



United Daughters of the Confederacy®

The What, When, and Where of UDC Protocol

The General Organization of United Daughters of the Confederacy was established in 1894 to aid Confederate soldiers and their families. It was an outgrowth of the many Ladies Memorial Societies that formed in the South following the War for Southern Independence. At that time, ladies wore hats and gloves when they left their homes. That is one of the traditions we still practice today. Hats are usually worn at Division and General Business Meetings and at all Memorial Services. Hats are not worn at evening events unless you are in Period Dress. At Chapter meetings the Chapter President presides and is the ranking officer. At Division meetings the Division President presides and is the ranking officer. At General meetings the President General presides and is the ranking officer. The President General is the only member authorized to speak for the General Organization. The UDC is a non-political, historic, memorial, benevolent, and educational organization. For more details on UDC Protocol, please see the UDC Handbook, Chapter 10, page 139. The very best way to learn everything is to ATTEND meetings and Conventions on all levels and participate in everything you can. At every UDC event, meeting, or Memorial Service, TURN OFF your cell phone!

Division and General Conventions - UDC and CofC

Anyone attending any portion of a Division or General Convention MUST register for the Convention, including all guests. When you check in at the Registration desk you must check your meal and event tickets, your name badge and the attached ribbons. If there is a problem it must be handled at registration. If you are a delegate, the ribbons on your badge are your voting credentials. If they are not correct, they must be taken to the Credentials Chairman immediately for correction. If you are an alternate and will be casting a vote for an absentee member, that must also be taken to the Credentials Chairman immediately for the change to be valid. Failure to do so by the deadline may prevent you from voting. The deadline information is in the Convention program. Please note, at Convention banquets or luncheons at a hotel, do not ask for a "To Go" box or foil to take food with you.

Proper Attire

Business Meetings – UDC and CofC

Business suits or dresses are preferred. Hats and gloves are appropriate. Slack suits are permitted but never jeans. Insignia is worn on the left shoulder. Officer sashes, where appropriate, are worn on the right shoulder. All Business meetings follow the order of Business as listed in the UDC Standing Rules. The current edition of Roberts Rules of Order is the Parliamentary authority of the Organization. All members will follow the Convention Rules as listed in the UDC Minutes book and the Convention program. These rules are read at the beginning of the first business session. Pay attention! They are important for you to know so that you can properly participate in the discussions and voting. At Division Conventions, Chapter members usually sit together in the front of the room. All visitors will sit in the back. At General Conventions the Divisions sit together in a row, or rows, designated by the state sign. The Division President sits on the end of the row by the sign and officers sit down the same row in order. In election years, the incoming Division President presents the flag and casts the votes for the Division that are not being cast by other Delegates. The outgoing President gives the Division report for her time in office. In Bylaw years the current Division President handles all duties. Other Division members fill in the row as seats are available. Delegates may be separated from other members of the Division for voting. If the Business meetings are open to visitors, they will sit in the back of the room. All members must follow the instructions from the presiding President and other officers. Please remove the glove on your right hand when saying the Pledge to the American flag and the Salutes to the Division flag and Confederate Flag. All awards for the Division are presented to the Division President. Name tags must be worn at all meetings and you must have one in order to vote. The name tags will be worn over the right shoulder and do not go over the sash or insignia. Marshals and Pages will wear white clothing, shoes, hose, and gloves and assist with all Meetings as necessary. They will also have a red and white sash, or just a red sash, designating them as a Page or Marshal.

Processionals, Flags, Pledges and Salutes

At Conventions, as the flags are processed in you should stand as the flag of the United States is brought in and remain standing through the posting of the colors, the invocation, and until the meeting is called to order and the members of the processional are seated. During the processionals, the participants process in the reverse order of their offices. Pages will come first except for the President's personal page(s) who will immediately proceed the President. At Division Conventions the Division President processes last and at the General Convention, the President General, processes last. No one carries anything in the processional. Pages will take purses, glasses, and programs to the assigned seats for all the members of the processional. When the Division President, or President General, begins processing in, all members should rise and applaud these ladies in recognition of their office. At General Conventions members will also stand for the flag of the host state and the flag of the President General. Once the event is completed, members will stand again for the benediction and remain standing as the pages and participants leave the platform and exit the room. If there is going to be a receiving line it will form outside of the meeting room. The pages will direct you.

Memorial Services

Sunday dresses, business suits or skirts are preferred. Insignia, hats and gloves are appropriate. Slack suits are permitted but never jeans. Pages will wear white clothing, hose, shoes, and gloves and assist with the Service as necessary. Two pages will carry in the Memorial Wreath, followed by the Pages and participants. Participants and musicians will sit in the front. The Division or General officers who are not participating in the service will follow and will be seated at the front on the left. Honorary Presidents and the Pages will be seated at the front on the right. Pages will be available to assist if needed.

