

Questions for
Certificate of Proficiency in Ritual, Manual and Code
Revised June 2022

1. What is the title of our Organization? Ritual 163
2. Who founded The Order of the Eastern Star? Ritual Page 7
What is his Birth Date? Ritual Page 7
When do we celebrate this in our Chapters? Manual and Code, Article XVI, Page R -58
3. Rob Morris died on _____Ritual Page 12
4. What three properties must be present before a chapter can be opened?
Ritual Page 165 and Page 168
What Chapter is the Bible opened to? Manual and Code, Page R-4
5. What number and who constitutes a quorum?
Manual and Code, Section 176, Page R-33 and Ritual Page 166
6. May a stated meeting be called off or postponed? Manual and Code,
Section 162, Page R-27 and Red Book Legal Meetings, Page 141 and
top of Page 142
7. Other than conferring degrees when must a Worthy Patron be in his station?
Manual and Code, Article VII, Page R-55 and Section 63, Page R-2
(b) Which one of these actions require the Worthy Patron be a member of
that chapter? Manual and Code, Section 72, Page R3
8. How many officers are there in a chapter? Ritual Page 27
9. Explain proving the Chapter? Manual and Code, Page I-4, I-5
Section 265

10 Test Oath.

(a) There are two sources of avouchment for admitting visitors to a chapter, give both. Manual and Code, Section 60, Page R-1

(b) Explain how and who examines a visitor that no one can vouch For. Manual and Code, Section 265, Page I-5, I-6. Ritual Page 26

(c) Who administers the test oath to a visitor? Ritual Page 17

(d) Who makes up the examining committee? Manual and Code, Section 266, Page I-6, Ritual Page 17

(e) Who appoints them? Manual and Code, Section 265, Page I-5
Ritual Page 26

(f) Explain the procedure of examining a visitor. Manual and Code, Section 266, Page I-6

(g) What must all visiting members show when visiting a subordinate chapter in Georgia? Manual and Code, Section 200, Page R-36

11. When you came into the order you were given an _____ at the altar.

Can you be released from it? Landmark 6, Ritual Page 165

(Recite the Obligation) Secret Work

12. Give the Signs and Passes of each degree. Secret Work

How often are the signs and passes to be reviewed?

Manual and Code, Section 294, Page I-35

13. At what part of the meeting do you review the signs and passes? Manual and Code, Section 294, Page I-35

14. Explain the raps at the door and who are they given by?
Ritual, Pages 16 and 52
15. Where do you find the Landmarks of The Order of the Eastern Star? Ritual Page 164 and 165.
16. How many Landmarks do we have? Ritual Page 164 and 165
How often must they be brought before the chapter?
Manual and Code, Section 158, Page R-26
17. What is our Order founded upon? Landmark 1, Ritual Page 164
- 18 (a) List the five (5) degrees of our order. Landmark 2
(b) Name the emblem, the color, what it symbolizes and flower to each. Ritual, Pages 84 and 85
(c) Are these changeable – Landmark 3 Ritual Page 164
19. The teaching of the order is: Landmark 4 – Ritual Page 164
20. List the Biblical reference of each: Ritual Page 22
Adah – Judges
Ruth – Book of Ruth
Esther - Book of Esther
Martha – St John Chapter 11
Electa – Second Epistle of John
21. What is the Obligation of our Order based on? Landmark No. 5, Ritual Page 165

22. When balloting how many black cubes stops a petition?
Manual and Code, Section 75, Page R-4
If someone is denied membership, what portion is read?
Manual and Code, Section 182, Page R-33
23. Who are the only officers to touch the ballot box ? Manual
and Code, Section 72, Page R-3. And also read Section
283, Pages I-23 – I-26
24. Who confers the degrees? Landmark No. 8, Ritual Page
165
25. If a brother is not present how can a Sister confer the
degrees? Landmark No. 8, Ritual Page 165
- 26 A member is amenable to the laws of the order. If a law is
broken what procedure is taken? Landmark No. 9, Ritual
Page 165
27. Can you appeal, if so to whom? Landmark No. 10, Ritual
Page 165
28. Who decides on membership? Landmark No. 11, Ritual
Page 165
29. What would stop a member from visiting another
chapter? Landmark No. 12. Ritual Page 165
30. What is the Reverent Attitude? Attitude of Prayer? Ritual
Page 16

