



## LINE OFFICERS TRAINING

January 2021

### **The Illustrious Commandress Duties:**

(Some of the duties are listed below).

See page 70 of the Constitution and General Laws of the Imperial Court for discussion.

1. She shall preside at all meetings of her Court
2. She shall confer the Creation of the Order in accordance with the ritual ordained by the Imperial Court
3. In all cases of a tie vote, except by ballot, the Illustrious Commandress may cast the deciding vote
4. Wearing the Crown of the Illustrious Commandress at all official duties and activities during her administration in her Oasis, except at funerals and memorial services. Request to wear Crown outside of her Oasis must be addressed to the Imperial Commandress for dispensation.

### **Officers Duties and Responsibilities**

Each officer that's elected or appointed to a position has the responsibility of fulfilling her station to best of her ability and is expected to support the **Illustrious Commandress, the court endeavor's and each other.**

#### **As an officer you're expected to**

1. Support the Commandress
2. Attend regular meeting
3. Attend Divan meetings
4. Support and participate in court fundraisers, community services project, in short, each officer is charged with the duty of fulfilling her station.

### **Ritualistic Opening**

The opening ceremonies should be executed as prescribed in the Ritual of the Daughters. Both verses of the *opening ode "O Isis Dear" are to be sung*. The opening prayer should be read or recited as written.

### **Ritualistic Closing**

The closing ceremonies should be performed as prescribed in the Ritual of the Daughters. The Close Ode " - a Prayer to Isis is sung

#### **1. Who offers a prayer at the closing of the meeting?**

1. The High Priestess

### **Entering/Retiring from the Court**

#### **1. Entering the Court Room:**

If a Daughter is late the Outside Spy informs the Inside Spy who informs the Illustrious Commandress there's an alarm at the door. The Illustrious Commandress replies attend to the alarm, the Inside Spy informs the IC the Name and Rank of the Daughter (if she is a HPIC, PC, HPC), if the Daughter is one of the previous mentioned, then she raps up the Court. The Daughters gives Salutations to the Stations of the IC, 1<sup>st</sup> Lt & 2<sup>nd</sup> Lt Commandress after which she returns to the Alter and greets the Illustrious Commandress

#### **2. Retiring from the Court Room:**

If a Daughters has to retire/leave the meeting before it's officially closed; the Daughter will go to the Alter and give the proper Salutations to the Illustrious Commandress or if she's instructed by the Illustrious Commandress to proceed to the 1<sup>st</sup> Lt. station to give proper sign and exit the Court Room.

### **Use of the Gavel**

1. One Rap:
  - a) Calls the Court to order
  - b) Settles or closes an issue
  - c) Seats the Court

2. Two Raps
  - a) Calls the Court to order
3. Three Raps
  - a) Calls up the entire Court

### **Alarming the Door & Rap Meaning**

- The four raps at the door are for Isis, Osiris, Horus and the last one is for Allah (God) who is the greatest ruler of all.

### **The significance of the signs**

1. What does the cupped fingers placed behind the ear represents?
  - A. The Sickle used by Typhon to cut the body of Osiris.
2. What sign indicates the severing of the body which was cut into fourteen pieces and thrown into the Nile River?
  - A. The 2<sup>nd</sup> Lt. sign

### **Special Meeting pg. 64-65**

A special meeting may be called by the Illustrious Commandress at any time other than a regular meeting by giving due and timely notice to the membership. When the need arises, a special meeting may be call by the Illustrious Commandress upon securing a dispensation from the Imperial Commandress. A written notice specifying the following:

1. Time
2. Date
3. Place of meeting
4. Business to be transacted
5. Membership should be given five (5) days prior to the date of stated meeting.

***Note: Special meetings maybe called for installation of officers, for lecturers, for instruction, for completion of unfinished trials, for charitable purposes and for no other purpose unless by dispensation approved by the Imperial Commandress.***

***Additionally, a special meeting shall be called by the Illustrious Commandress up receiving notice from the Imperial Commandress that an officer of the Imperial Court will be making an official visit to the Court.***

***NO OTHER BUSINESS SHALL BE TRANSACTED AT A SPECIAL MEETING EXCEPT FOR THAT FOR WHICH IT WAS CALL FOR PER THE DISPENSATION***

### **Regular Meeting**

The regular meeting of the Court is held at the same date, time and location each month. All business must originate at a regular meeting. All ceremonies or creations shall be held at the regular meeting unless by dispensation of the Imperial Commandress.

### **Quorum:**

For the transaction of business or ceremonies shall consist of the Illustrious Commandress or one of the Lieutenant Commandresses and six other Daughters.

### **New Year Budget**

Each Daughter should have a copy of the 2021 Budget that was voted and approved by the Court.

### **New Year Calendar**

Each Daughter should have a calendar of

1. Court Events
2. Fundraisers
3. Community Services
4. Other dates such as Desert Retreat, Gala Day, Imperial Session and other dates of events in the Desert and Domain. (This would be applicable if we were not in the state of a Pandemic. (Thus far no dates for Desert Planning, Gala Day or Imperial Session has been scheduled for 2021.

## Egyptian Calendar

- General Egyptian Calendar Facts

- Timeframes
  - One Week = Ten Days (Heru)
  - Three Weeks (30 Days) = One Month (Abed)
  - Three Months = One Season
  - Four Seasons & Five Holy Days = One Year (Renpet)
- Each Egyptian Calendar Month References a Notable Egyptian God or Goddess
  - A few examples:
    - September (Athor) = Goddess Hathor
    - November (Tybi) = God Amun-Ra
    - February (Bast) = Goddess Bastet
    - June (Seb) = God Sobek
- Each Gregorian Calendar Month Contains Two Egyptian Calendar Months

- Calendar Months/Seasons

Gregorian Calendar Month	Egyptian Calendar Month	Egyptian Calendar Month	Season
JANUARY	WRICK	BAST	HARVEST
FEBRUARY	BAST	ANRU	WINTER
MARCH	ANRU	UTEF	WINTER
APRIL	UTEF	AMBI	WINTER
MAY	AMBI	AMA	SPRING
JUNE	AMA	SEB	SPRING
JULY	SEB	KARA	SPRING
AUGUST	KARA	AISA	SUMMER
SEPTEMBER	AISA	ATHOR	SUMMER
OCTOBER	ATHOR	RATH	SUMMER
NOVEMBER	RATH	TYBI	HARVEST
DECEMBER	TYBI	WRICK	HARVEST

JANUARY 2021			WRICK - BAST		OSIRIS 5104	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 19	2 20
3 21	4 22	5 23	6 24	7 25	8 26	9 27
10 28	11 29	12 30	13 1	14 2	15 3	16 4
17 5	18 6	19 7	20 8	21 9	22 10	23 11
24 12	25 13	26 14	27 15	28 16	29 17	30 18
31 19						

**Each officer should have in their procession at all times the**

1. Ritual
2. Court bylaws
3. Court approved budget
4. Calendar of Court events for the year
5. Constitution and General Laws of the Imperial Court
6. Egyptian Calendar

Officers should familiarize themselves with the **budget** and **bylaws** to make sure the Court is staying on task and operating according to Constitution and General Laws of the Imperial Court and operating within the budget allotment for each proposed line item.

**BONUS QUESTIONS:**

**Why do we kiss the Red Stone?**

We kiss the Red Stone as a token of **devotion** to Osiris and Isis who laid the foundation for our order.

**The Holy Bible is open to where?** 1<sup>st</sup> Corinthians, 13<sup>th</sup> Chapter, 1<sup>st</sup> Verse

**The Koran is open at the Section of?** The Woman