

CHAPTER 48.

**MASONIC HOME**

**TRUSTEES OF MASONIC HOME AND  
EMERGENCY RELIEF**

**Constitutional Provisions**

The power and duty of all supervision of the Masonic Home, including all programs of relief is hereby vested in a Board of Trustees to consist of the Deputy Grand Master, who shall be Chairman of the Board, Senior Grand Warden, Junior Grand Warden and six members to be appointed annually by the Grand Master, one of whom may be a member of the Order of the Eastern Star of Florida, to be nominated by the Grand Matron of that Order, all of whom shall be appointed immediately after each Annual Communication of the Grand Lodge of Florida. The Grand Master shall designate one of the members of the Board to serve as Vice-Chairman.

One of the six members of the Board to be appointed by the Grand Master shall be appointed only upon nomination by the Deputy Grand Master and one member shall be appointed only upon nomination by the Senior Grand Warden. No person shall serve as a member of the Board for more than six consecutive years.

The Deputy Grand Master shall designate a member of the Board of Trustees or some other suitable person to act as Secretary to the Board to prepare minutes of meetings and after approval thereof by the Chairman to deliver a copy thereof to the Office of the Grand Secretary.

The Board shall be divided into such subcommittees as shall be prescribed by the Constitution or Regulations of the Grand Lodge and such other subcommittees as shall be deemed appropriate by the Chairman of the Board.

It shall be the duty and responsibility of the Board of Trustees to determine and fix basic policy for operation of the Masonic Home and Relief Programs; to employ a Superintendent/Administrator to implement, administer and operate the Masonic Home and Relief Programs. No member of the Board of Trustees, except the Chairman, shall give or attempt to give instructions or directions to the Superintendent/Administrator in respect to administration or operation of the Masonic Home or Relief Program. It shall be the duty of the Chairman to insure strict compliance with the provisions of this paragraph.

The Board of Trustees shall have the care, custody and control of Masonic Home property, real and personal, and shall maintain and make routine repairs thereto and shall arrange for insurance coverage through the Insurance Committee and the Corporate Board. (Art. IX, Sec. 1(3)) (1992)

The Board of Trustees shall meet not less than once a month, at the Home in St. Petersburg, Florida, on a day to be fixed by the Chairman of the Board and at such other times and places as the Grand Master or Chairman of the Board may designate. All actions taken by the Board must be approved by a majority of the membership of the Board. (Art. XII, Sec. 2) (1985)

The Grand Lodge of Florida in Annual Grand Communication shall, by Regulation, adopt such Rules and Regulations as may be found necessary or desirable for the management, operation and supervision of the Masonic Home and Relief Funds, relating to eligibility for admission to the Home or to receive Masonic relief, and for the management of finances, and all operations and actions pertaining to the above shall be in strict accord with such Rules and Regulations. (Art. XII, Sec. 4)

All the Rules and Regulations now in effect and not inconsistent with the provisions of this Article shall remain in full force and effect until amended or repealed as herein provided for. (Art. XII, Sec. 5)

**48.01** In approving requests and in extending emergency relief, the Board of Trustees shall apply and enforce the following division of expense of such relief: One-third to be borne by the Particular Lodge, and two-thirds to be borne by the Grand Lodge. *Provided*, That in extremely urgent cases only, the Board of Trustees is empowered to waive this rule. (1983)

**48.02** The Board of Trustees of the Masonic Home may prescribe Rules for the operation and government of the Relief Funds of the Masonic Home under the Grand Lodge or its authority subject to review by the Grand Lodge at each Annual Grand Communication, provided said Board shall make no change, alteration, or amendment of Rules relating to eligibility for admission to the Masonic Home, and for relief, which shall be altered, changed or amended only by Grand Lodge in Annual Grand Communication, and provided further that Grand Lodge may amend any or all Rules at any Annual Grand Communication with or without recommendation from the Board of Trustees. (1983)

APPENDIX

**Masonic Home**

**Rules and Regulations**

GENERAL RULES AND REGULATIONS  
GOVERNING EMERGENCY AND  
NON-RESIDENT MEMBER  
RELIEF FUNDS; THE  
HAL W. ADAMS HOSPITAL SERVICE FUND

AND

THE MASONIC HOME OF THE  
STATE OF FLORIDA

June, 1960  
With Revisions

**Digest Of Masonic Law**

**EDICT**

Acting under and by virtue of the authority vested in me as Grand Master of Masons in Florida, I do hereby proclaim and promulgate the following edict:

The attached Rules and Regulations are and shall be the Rules and Regulations governing Emergency Relief and Non-Resident Member Relief Funds and The Hal W. Adams Hospital Service Fund and The Masonic Home of The State of Florida.

