries traveling with their personal security shall be put in contact with Omega's security coordinator to arrange their particular security needs.
- Reserved parking passes shall be obtained from the security coordinator or his designee.

Invited Dignitaries & Guest:

- List names of confirmed attendees (list separately on page 7)
- Provide travel plans for each confirmed attendee
 - Arrival Time

- Airline or Train Station
- Hotel Accommodations
- Number of persons in traveling party
- Assign a host for each invited guest
 - Host responsibility
 - Greeting guest upon arrival
 - Provide transportation to and from airport or train station
 - Provide invited guest with itinerary of activities and any special instructions

Guest Speakers and Presenters

- Are there any guest speakers and/or presenters
 - Yes _____ No _____

If yes:

1. Shall be notified as to the time and place that they are expected to be present at the activity, which they are presiding over
2. Shall be provided with any time constraints/limitations
3. Shall be provided with adequate background information on the occasion
4. Shall be provided with a list of dignitaries in attendance
5. Shall be provided with a contact person to troubleshoot any logistical issues
6. Shall be provided, well in advance with the head table seating arrangements
7. All presenters shall be identified for the occasion
8. Shall be provided with type of dress and honorarium arrangements

Thanking the Speaker

1. Time is allowed for the assembly to applaud
2. A brief thank you is expressed by the person who introduced the speaker
3. The presiding officer may add brief words of appreciation
4. Thank you notes are sent promptly by the proper authority

VIP Transportation

1. VIP's shall be provided with parking passes for vehicles
2. VIP's shall be provided with an official identification
3. VIP's shall be provided with a transportation itinerary

Will there be a meal function? Yes _____ No _____

If yes:

- Will there be a head table: Yes _____ No _____

If yes:

- List the names and titles of those sitting at the top tier (page 8)
- List the names and titles of those sitting at the bottom tier (page 8)

How many reserved tables will you need? _____

- List the names and titles of those folks to be seated at the reserved tables. (list separately on page 9)

Are there other seating requirements for this event? Yes ____ No _____

If yes: How many seats are needed? _____

Please list any additional special needs for the event.

Closed Reception Guest List

Add additional pages if necessary:

Name	Title (If appropriate)
------	------------------------

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.

Individuals in Receiving Line

Name	Title (If appropriate)
------	------------------------

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.

Confirmed Dignitaries

Name	Title (If appropriate)
------	------------------------

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.

Seating at Head Table

If more than nine at each tier, please add additional people

Name	Title (If appropriate)
------	------------------------

TOP TIER: (No More Than 20)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

BOTTOM TIER: (No More Than 20)

- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.

Reserved Seating

Name	Title (If appropriate)
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	

Confirmed Dignitaries Security Detail

Security Person Name	Dignitary Representing
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	

Appendix 2. International Protocol Seating Template for Omega Psi Phi Fraternity, Inc.

Private / Closed Meeting															
Upper Tier Dias - Former Grand Basilei and Honored Guests															
		Oldest Living Former Grand Basileus Dr. Edward Braynon, Jr. 30th Grand Basileus	Dr. Dorsey Miller 35th Grand Basileus	Lloyd Jordan, Esq. 36th Grand Basileus	George H. Grace 37th Grand Basileus	Warren G. Lee Jr. 38th Grand Basileus	Dr. Andrew Ray 39th Grand Basileus	PODIUM							
Main Tier Dias - Current Grand Officers															
				Grand Marshal	Keeper of Records and Seal	1st Vice Grand Basileus	Grand Basileus	PODIUM	2nd Vice Grand Basileus	Grand Keeper of Finance	Undergraduate Representative	Undergraduate Representative	Undergraduate Representative	Grand Counselor	Grand Chaplain
Lower Tier Dias - District Representatives															
		1st District Representative	2nd District Representative	3rd District Representative	4th District Representative	5th District Representative	6th District Representative	PODIUM	7th District Representative	8th District Representative	9th District Representative	10th District Representative	12th District Representative	13th District Representative	

Public / Open Meeting with Guest Speaker															
Upper Tier Dias - Former Grand Basilei and Honored Guests															
		Oldest Living Former Grand Basileus Dr. Edward Braynon, Jr. 30th Grand Basileus	Dr. Dorsey Miller 35th Grand Basileus	Lloyd Jordan, Esq. 36th Grand Basileus	George H. Grace 37th Grand Basileus	Warren G. Lee Jr. 38th Grand Basileus	Dr. Andrew Ray 39th Grand Basileus	PODIUM							
Main Tier Dias - Current Grand Officers															
			Grand Marshal	Keeper of Records and Seal	1st Vice Grand Basileus	Guest Speaker	Grand Basileus	PODIUM	2nd Vice Grand Basileus	Grand Keeper of Finance	Undergraduate Representative	Undergraduate Representative	Undergraduate Representative	Grand Counselor	Grand Chaplain
Lower Tier Dias - District Representatives															
		1st District Representative	2nd District Representative	3rd District Representative	4th District Representative	5th District Representative	6th District Representative	PODIUM	7th District Representative	8th District Representative	9th District Representative	10th District Representative	12th District Representative	13th District Representative	