

February 2021 Line Officer's Training

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IMPERIAL DEPUTY FOR THE DESERT OF KOREA



AGENDA



- ❖ Regalia (Official Attire and Formal Attire)
- ❖ Protocol
- ❖ Chain of Command
- ❖ Stations - Badge of Office - Robe - Jewel
- ❖ Proper Written Financial Report Procedures
- ❖ Proper Written Committee Report Procedures
 - ❖ Standing
 - ❖ Special
- ❖ Who is Required to Receive the Committee Reports??



REGALIA (OFFICIAL AND FORMAL ATTIRE)



Official Attire for Regular Meetings

- The official attire of the Daughters (which is meeting attire) shall be white dress, white lingerie, all white shoes (Lucite and mesh shoes are permissible), white stockings, white bag, white gloves (no fingerless gloves) and regulation Fez.
- White jewelry only may be worn (white ankle bracelets are acceptable).
- Flowers (corsages) should be all white no green foliage. No silver or gold jewelry (including ankle bracelets) shall be worn with regalia, except as allowed by the Imperial Court.

Formal Attire for Commandress and Potentates Balls

- **The formal attire of the Daughters shall be white, formal length to the top of the shoe, dress (no tea length), white lingerie, all-white shoes, white stockings, crystal or rhinestone jewelry, white handbag, white gloves (no fingerless gloves) and regulation Fez. A strapless gown must be worn with a non-revealing and large enough formal jacket or shawl covering the upper body. Long (elbow length) gloves are required with sleeveless or strapless gowns. The fez is worn prior to entering the ballroom.**
- Formal length to the top of the shoes, floor length, not dragging the floor gowns; splits should be no higher than the knee and no gowns with trains. The fez is never worn to a bar.
- **This is not suggesting that it is okay to wear sleeveless Isis regalia on a regular basis.**
- No silver or gold shoes. White jewelry only. Beads, rhinestones and sequins should not reflect color.



REGALIA (OFFICIAL REGALIA FOR PARADES)



Parades

- Formal attire (see previous slide)
- Shall be required when riding in bus, car, carriage float or other multi-passenger vehicle.

Additional Notes

Notes:

- A strapless or spaghetti strap gown must be worn with a large enough formal jacket or shawl to cover the upper body, see-through sleeves and shawls are acceptable.
- **Daughters are prohibited from walking in parades in regalia.**



PROTOCOL



PROTOCOL OF THE IMPERIAL COUNCIL AND IMPERIAL COURT

- Protocol is important for every member of the Imperial Council (AEOONMS) and Imperial Court Daughters.
- It is imperative that protocol be understood by all its members.
- It is incumbent on the senior member present to ensure that there are no deviations or modifications to the approved protocol.
- It is necessary that uniform protocol be adopted and that all members are acquainted with the uniform protocol.

Reference: JSW Protocol received from the Imperial Council Effective November 2017