All other Rules and Regulations covering any and all of the foregoing subjects which are in conflict with any of the Rules and Regulations hereby promulgated are superseded pending action on this Edict by The Most Worshipful Grand Lodge of Free and Accepted Masons of Florida.

This Edict shall take effect on July 1, A.D. 1960.

Given under my hand and the Seal of The Grand Lodge this the 27th day of June A.L. 5960, A.D. 1960.

(Seal)

J. EDWIN LARSON  
Grand Master

**GENERAL RULES AND REGULATIONS GOVERNING  
EMERGENCY AND NON-RESIDENT MEMBER  
RELIEF FUNDS; THE  
HAL W. ADAMS HOSPITAL SERVICE FUND  
AND**

**THE MASONIC HOME OF THE  
STATE OF FLORIDA  
JUNE, 1960  
WITH REVISIONS**

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**RULES AND REGULATIONS**

**CHAPTER 1  
AUTHORITY FOR THESE RULES AND REGULATIONS**

**1.01** These regulations are adopted under the authority of the Grand Lodge and nothing herein shall be construed to be in conflict with the Constitution and Regulations thereof, which Constitution and Regulations are hereby referred to and made a part hereof, it being the intent of these Rules and Regulations to be supplementary of the Grand Lodge Constitution and Regulations.

**CHAPTER 2  
DEFINITIONS**

**2.01** Wherever used in these Regulations the following words shall have the following meaning unless the context shall clearly indicate a different meaning:

**HOME:** The Masonic Home of Florida located at St. Petersburg, Florida.

**ADMINISTRATOR:** The Superintendent of the Masonic Home.

**ORPHAN:** The minor child of a deceased Master Mason without regard to whether or not the Mother of such minor child is living or dead.

**RELIEF FUNDS:** All funds allocated to Masonic relief, including the Masonic Home Operating Fund, Emergency Relief Fund, Hal W. Adams Hospital Service Fund, and the Non-Resident Relief Fund.

**HOSPITAL FUND:** The Hal W. Adams Hospital Service Fund.

**OPERATING FUND:** The Masonic Home Operating Fund.

**CHAIRMAN:** The Chairman of the Board of Trustees of the Masonic Home.

**GRAND MASTER:** The Grand Master of Masons of Florida.

**GRAND SECRETARY:** The Grand Secretary of The Most Worshipful Grand Lodge of Free and Accepted Masons of Florida.

**GRAND LODGE:** The Most Worshipful Grand Lodge of Free and Accepted Masons of Florida.

**RELIEF ADMINISTRATOR:** The Relief Administrator of Emergency Relief Funds and the Hal W. Adams Hospital Service Fund.

**GRAND TREASURER:** The Grand Treasurer of The Most Worshipful Grand Lodge of Free and Accepted Masons of Florida.

**RESIDENT:** A person admitted to the Home.

**EASTERN STAR:** The Order of the Eastern Star.

**CASE INVESTIGATOR:** The Investigator of the financial affairs of applicants for Masonic Relief who shall be a Florida Mason or a member of a Florida Chapter of the Eastern Star and who shall be qualified either by training or experience.

In all cases the masculine gender shall be construed to include the feminine gender.

### CHAPTER 3

#### GENERAL PURPOSES

**3.01** The purpose of the Home is to provide a place of comfort and security for needy, distressed worthy Master Masons, their wives and widows.

**3.02** The purpose of the Non-Resident Relief Fund is to render sustaining help, aid and assistance to needy, distressed, worthy Master Masons and their wives, widows and orphans who are eligible to receive the same.

**3.03** The purpose of the Emergency Relief Fund is to assist in providing emergency help, aid and assistance to needy, distressed, worthy Master Masons and their wives, widows and orphans who are eligible therefor.

**3.04** The purpose of the Hospital Fund is to provide medical, surgical and hospital care or assistance for needy, distressed, worthy Master Masons, their wives, widows and orphans.

**3.05** The privilege of membership in the Home may be extended to needy, distressed, worthy female members of the Order of the Eastern Star who are eligible therefor, under the Rules and Regulations of Grand Lodge and the Grand Chapter of Florida, Order of the Eastern Star.