31. Explain the Salutation Sign and give five examples of when it is given. Ritual Page 13, 41, 47, and 83
32. Exemplify the grip of the order. Secret Work
33. Petitions: Who and how many signs a petition for membership. Manual and Code, Section 169, Page R-31
34. What order are petitions read by the Secretary? Manual and Code, Section 280, Page I-22
35. Who investigates and explain the duties of the investigating committee for membership. How many must report and who must one of them be? Manual and Code, Section 144, Page R-25
36. What must accompany a petition for the petition to be read? Membership Fee per Chapter. Manual and Code, Section 183, Page R-34 only addresses the return of the fee. No where does it actually tell you that the fee must be with the petition. It does state that the Secretary can take responsibility of the fee if not presented. Manual and Code, Article VIII Fees and Compensations, Third Paragraph Page R-56

37. (a) If a petition is rejected is the petition returned?
(b) Is the fee returned? Manual and Code, Section 183, Page R-34
38. Is the nature of the investigating committee report entered in the minutes? Manual and Code, Section 143, Page R-24
39. Ballot: Is it compulsory to place the ballot box on the altar?
Give conditions when not. Ritual Page 13
40. (a) What Officers are required in conducting a ballot?
Manual and Code, Section 63, Page R-2
(b) Who are the only officers that touch the Ballot Box?
Worthy Matron, Associate Matron, and Associate Conductress
41. When the ballot is on the Altar which two stations do you enter and which two do you retire? Ritual Page 13
42. (a) How many and who inspects the ballot? Manual and Code, Page R-3.
(b) Who destroys the ballot? Manual and Code, Section 77
Page R-4
43. Explain collective balloting and then when may a second ballot be taken? Manual and Code, Section 74, Page R-3
44. After a favorable ballot is taken, may a rejection be made?
Explain. Manual and Code, Section 134, Page R-23

45. Does a Master Mason's widow lose her eligibility when she remarries? Yes.. General Grand Chapter Book
(This question deals ONLY with a Master Mason's widow if not already a member and remarries)

46. (a) What happens when a Master Mason is suspended from his Masonic Lodge?

(b) Does this affect a Sister who came in under his affiliation? NO. Manual and Code Section 81, Page R-4

47. Dispensations:

(a) List six reasons you need a dispensation.

(b) Explain the procedure of obtaining one and what must be included with all dispensations except one for the OV of the WGM

(c) Who request and what signatures does it require?

(d) Does this require the seal of the chapter?

Manual and Code, Section 119, Page R-17, R-18

48. Which three ceremonies is it permissible to pass between
The Altar and the Open Bible? Initiation, Installation and
Consolidation. Manual and Code, Section 94A ,Page R-8; Section 293,
Page I-33 and Ritual Page 54
49. Dues: Explain emeritus membership and how to obtain a
Card. Manual and Code, Section 127, Page R-20
50. Are dues paid by emeritus members? Manual and Code,
Section 127, Page R-20
51. What is the residence membership qualification?
Manual and Code, Section 131A, Page R-22
52. Why should a dues card be countersigned?
Protection and Identification
53. Where do the officers stand during the opening ceremony?
Explain which side of the chair or what position at their
stations. Manual and Code, Section 294, Page I-34, Ritual Page 27
54. Is it permissible to wear pants, hats or gloves in our chapter
rooms when in session? Manual and Code, Section 294, Page I-34
55. How is membership forfeited? Ritual Page 167

56. Demits: How may a demit be obtained? How many times may you visit chapters holding a demit? Manual and Code, Section 112 and 113, Pages R-16 and R-17.
57. How may a member from a defunct chapter obtain a certificate of membership? Manual and Code, Section 84, Page R-5
58. Why should you get a letter of Good Standing prior to obtaining a demit if you are transferring your membership? Manual and Code, Section 82, Page R-5
59. Explain Dual Membership. Manual and Code, Section 53D A. Page B-47
60. Dual members cannot hold what offices at the same time in their primary and dual chapters? Manual and Code, Section 53C, Page B-46F and Section 53D, Page B-47 G 2
61. Initiation: How many may be initiated at one time without obtaining a Dispensation? Manual and Code, Section 119, B-5, Page R-18.
- (b) When we initiate someone the conductress leads the candidate to the _____ and the obligation is given. She then leads them through the _____. Ritual Pages 58 – 59

62. A prayer is given after the degrees; explain where each person stands including the Chaplain. Ritual Pages 78 – 79
- (b) Does the Warder leave his/her station to go to the prayer circle? NO. Give the Initiatory prayer. (5 extra points). Ritual Page 79
63. At what point do the officers join hands and members assume reverent attitude during the initiatory prayer?
- Ritual Page 78
64. At what point during initiatory prayer do the conductress and associate conductress join hands with the new members? Ritual Page 79
65. At what point do all officers raise their hands and at what point do the officers start to drop their hands? Ritual Page 79
- Who will be the first to drop raised hands and who will be the last? Ritual Page 79.
66. As hands are lowered during initiatory prayer do you immediately assume the reverent attitude? Ritual Page 79
67. When the altar is draped at what point does the chaplain leave her/his station? When does she/he leave the labyrinth after the altar is draped? Manual and Code, Section 279, Page I-21