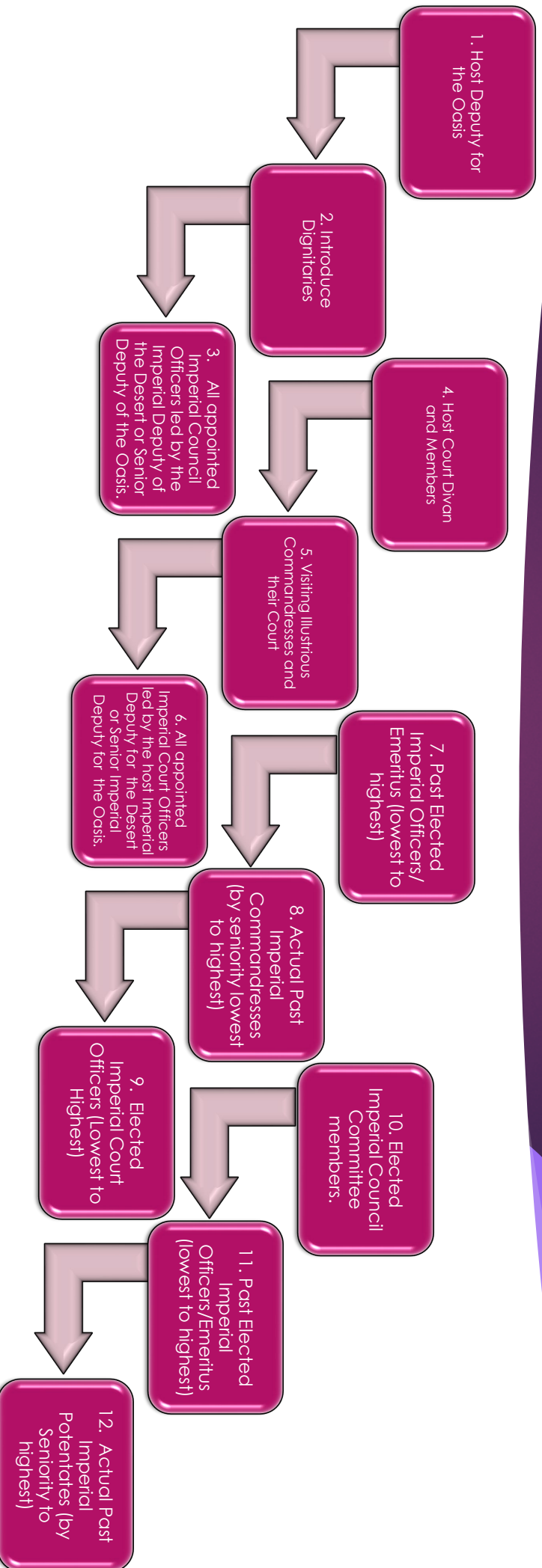
PROTOCOL (Quick Points to Remember)



- **Deputy of the Desert/Oasis-Noble**
- **Deputy for the Desert/Oasis-Daughters**
- When being escorted by a Noble, you are always on his left side. (Tassel to Tassel).
- **Nobles' Affair:** When the Nobles and Daughters are together, the Daughters will be seated to the **LEFT** of the presiding officer or to the right of the Nobles. If the capacity of the **Church will not permit this seating arrangement, the Daughters will be seated** behind the Nobles.
- **Daughters' Affair:** When the Daughters are the hosts, the Nobles will be seated on the **LEFT** of the presiding officer or to the right of the Daughters. If the capacity of the **Church will not permit this seating arrangement the Nobles will be seated** behind the Daughters.
- The term is Illustrious is only used for the constituent Courts, specifically the Illustrious Commandress, just as the term Imperial applies to all Imperial court officers.



Protocol at Entrance – Separate Daughters' Affair





Protocol at Entrance – Separate Daughters' Affair (cont'd)



13. Elected
Imperial Council
Officers (Lowest
to Highest)

14. Illustrious
Commandress



CHAIN OF COMMAND



UNDERSTANDING THE CHAIN OF COMMAND

Objective:

The participant will discuss the steps to conflict resolution.

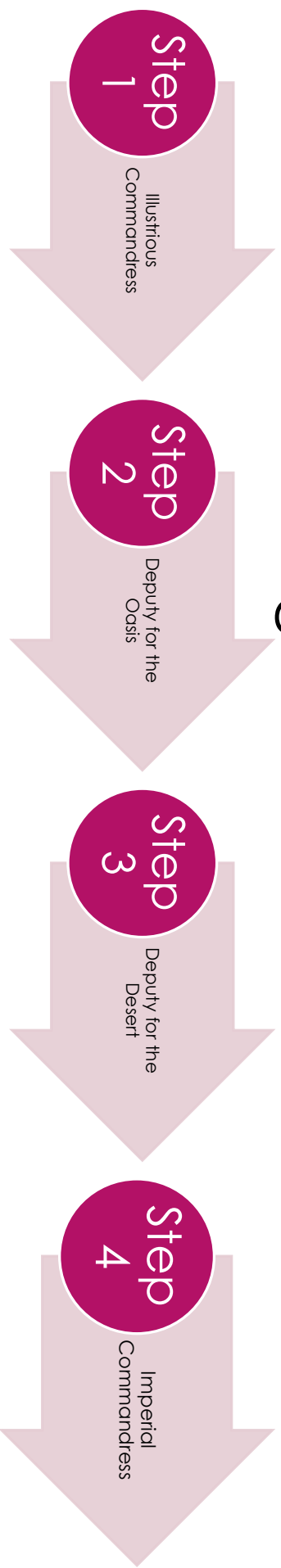
References: Constitution and General Laws of the Imperial Court