## CHAPTER 4

**BOARD OF TRUSTEES**

**4.01** The Board is vested with authority to manage, direct, supervise and operate the Home and all Relief Funds in accordance with the Rules and Regulations of the Grand Lodge.

**4.02** The Board shall organize immediately after each Annual Grand Communication, or as soon thereafter as practicable.

**4.03** Five members of the Board shall constitute a quorum but no action shall be taken except upon concurring vote of five members.

**4.04** The Board shall meet at least once each month at the Home, on a day affixed by the Chairman, *provided*, that the Board may meet at other times and places designated by the Grand Master or the Chairman of the Board, with notice to all members of the Board.

**4.05** The meetings of the Board shall be opened and closed with prayer.

**4.06** The Board shall, at its first regular meeting or as soon thereafter as is practicable, employ an Administrator who shall hold office at the pleasure of the Board, at a salary not to exceed the amount appropriated therefor by the Grand Lodge. The Administrator shall be qualified and licensed in accordance with requirements of the Statutes of the State of Florida.

**4.07** The Board shall have supervision and control of all purchases and contracts made for the operation of the Home. The Board may delegate to the Administrator authority to make such purchases as shall be deemed appropriate for usual and ordinary operations of the Home. They shall cause bills, authorized by the appropriation of the Grand Lodge, to be verified, with budget sub-account numbers designated thereon, and transmitted to the Grand Secretary for payment.

**4.08** The Board shall each month certify the Non-Resident Relief Roll and return it to the Grand Secretary for payment. The roll shall contain the name, address and the amount to be paid each member as approved by the Board.

**4.09** The Board shall prepare and provide the forms to be used in making application for admission to the Home and for assistance from the Relief Funds, and shall prescribe the method of filing and processing such applications in accordance with the Rules and Regulations of the Grand Lodge.

**4.10** The Board shall require every officer and employee who is responsible for funds or property of the Home, or Relief Funds, or residents' funds, to give a good and sufficient bond, in such amount as the Board may deem to be proper. All such bonds shall be in the custody of the Grand Master.

**4.11** The Board shall prepare an operating budget for the operation of the Home and Relief Funds, and shall submit the same to the Chairman of the Committee on Finance and Accounts of the Grand Lodge on or before the January Board Meeting of each year. Request and report shall be sent to the Office of the Grand Secretary.

**4.12** At the last meeting of the Board prior to the Annual Grand Communication of the Grand Lodge, the Chairman, the Administrator, the Relief Administrator, and the Chairmen of all Committees shall submit written reports of their activities to the Board, each report shall be included and shall become a part of the Annual Report of the Board. The Administrator's report shall include an annual inventory. The Board may require reports of such activities at any other time.

**4.13** The Board shall, at the close of each fiscal year, submit to the Grand Lodge an Annual Report of the operations of the Home and Relief Funds.

**4.14** The Board shall immediately report to the Committee on Grand Lodge Properties, all real and tangible property acquired for the Grand Lodge by said Board. The disposition and management of said property shall be by direction of the Committee on Grand Lodge Properties, subject to the Rules and Regulations governing said property. Intangible property shall be referred to the Corporate Board for disposition. The Administrator of the Masonic Home shall release jewelry only to the Chairman or Vice Chairman of the Properties Committee after a certified appraisal to be procured by the Administrator. (1991)

**4.15** Traveling Expenses - Members of the Board of Trustees of the Masonic Home, the Senior Grand Warden and Junior Grand Warden of Grand Lodge. Travel and subsistence expenses shall be paid as per Regulation 13.25.

**4.16** The Chairman shall appoint such Sub-Committees from the Board as he shall deem necessary or expedient. (1983)

**4.17** All transactions, actions and decisions of the Board shall be subject to the approval of the Grand Master.



## CHAPTER 5

**TREASURER AND SECRETARY**

**5.01** The Grand Secretary shall preserve as permanent records of the Grand Lodge all records of the actions and transactions of the Board, together with all papers, correspondence and books, pertaining to the Home and the Relief Funds. The Grand Secretary shall compile the minutes of the meetings of the Board each year in the appropriate binder.

**5.02** The Grand Treasurer and Grand Secretary shall perform such duties in regard to the Home and Relief Funds as shall be prescribed by Grand Lodge Constitution and these Regulations.

## CHAPTER 6

**ELIGIBILITY FOR ADMISSION TO THE MASONIC HOME AND NON-RESIDENT RELIEF**

**6.01** (a) Those eligible for admission to the Home under the Life Care Plan are distressed, needy, worthy Master Masons, dual members, their wives and widows, subject to the conditions, limitations and restrictions set forth in the Rules and Regulations. (2008)

(b) Those eligible for Non-Resident Relief are distressed, needy, worthy Master Masons, their wives, widows and orphans, subject to the conditions, limitations and restrictions set forth in the Rules and Regulations.