68. How long are the members to hold the reverent attitude after the ceremony of draping the altar is completed?
Manual and Code, Section 279, Page I-21
69. After the initiation ceremony has been completed and new member has signed the by-laws of the chapter what is to be done? (A welcome song is to be sung per Ritual Page 91)
70. Who may hold Offices in the Grand Chapter?
Manual and Code, Article 5, Section B. Page C-3
71. Who is entitled to ballot at Grand Chapter?
Manual and Code, Article 5, Section B. Page C-3
72. Election of Officers in a Chapter is handled at which meeting? Manual and Code, Section 164, Page R-27 and Section 292, Page I-32
(b) Following the election when must the Installation be? Manual and Code, Section 139, Page R-24
73. During the election of officers when is the ballot declared closed?
Manual and Code, Section 292, E, Page I-33

74. Do the officers need to be installed each year when holding the same office? Manual and Code,

Section 178, Page R-33

(b) May a proxy be used to stand in for them?

Manual and Code, Section 140, Page R-24

75. Who may serve as Installing Officers? Manual and Code, Section 138, Page R-24

76. Who receives the Secret Work of the Order and explain whose care the copies are placed and where should each sign for them. Manual and

Code, Section 167, 2, Page R-29

77. Can a Worthy Matron or Worthy Patron resign? Explain. Manual and Code, Section 193, Page R-35

78. May an Appointed Officer resign? How may they be replaced? Manual and Code, Section 187, Page R-34

79. How many chapter meetings are required each year? Manual and Code, Section, 162, Page R-27

80. When a member of the chapter dies what procedure is done? Manual and Code, Section 278, Page I-20

81. When is the Altar draped after a death, for whom and for how long? Manual and Code, Section 277, Page I-19

82. When a member dies should the charter be draped in the dual chapter? YES (This is NOT spelled out in the Manual and Code, but a dual member has all the rights and privileges as a primary member in the chapter except for holding certain offices.)
83. Introductions: Who receives Grand Honors and where are they introduced? Manual and Code, Section 270, Page I-9 through I-14
84. What is a waiver of Jurisdiction from one state to another? Manual and Code, Section 155, Page R-25.
- (b) How is it obtained? Manual and Code, Section 156, Page R-26
- (c) How is the vote taken for this, show of hands or secret ballot? Manual and Code, Section 157, Page R-26
85. What are the three governing bodies of the Order of the Eastern Star and note the authority of each? Ritual, Page 163
86. List the Grand Chapter approved Projects. Manual and Code, Section 46, Pages B-37 and B-38
87. How do you amend chapter's By-Laws? Explain the procedure. Manual and Code, Section 88, Page R-6

88. The _____ of Grand Chapter and _____ of the Worthy Grand Matron must appear on Circular letters before they can be read before the Chapter. Manual and Code, Section 92, Page R-7
89. Walk the Labyrinth (10 extra points) Back of your Ritual Page 170 through 180.
90. Officer work exemplified: Give wording of Worthy Patron for the Flag Ceremony. Manual and Code, Section 269, Page I-8
91. Explain the way the Conductress and Chaplain walk to and from the altar. Manual and Code, Section 268, Page I-7 and I-8
92. When the Conductress is instructed to attend at the altar when does the Worthy Matron call up the Chapter? Ritual Page 41
93. Grand Honors are given when and to whom? Manual and Code, Section 270, Numbers 1- 8, Ritual Page 17. (Grand Representatives at Grand Chapter and 50 year members) Exemplify Grand Honors, Ritual Page 17.
94. Is it necessary for the officer badge to be on a vacant station during a chapter meeting? Manual and Code, Section 294, Page I-35
95. At what point during the initiation ceremony should Adah put on her veil and Esther her crown? Manual and Code, Section 285, Page I-27

96. What is the difference in Open and Closed installation of officers?

Ritual Pages 96 and 97

97. Under what order of business should the motion to pay bills be made?

Manual and Code, Section 276, Page I-19

98. Explain the raps of the gavel. Ritual Page 16 (Use of the Gavel)

99. Recite Opening Prayer (5 points) Ritual Page 42

100. Recite Closing Prayer (5 points) Ritual Page 46

BONUS QUESTION:

What officers should have stood the Proficiency Test before taking office?

Manual and Code, Section 165, Page R-28

All questions unless specified earns one point. There are extra questions so everyone should be able to score a Gold Seal. The opening and closing prayers on test and the obligation are required to earn a gold seal.

Scoring: 96-100 Gold Seal

95 and below will be a white card

NOTE: Some of the reference pages may vary by two or three pages, depending on the Ritual you use.