CHAIN OF COMMAND



Conflicts are to be resolved by the following Chain of Command:





CHAIN OF COMMAND



Instruction

- No matter how hard members of a Court may try to work together in peace and harmony, sooner or later, the Court will be faced with conflict.
- Whenever conflict occurs, **every** attempt should be made to resolve it at the level and in a timely manner. The occasion should be rare indeed when it becomes necessary to call upon the Imperial Commandress to settle a conflict within the Court.



CHAIN OF COMMAND



If a Daughter feels that her constitutional rights have been violated, she may seek to readdress her grievance by initiating Step 1.



STEP 1

Contact the Illustrrious Commandress



- State the general nature of the complaint and make an appointment to discuss the problem in detail..
- The date, time and place of the conference should be mutually agreed upon.
- Listen attentively
- Clearly define the problem.
- Analyze the problem.
- Use available resources
- Render a decision.
- Schedule an informing conference.
- Send follow-up letter.



STEP 2



- If the Daughter is still dissatisfied the Illustrious Commandress should request the services of the Deputy of the Oasis in writing.
- Upon the receipt of the letter, the Deputy should begin the aforementioned process again. If the Deputy is knowledgeable, skilled in human relations, and trusted by the Court members, the problem is almost always resolved at this level.
- Send follow-up letter.



STEP 3



- If for some reason, the problem still exists and the Deputy of the Oasis is unable to break the impasse, the Deputy of the Oasis should request the services of the Deputy for the Desert, in writing.
- Upon receipt of the letter, the process begins again.



STEP 4



If all else fails, the Deputy for the Desert should refer the problem to the Imperial Commandress. The problem should be presented in writing with all previous correspondence, minutes, etc. attached.

The decision of the Imperial Commandress is final.



It cannot be emphasized enough that rare is the occasion when problems are referred to the Imperial Commandress.

Every attempt should be made to resolve Court problems at the Constituent Court level. It is here that the information is first hand.

As Christian Women, we must strive to be forgiving. Retribution is not the quality of a true Daughter of Isis.





There is no problem that cannot be resolved. A problem continues to midst only because we allow it to do so.

Conflict resolution is a give and take process.

We must always work for the common good. It matters little who is right or wrong if we must keep our Courts in turmoil just to prove a point.





DUTIES OF THE MEMBERS



1. To attend meetings, thus acquiring experience, talent and the attributes of leadership.
2. Abide by the rules of the organization, thus helping to maintain the organization's dignity and integrity.
5. Recommend new members, this will promote the organization's growth and extend its influence.
6. **DO NOT SLEEP ON YOUR RIGHTS, WHEN YOU DO YOU FORFEIT THEM.**



STATIONS ~BADGES OF OFFICERS



ELECTED DIVAN OFFICERS (7)



ILLUSTRIOUS
COMMANDRESS



1ST LIEUTENANT
COMMANDRESS



2ND LIEUTENANT
COMMANDRESS



TREASURER



RECORDRESS



HIGH PRIESTESS



ORIENTAL GUIDE



STATIONS ~BADGES OF OFFICERS



APPOINTED DIVAN OFFICERS (5)



1ST CEREMONIAL
DAUGHTER



2ND CEREMONIAL
DAUGHTER



INSIDE SPY



OUTSIDE SPY



MARSHAL



ILLUSTRIOUS COMMANDRESS



The Illustrious Commandress is the presiding officer of the court. She is to make sure that the Court grows and flourishes. The sun is the generator of light and heat, which is essential for life. Isis gave birth to Horus, the God of the sun.