(c) Admission for residency under the Private Pay Plan in the Masonic Home of Florida shall be allowed based upon a monthly fee schedule, which will be established by the Board of Trustees and will be comparable to fees charged by commercial life care establishments doing business in the State of Florida. Residents admitted under this program will not be obliged to convey any of his property interest to the Grand Lodge except for the monthly fees and entry fee deposit. (2008)

**6.02** No person shall be admitted to the Home who is suffering from any communicable disease; or is of unsound mind; or who is intemperate or addicted to narcotics or alcoholic liquors; or is of such disposition that he cannot live in harmony with other Residents of the Home or whose general mobility condition is not acceptable to the Board.

**6.03** Qualifications of a Master Mason, his wife or widow to be admitted to residency in the Masonic Home:

(a) The Master Mason under the Life Care Plan must have become a member or dual member of a Florida Lodge before he attained the age of seventy (70) years. (2008)

(b) The Master Mason under the Life Care Plan must have been a member or dual member in good standing in a Florida Lodge for not less than ten (10) years, the last three (3) of which must have been continuous, and in the event he became a member of a Florida Lodge by affiliation from another Grand Jurisdiction, he also must have been a bona fide resident of the State of Florida for ten (10) years after such affiliation. (2008)

(c) The ten year requirement may be waived under the following circumstances:

(1) Applicant was raised in a Florida Lodge and has been a member in good standing continuously to date of application and meets all other requirements, and by unanimous vote of all Board members present, and by approval of the Grand Master.

(d) The wife or widow of a Master Mason is only eligible for residency in the Home based on the Master Mason's Lodge membership.

(e) The Board of Trustees of the Masonic Home may allocate a portion of the rooms available at the Masonic Home for use by Master Masons from any Grand Jurisdiction recognized by The Grand Lodge of Florida on a pay as you go basis only. These Master Masons must meet the same requirements as to membership in their Grand Lodge as Florida Masons. Florida Masons, their wives and widows, will have preference for admission to the Masonic Home of Florida. (2008)

**6.04** The qualification for a Master Mason, his wife, widow or orphans to receive non-resident relief shall be the same as (a), (b), (c) and (d) of Section 6.03

**6.05** Note: Regulation 6.05 of the Masonic Home Rules and Regulations was repealed as the Order of the Easter Star no longer sponsors admissions to the Masonic Home. (2008)

**6.06** All admissions to the Home or to the Non-Resident Relief roll shall be made at the discretion of the Board of Trustees and not as a matter of right.

**6.07** No change, alteration or amendment shall be made in the provisions of this Chapter except by direct action of the Grand Lodge in Annual Grand Communication.

#### CHAPTER 7

#### **PROCEDURE FOR ADMISSION TO THE MASONIC HOME AND FOR NON-RESIDENT RELIEF**

**7.01** The form of application blanks for admission to the Home, for Non-Resident Relief or for Emergency Relief, or aid from the Hospital Fund shall be prepared by the Board and presented to and adopted by Grand Lodge.

**7.02** Applications to the Masonic Home under the Life Care Plan and Non-Resident Relief. (2008)

(a) Every application for admission to the Home must be initiated and sponsored by the Lodge of the person on whose membership the application is based and who has met the membership requirements. (2008)

**7.03****Digest of Masonic Law****Appendix**

(b) Every application for Non-Resident Relief must be initiated and sponsored by the Lodge of the person on whose membership the application is based and who has met the membership requirements.

All applications must be in writing upon prescribed forms furnished to the Lodges by the District Deputy Grand Master of the Masonic District. Each District Deputy Grand Master shall procure from the Grand Secretary and keep on hand, at all times, at least one set of application forms. (2008)

The initial preparation shall be the responsibility of the Worshipful Master of the sponsoring Lodge. The Master shall call upon the services of the Case Investigator for completion of the financial information and for such other advice as may be warranted by the particular circumstances of the application. (2008)

(c) The completed applications from Lodges - duly signed by the Worshipful Master and the Secretary and bearing the seal of the Lodge and the signature of the Case Investigator—shall then be presented to the District Deputy Grand Master for his further review, and upon his approval and signature, shall then be presented to the Chairman of the Admissions Committee of the Masonic Home.