At Division Conventions, members will stand when their Chapter is called and the Chapter President will report the number of deaths, or no deaths, in the Chapter for the past year.

At General Conventions, members will stand when their Division is called and the Division President will report the number deaths, or no deaths, in the Division for the past year.

It is also appropriate to stand when the memorial is given to the Daughters of the Confederacy and when any special memorials are given for members who passed. Special Memorials may be given for Chapter or Division Presidents, Presidents General, or other special members. At Division Conventions past Division officers are memorialized and at General Conventions past general Officers are memorialized. You may stand as you feel is appropriate for anyone who is remembered during the service.

Once the Service is completed, please stand for the benediction and remain standing as the wreath, the pages and participants exit the room. There may be a processional to a site where the memorial wreath is to be placed. This will be indicated in the Memorial Service program. Pages will direct you.

No photography is to be taken during the Memorial Service. You will have the opportunity afterwards and there will also be a professional photographer available for all events. Those photos will be displayed during the Convention and will be available for you to order and purchase directly from Convention Photography.

Welcome and Historical Evening

Semi-formal, formal, or period dress, is appropriate. You may also wear Sunday dresses, business suits or skirts. Insignia is worn and pages wear all white. The Military Service Awards are presented this evening. There will be the processional of all participants, officers, speakers and other dignitaries. The Cross Recipients and their families will sit in the reserved section at the front right. Pages and officers not participating will be seated on the front left. There is no applause during the Cross Service. No photography is to be taken during the Cross Bestowal Service. You will have the opportunity afterwards and there will also be a professional photographer available for all events. Those photos will be displayed during the Convention and will be available for you to order and purchase directly from Convention Photography.

Presidents Evening, General Convention

Semi-formal, formal, Sunday best, business suits or period dress, is appropriate. Insignia is worn and pages wear all white. Corsages will be worn on the wrist or over the right shoulder and do not go over the sash or insignia.

There will be a required rehearsal of all Presidents, flag bearers and pages earlier in the day. The time will be announced. The Vice President General and the Marshals and Head page will be in charge. The president's flag bearer is usually her personal page but it may be another member from her Division, or if no one is available from the Division, a page will carry the flag for her. At General Conventions members will stand when their state flag is processed and sing our state song, Carolina, Carolina. Be sure to practice it. You will remain standing until the flag is presented to the Vice President General and placed into the holder by the Marshals. You will also stand for the flag of the host state and the flag of the President General. You may feel free to sing any other state song that you know and you will probably know several of them.

There will be the processional of Presidents of Divisions and Chapters where no Division and their flag bearers. Most of the Presidents will be seated on the stage. Pages and officers not participating will have

reserved seating. Group photos for Divisions and others special groups will be taken following the meeting by the photographer. Those photos will be displayed during the Convention and will be available for you to order and purchase directly from Convention Photography.

The Children of the Confederacy, CofC, is an Auxiliary to the United Daughters of the Confederacy. Membership is from birth until July following the 18th Birthday.

Protocol

Business Meetings

All CofC members must follow the CofC Code of Behavior and the Convention Rules. Marshals will assist with all meetings. CofC pages will wear all white to the Memorial Service and the Business meetings. They will also wear a red sash designating them as a Page or Aide. Other colors are permitted at Historical Evening and President's evening. Male Aides should wear a white shirt with dark trousers and a tie. They also have a red sash designating them as a Page/Aide. All Business meetings follow the order of Business as listed in the UDC Standing Rules. The current edition of Roberts Rules of Order is the Parliamentary authority of the Organization. The Convention rules and Code of Behavior is read at the beginning of all Conventions. All members will follow the Code of Behavior and the Convention Rules as listed in the Minute book and the Convention program. Failure to do so can result in punishment which may include being immediately expelled from the function and possibly the Organization.

CofC Memorial Services

For the Children of the Confederacy Memorial Services, all participants should wear white, if possible. Two pages or aides will carry in the Memorial Wreath, followed by the Pages and participants. The participants and musicians will sit at the front. The Division or General officers follow and will be seated at the front on the left. The Pages will be seated at the front on the right to assist if needed. At Division Conventions, members will stand when their Chapter is called and the Chapter President will report the number of deaths, or no deaths, in the Chapter for the past year. As at the Division and General Conventions, please stand accordingly when Memorials are given, especially for the Children of the Confederacy and for anyone you know. No photographs are allowed during the Memorial Service. You will have the opportunity afterwards and there will also be a professional photographer available for all events. Those photos will be displayed during the Convention and will be available for you to order and purchase directly from Convention Photography.