Badge is the Sun



Jewel



Purple Robe



Purple means Power and Success.



DUTIES OF THE IC



1. See that the laws, rules, regulations and edicts of the Imperial Court and the By-Laws of her own court are kept and obeyed.
when not in conflict with any of the laws of the Imperial Court.
2. See that accurate records are kept of the minutes and proceedings of her court.
3. See that stated meetings of her constituent court are held as provided in the By-Laws.
4. See that a true and accurate return of her court is made to the Imperial Court as required by law, and that all the taxes and assessments due from her court to the Imperial Court are regularly and punctually paid in full to the Imperial Recordress at least thirty (30) days before the annual session of the Imperial Court.
5. Convene her constituent court in special meetings, whenever required.
6. Cause to be issued all notices and summons required by law of the Imperial Court, Daughters of Isis.
7. Cause all official communications from the Imperial Commandress, Imperial Recordress and other Imperial Court officers to be read in full at the next regular meeting of the court.
8. See that the work and ritualistic practices in her court conform to the standards adopted by the Imperial Court.
9. Pay respect to the Imperial Commandress and the officers of the Imperial Court or Imperial Council, and to obey the edicts of the Imperial Commandress.
10. Take full possession of the charter of her constituent court, always keep it in her custody, have it present at all meetings of her court, and turn it over to her successor.
11. Request all members of her constituent court to be present to vote on all questions coming before the court.
12. Perform all other acts and duties as are required of her by the laws of the Order.

The Illustrious Commandress is responsible for the Court, Charter, Crown, and Bonding.



1ST

LIEUTENANT COMMANDRESS



The duty of the First Lieutenant Commandress shall be to assist the Illustrious Commandress in the performance of her duties and to perform such other duties as are assigned by the Illustrious Commandress and as required by the laws and regulations of the Imperial Court and the By-Laws of her constituent court. In the absence of the Illustrious Commandress, she shall assume her duties.

Badge is the Full Moon



Jewel



Red Robe

Red symbolizes life and generative power.



2ND

LIEUTENANT COMMANDRESS



The duty of the Second Lieutenant Commandress shall be to assist the Illustrious Commandress in the performance of her duties as are assigned by the Illustrious Commandress, and as required by the laws and regulations of the Imperial Court and the By-Laws of her constituent court. In the absence of/or inability the Illustrious Commandress or First Lieutenant Commandress, she shall assume their duties.

Badge is the Earth



Jewel



Blue Robe



Blue symbolizes which symbolizes the heavens and the primeval flood (life and rebirth in Egyptian Art).

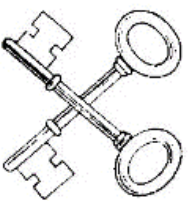


TREASURER AND RECORDRESS

Badges are the Keys and Pens



The Treasurer and Recordress represent the Life of our Courts.
They are the protectors of our Finances and Records.



Jewel



(Gold Robe)



Isis is also portrayed as a Provider and Protector.
It was believed that the flesh of the Deities were pure Gold.
The yellow skin of Isis symbolizes that belief.

The color Gold symbolizes eternal and imperishable.



DUTIES OF THE TREASURER



The Treasurer of the constituent court is the proper custodian of all its monies and securities. They cannot be taken from her control and placed under the control of others.

1. Receive from the Recordress all monies paid into the constituent court and give her a receipt for the same at the close of the meeting.
2. Keep a true and accurate account of all monies received by her in books of account of the constituent court and pay them only upon vote of the constituent court and upon an order drawn and signed by the Recordress and countersigned by the Illustrious Commandress.
3. Deposit all funds of the court with forty-eight (48) hours in banks designated by the constituent court and pay the funds out by check or draft signed by herself, and countersigned by the Illustrious Commandress and the Recordress of the constituent court.
4. The Treasurer shall not mix the funds of the court with her personal funds. She shall turn over her books to the Auditing Committee each May and November.
5. At the expiration of her term of office, she shall immediately turn over to her successor all monies, books of record, papers and other documents in her possession or under her control and belonging to the constituent court. She shall receive compensation for her services as may be described in the By-Laws of her constituent court.
6. The office of the treasurer shall be bonded in some reliable bonding or Surety Company in such sums as may be designated by the laws of the constituent court; the constituent court shall pay the premium on the bond. She shall perform whatever duties as may be assigned to her by the Illustrious Commandress in conformity with the By-Laws of the Imperial Court.
7. All special or blocked accounts must be maintained in the name of the constituent court, under the signatures of the Treasurer, Illustrious Commandress, and the Recordress.