(d) All Applications for Admission to the Masonic Home or Non-Resident Relief shall be received by the Chairman of the Admissions and Non-Resident Relief Committee at least ten (10) days prior to the next regular meeting of the Board.

**7.03** (a) The Chairman of the Admissions Committee shall refer all proper applications under the Life Care Plan to the Committee, who shall make such investigations as may be necessary or required, and the Committee shall present such applications to the Board at the next meeting following completion of such investigation together with the recommendation of such committee. After considering the report of the Admissions Committee, the Board may approve or disapprove the admission of the applicant to the Home, or grant such other relief as may be justified. When approved by the Board and Grand Master, the applicant may be admitted to the Home or placed on the Non-Resident Relief roll. (2008)

(b) The Administrator of the Home shall receive all applications under the Private Pay Plan and refer them to the appropriate department heads for recommendation for acceptance or rejection regarding fraternal, financial, health

and mobility eligibility. The Administrator will refer the application with recommendation to the Chairman of the Board of Trustees for his approval with the concurrence of the Grand Master. (2008)

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**7.04** (a) Every applicant who is accepted for admittance to the Home under the Life Care Plan who owns any property, real, personal or mixed, shall be required to convey all of his or her interest in such property to the Grand Lodge for the use and benefit of the Home, except that a member of a Particular Lodge may assign, give, bequeath, donate, transfer, or by any other means or device, convey up to but not to exceed thirty-three and one third percent (33 $\frac{1}{3}$ %) of his entire estate to a Particular Lodge chartered by The Grand Lodge of Florida and/or to The Grand Lodge of Florida, and retain eligibility for residency in The Masonic Home of Florida, provided however the following provisions shall apply: (2008)

- (1) Said applicant shall be permitted to retain the use and disposition of ten percent (10%) of all of his or her liquid assets in excess of ten thousand dollars (\$10,000) for his or her personal use and disposition. Said ten percent (10%) allocation shall apply to all assets subsequently liquidated and/or after acquired.
- (2) Grand Lodge shall create and maintain separate ledger accounts reflecting the disposition of the liquid assets of the residents. The first ten thousand dollars (\$10,000) shall be credited to the Resident Members Trust Account. The balance of the residents liquid assets shall be divided and credited as follows: ninety percent (90%) to the Resident Members Trust Account, and ten percent (10%) for the use and benefit of the Resident. The amount held for the use and benefit of the Resident may be withdrawn by the Resident at any time and from time to time and used in any manner the Resident determines. The balance remaining in said account at the death of the Resident shall be transferred to the Resident Member's Trust Account. Quarterly statements reflecting the balance in each of these accounts shall be provided to the respective residents. Ten percent (10%) of the Residents monthly excess income over maintenance cost shall be deposited in the Resident's personal account and 90% of the excess shall be deposited in the Resident's Trust Fund. (2003)

If the property of the applicant is held in an estate by the entireties the Board with the written approval of the Grand Master shall require:

- (1) Conveyance by applicant and spouse of all such property to the Grand Lodge for use and benefit of the Home, or
- (2) Conveyance by applicant and spouse of any part or portion of such property to the Grand Lodge for use and benefit of the Home, or
- (3) Conveyance by applicant and spouse of all or any part or portion of such property to the Grand Lodge for the use and benefit of the Home subject to life estate of applicant's spouse in such property or a part or portion thereof, or
- (4) Compliance by applicant and spouse with any combination of the

above requirements.

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Any conveyance of any property in which applicant's spouse retains a life estate shall provide that said life estate shall terminate in the event such spouse shall sell, convey, assign or transfer or attempt to sell, convey, assign or transfer said life estate to any other person and shall further provide that Grand Lodge shall not sell or convey the property subject to said life estate until after termination of such life estate.

The provisions of this section shall apply to all current and future residents of the home.

(b) Subject to the provisions of Section 7.04(a), every applicant shall sign an agreement to transfer, convey and deliver any and all moneys or property to the Grand Lodge for the use and benefit of the Home which may come to him after admittance to the Home and shall execute and deliver power of attorney to facilitate such transfer, conveyance and delivery. (1994)

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(c) All residents of the Home shall be required to sign an agreement, to agree to, and comply with, and support all Rules and Regulations, now in effect or as may be hereafter adopted by the Grand Lodge. (2007)

(d) It shall be the duty of the Worshipful Master of the Lodge and District Deputy Grand Master processing an application to advise the applicant and family of all provisions of these Rules and Regulations. (2008)

(e) All deeds, bills of sale, checks, assignments and abstracts, title insurance policies, life insurance policies, casualty insurance policies and all other papers and documents affecting and bearing on the right, title and interest of the applicant in and to all property being conveyed, transferred or assigned shall be transmitted to the Administrator immediately after such applicant has been tentatively approved by the Board for admission together with a letter from the sponsoring Lodge in triplicate, itemizing such papers and documents. The applicant may retain cash and other items being used for living expenses until admitted into the Home at which time such items and the balance of any cash shall be delivered to the Administrator upon arrival of the applicant at the Home, which are to be turned over to the Grand Secretary to be credited in accordance with Regulation 7.04(a). (2008)

(f) All real and tangible personal properties coming into the possession of the Board shall be turned over to the Grand Lodge Properties Committee for disposition. Said property shall be sold or handled for the best interest of the Grand Lodge for the use and benefit of the Masonic Home; and proceeds thereof to be credited to the Resident Members Trust Account. (2008)

(g) Any applicant for admission to the Home or for relief funds who has deeded or disposed of property in any manner within five (5) years prior to making application shall be ineligible unless it is established that such property was disposed of for adequate consideration in order to secure funds to care for such applicant or applicant's dependent, or said property is re-conveyed to applicant and/or conveyed to Grand Lodge for the use and benefit of the Masonic Home; or said property was/is conveyed to a Particular Lodge and/or Grand Lodge and does not constitute a part greater than thirty-three and one third percent (33 $\frac{1}{3}$ %) of applicants estate. (2008)

(h) Whenever title to real property is being conveyed to the Grand Lodge by any applicant, if requested by the Board of Trustees, the deed shall be accompanied by abstract certified or recertified to date, a title insurance policy in a reputable company designated by or approved by the Grand Master, or other acceptable evidence of title. It shall be the responsibility of the Lodge to see that this is provided. (2008)



(i) Whenever any papers and documents are to be recorded in the public records of any county or state, such recording shall not be done until the applicant has entered the Home as a Resident thereof.

(j) After six months from the date of entry to the Home of a new Resident, or upon a proper waiver of the six months or in the event of such new Resident's demise after being admitted to the Home but before the *expiration* of said six months period, then all property conveyed to the Grand Lodge by such Resident is subject to such disposition as the Grand Lodge or its authority may determine.

If any boats, automobiles, trailers, furniture or any other personal property of whatsoever kind or nature are involved, they should be disposed of as soon as practical and the funds be credited to The Resident Members Trust Account.

**7.05** When the Board has approved the admission to the Home of an applicant under the Life Care Plan, the following shall be the procedure to further process the application: (2008)

- (1) The Secretary or Assistant Secretary of the Board of Trustees shall deliver to the Legal Advisors of the Board of Trustees said application signed by the Secretary and dated the day of approval.
- (2) Said Legal Advisors shall review for legal sufficiency the application and any papers relative to deeds to real estate, personal property, bank saving accounts, insurance policies or anything else accompanying the application.
- (3) Said Legal Advisors shall then forward the application with all papers attached with their comments to the Grand Master.
- (4) When the Grand Master has satisfied himself that everything is in order he will sign the application and forward to the Administrator with instructions to admit the applicant to the Home as soon as possible.
- (5) The Administrator shall notify the sponsoring Lodge by letter to bring the applicant and any requirements concerning assets to the Home. If the applicant is not presented within thirty (30) days from date of Administrator's letter, it will be necessary to file a new application unless the Board extends such time in its discretion. (2008)



- (6) When the Administrator has completed all of the paper work and secured the information needed for the office, the application shall be transmitted along with all official papers to the Grand Secretary for permanent file.

Upon receipt of the notice of approval by the Grand Master, of an applicant for admission to the Home, the sponsoring Lodge shall provide transportation to the Home for the applicant and if required, provide attendants, in order that the applicant shall be delivered to the Home at the time designated by the Administrator. (2008)

**7.06** The responsibility of the Lodge for the welfare of a resident admitted to the Home under the Life Care Plan does not cease upon such admission, but is a continuing responsibility, and the Lodge must assume full responsibility in any situation when notified thereof by the Board or Administrator. (2008)

**7.07** All applicants for non-resident relief approved by the Board and the Grand Master shall be on a month to month basis, and shall be certified to the Grand Secretary each month. The Grand Secretary shall make remittances to the applicant or to the one designated by the Board to receive the assistance for the applicant. The Board shall from time to time request the sponsoring Lodge and District Deputy Grand Master to make investigation and to certify to the Board that further assistance is needed. A Lodge having knowledge of any change in the condition of a recipient of relief funds shall immediately report the same to the Board.