DUTIES OF THE RECORDRESS



The Recordress of the constituent court is record keeper of all correspondence within the court. She must be organized in her approach and all records must be kept up to date and in good order.

1. Deposit all monies to the Treasurer paid into the constituent court and receive a receipt for the same at the close of the meeting.
2. Keep a true and accurate record account of all monies given to the Recordress in her books. She must sign all orders drawn and countersigned by the Illustrious Commandress.
3. At the expiration of her term of office, she shall immediately turn over to her successor all books of record, papers and other documents in her possession or under her control and belonging to the constituent court. She shall receive compensation for her services as may be described in the By-Laws of her constituent court.
4. The office of the Recordress shall be bonded in some reliable bonding or Surety Company in such sums as may be designated by the laws of the constituent court; the constituent court shall pay the premium on the bond.
5. She shall perform whatever duties as may be assigned to her by the Illustrious Commandress in conformity with the By-Laws of the Imperial Court.



DUTIES OF THE HIGH PRIESTESS

The Half Moon represents undeveloped and incompleteness of our lives.



Badge is the Half Moon



Jewel



White Robe



White is one of the colors of Royalty, Comfort, Healing, Spiritual Enlighten and Cleansing.



DUTIES OF THE HIGH PRIESTESS



1. It shall be the duty of the High Priestess to offer prayer and supplication to God (Allah), the Supreme Ruler of Heaven and Earth, requesting aid, strength, and protection.
2. Ensure all sickness and distress is sent out via the Recordress.
3. Offer Prayer when required.
4. Acts on the Standing Committee of Charity (Sickness and Distress)
5. Thanksgiving Service and Feast of Isis
 1. Time Frames - Point of Information
 2. Things to do beforehand
 - a. Secure Church or suitable place to hold service
 - b. Ensure that programs are done prior to the service.



THE ORIENTAL GUIDE

The Oriental Guide uses her staff to protect travelers on their journey across the desert picking out ruts and pitfalls along the way.



The wings of Isis has the color green, which symbolizes either female falcons or Kites, which are birds of prey that have cries "reminiscent of the cries of distraught women".

They represent power and mourning. They also represent the resurrection power of Isis, who fans her wings to give breath back to her dead husband Osiris.

It is said that Isis wore a green emerald on her headband, and that if you looked upon it you would be able to conceive. The Egyptians believed that wearing green gemstones would promote conception.

Green Robe



Jewel



Badge is Staff



Green symbolizes nature and the natural world. It has long been a symbol of fertility, tranquility, good luck and health.



DUTIES OF THE ORIENTAL GUIDE

The Oriental Guide uses her stave to protect travelers on their journey across the desert picking out ruts and pitfalls along the way.



1. She shall receive, welcome and conduct all visitors to the constituent court to the East.
2. She shall remain in the courtroom and receive all visitors at the altar.
3. She shall see that all paraphernalia of the Order is kept in good condition at all times.
4. It shall be the duty of the Oriental Guide to assist the Illustrious Commandress in any assigned duty.
5. It shall be her duty to see that the courtroom is set up and ready for each meeting.



1ST AND 2ND

CEREMONIAL DAUGHTERS

The Quarter moon represents the new moon as it peeps over the horizon surveying the earth and its people.



1. The First and Second Ceremonial Daughters shall collect the secret password from all the Daughters in the courtroom.

2. They shall have the duty to greet and form the escort for an Imperial Officer to enter the courtroom.

3. They shall escort Imperial Officers and other dignitaries unless otherwise instructed by the Illustrious Commandress.

4. They shall assist the Oriental Guide in setting up the courtroom.

Jewel



Badge is the Quarter Moon



Green bottom and Red Top



INSIDE AND OUTSIDE SPY

Isis used the Scimitar for protection.
The Inside and Outside Spies use to Scimitar to prevent intruders and interruption.