**7.08** (a) Worthy applicants for Non-Resident Relief are not always indigent. It is the duty of this Board to recover, if possible, the moneys granted for non-resident relief, so that it might be available for those less fortunate.

(b) When the applicant for Non-Resident Relief owns real property or other valuable assets, the Board shall have the authority to require of the applicant security for the repayment of the money granted.

The Board shall exercise this authority upon Masonic principles of right and justice, and shall have full discretion as to the requirement thereof, and the method, time, etc., in the administration of same.

(c) All action by the Board pursuant to Section 7.08 (b) shall be subject to the approval of the Grand Master.

### **Rulings and Decisions**

Grand Master is vested with absolute discretion in approving or disapproving action of Trustees of Masonic Home in regard to admission of applicants.

## CHAPTER 8

**DISCHARGE FROM HOME, TEMPORARY LEAVE OF  
ABSENCE AND FUNERALS**

**8.01** Residents shall be discharged from the Home if their conduct requires such action or if it is found that they entered the Home under misrepresentation of facts or any false answers to questions on their applications.

Persons admitted to the Home who do not comply with the Rules and Regulations adopted for its government, or whose personal habits are such as to endanger its discipline, or to disturb the peace and quiet of the Home, or whose admission was obtained by concealment or misrepresentation or an **error made by the Board in the acceptance of the application** may be discharged therefrom by the Board with the approval of the Grand Master; and in the event of such action being taken, the member shall be returned to the Lodge or Chapter which recommended the member for admission, at the expense of such Lodge or Chapter, except if the Board determines that the Lodge or Chapter did not cause such erroneous admission. Notice of discharge shall first be given the said Lodge or Chapter by the Administrator.

**8.02** All applicants are admitted to the Home, conditioned upon a favorable report by the Home physician. If such report shall be unfavorable, the Lodge or Chapter requesting the admission of said applicant shall be notified by the Administrator of the rejection and be required to pay the expense incurred in returning the applicant to the place designated by said Lodge or said Chapter.

**8.03** A resident may be given a leave of absence upon all of the following:

1. Completion of leave of absence forms as prescribed by the Board of Trustees;
2. Notification to the Sponsoring Lodge or Chapter of the details of the leave of absence shall serve to invoke the responsibility of said Lodge or Chapter as set forth in Rule 7.06;
3. Completion by members of the family or persons whom the resident wishes to visit, of such responsibility forms as prescribed by the Board;

4. Approval of the Home physician after examination and concurrence of the Administrator;
5. Approval by the Board. If the leave of absence does not exceed two weeks in length and two hundred miles in distance, the Administrator may act

in lieu of Board approval. In case of emergency leave, over the limitations allowed, if Board approval cannot be timely obtained, the Administrator must obtain authorization in the most expedient manner from the Chairman or the Vice-Chairman of the Board, or the Grand Master.

**8.04** Funeral application, Funeral Procedure and Funeral Home Agreement.

(a) Applicants for admission to the Home agree that if death occurs, while a resident of the Home, burial or cremation shall be in accordance with the Masonic Home Policy, except as hereinafter provided. Provision shall be made in the application for expression of preference as to disposition of remains; however, such expression shall not be binding upon the Board.

(b) Upon admission to the Home, all prior financial or contractual arrangements between the resident and any funeral home, undertaker, mortician or other party providing for the cremation, burial or funeral of such resident member shall be canceled. Any and all moneys, insurance policies, bank accounts or other funds paid over, set aside or designated for the cremation, burial or funeral of such resident shall be paid over, assigned or delivered to the Home to be credited to or maintained for the benefit of such resident member. The Board may waive this requirement for good cause. Except that if the sponsoring Lodge or Chapter shall have executed the optional resolution relating to burial; and has assumed the responsibility for the burial costs of the resident, then said financial or contractual agreement; if fully paid for or if the sponsoring Lodge or Chapter agrees to complete the payment of the financial or contractual agreement; shall be continued in effect and upon the death of the resident used to help defray the cost of the resident's funeral and burial in previously purchased plot. If the sponsoring Lodge or Chapter shall have received funds under this subparagraph, it shall not be entitled to receive reimbursement under subparagraph (e) of this Regulation. (1992)

(c) Upon the death of a resident the Administrator shall have the remains delivered to a local funeral home designated by the Board and immediately notify the surviving spouse, or if none, the next of kin. The Administrator shall also notify the Lodge or Chapter that sponsored admission of the deceased.