Inside Spy

1. The Inside Spy has the duty to guard the entrance to the courtroom.
2. She notifies the Illustrious Commandress of late Daughters and visitors that may request entrance. She carries out any other duties as assigned by the Illustrious Commandress.

Outside Spy

1. The Outside Spy has the duty to guard the entrance to the courtroom and collect the pass.
2. She notifies the Inside Spy when late Daughters wish to enter and also visitors requesting entrance.
3. She is responsible for collecting fines when directed by the Illustrious Commandress.
4. She carries out any additional duties assigned by the Illustrious Commandress.

Jewel



Badge is the Scimitar



Green Top and Red Bottom



MARSHAL



Note: This is just a picture of a red sash that I found-not the actual sash of the Imperial Court. It is placed here to give you idea of what the sash should look like, except it is much longer

Jewel



Red Sash (Trimmed in Gold)

Proper Written Financial Report Procedures



All reports shall be presented in writing on the proper letterhead to the Illustrious Commandress, prior to the meeting.

Proper Written Committee Report Procedures



Special & Regular



All reports shall be presented in writing on the proper letterhead to the Illustrious Commandress, prior to the meeting. This gives the Illustrious Commandress an opportunity to review the report and ask any questions that she might have.

Who is Required to Receive the Committee Reports?



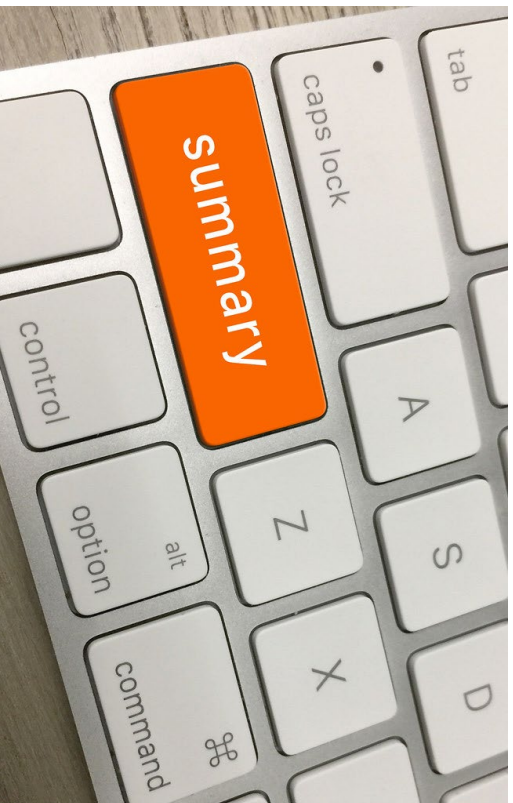
- At a minimum, the Illustrious Commandress and Recordress (for Archives) will receive a copy of the Committee Reports. The Illustrious Commandress will receive a copy prior to the meeting. This gives the Illustrious Commandress an opportunity to review the report and ask any questions that she might have.



- If documentation is not readily available for the entire body, at least have enough to be presented to the Court's Divan.
- **Note: In the Desert of Korea, we have a standing procedure where all members receive a meeting packet with all documents and reports that will be read/presented at the meeting. The Illustrious Commandress sends out this packet prior to the meeting w/ her agenda, which allows members to read ahead, and be prepared when we get to the meeting. So, everyone in our court receives all reports.**



BE, KNOW, DO



- ❖ BE WHAT YOU WANT OTHER TO EMULATE
 - ❖ KNOW YOUR CRAFT
 - ❖ DO ASSIST OTHER DAUGHTERS THROUGH EDUCATION, TRAINING AND FOR THE PURPOSE OF ELEVATING EACH OTHER.
- LAST BUT NOT LEAST....BE A FINER WOMAN!

One team, One fight!