(d) Opportunity shall first be given the surviving spouse, if any, and if none, the next of kin, to claim the remains for disposition at the expense of such spouse or next of kin. If remains are claimed as set forth in this paragraph, the claimant agrees to waive any and all claims against the Home or Grand Lodge for

expenses incurred in the disposition of the remains.

(e) If the remains are not claimed under the provisions of (d) above, within thirty-six (36) hours after notice of death is received, the sponsoring Lodge or Chapter may claim the remains

for disposition. In such event, the Lodge or Chapter may claim reimbursement as follows:

- (1) Any funds remaining in the Resident Members Trust Account up to but not exceeding two hundred dollars (\$200.00) ; and
- (2) The current amount authorized by the Board, as provided in (f) below, less an amount expended by the Home for preparation of the body.
- (3) Claim for reimbursement must be made within sixty (60) days after interment.

(Note: Reimbursement from funds shown above will not exceed actual costs incurred by Lodge or Chapter.)

(f) If the remains are not claimed under the provisions of (d) or (e) above, the remains shall be buried or cremated as provided by the current Board of Trustees policy at the time. The Home shall give every resident the same general type and style of funeral, the cost of which shall be established by the Board of Trustees and approved by the Corporate Board. The Board of Trustees shall be authorized to make annual contracts with a local funeral home for this service. (Amended 1992)

## CHAPTER 9

### ADMINISTRATOR OF THE MASONIC HOME

**9.01** The Administrator shall manage and supervise the operation of the Home. He shall be responsible for the care, comfort and well-being of the residents of the Home and for all funds and property entrusted to his care. He shall attend all meetings of the Board unless excused therefrom by the Chairman or Grand Master.

**9.02** The Administrator, under the supervision of the Board, may employ employees at such salaries and wages as the Board may

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specify, which must be within the amounts appropriated by the Grand Lodge for salaries and wages. The Administrator may discharge any employee for cause but he shall report all discharges to the Board, giving reasons therefor if requested. He shall be responsible for the employees' performance of their duties and for their conduct. The Administrator shall require from all employees such information on such forms as shall from time to time be approved by the Board or by Grand Lodge.

**9.03** The Administrator shall use the revolving Payroll Account in the payment of salaries and wages for services rendered at the Masonic Home under the following conditions:

- (a) The payroll account shall not be used for any purposes except the payment of salaries and wages.
- (b) All payments of salaries and wages must be within the budget appropriations therefor, and must be authorized by the Board of Trustees, or their representative. Vouchers as provided by the Grand Lodge must be used in making these payments. A copy of each voucher, together with requisitions for the replenishing of the account, shall be sent to the Grand Secretary.
- (c) The Administrator shall preserve copies of the vouchers and remittance letters, and records of verification as received from the Grand Secretary.

**9.04** The Administrator shall have the authority to purchase such supplies, provisions and materials for usual and ordinary operations of the Home as authorized by the Board. He shall regularly submit all bills and invoices for purchases to the Board or a member thereof designated by the Board with the budget sub-account number placed thereon for their consideration and review. When such bills and invoices are approved by the Board or its authority, they shall be forwarded to the Grand Secretary who shall prepare proper vouchers for the payment of same.

**9.05** The Administrator shall make a detailed monthly report of his expenditures from the "Petty Cash Fund." The Petty Cash Fund should be audited quarterly by the Grand Lodge Auditors.

**9.06** The Administrator shall advise the Grand Secretary of any outside hospital care or specialist treatment furnished to each resident of the Home and a copy of said report shall be given to the Board.

**9.07** The Administrator shall issue receipts, in triplicate, for all moneys, non-cash items--(foods, etc.) and gifts received by him for



the use and benefit of the Home or its residents. The original shall be given to the payor, or donor; one copy shall be retained for files at the Home, and one copy shall be sent to the Grand Secretary with remittance of the funds. A report of this shall be listed in his monthly report to the Board.

**9.08** The Administrator shall prepare and submit at each monthly meeting of the Board a complete written statistical report. The report shall include a list of all discharges from, and admittances to, the Home, together with a complete statement of all moneys, non-cash items and gifts, received by the Home. He shall prepare and submit to the Board at its last regular meeting of the year an annual written report, giving a summary of the activities of the Home.

**9.09** The Administrator shall, upon admittance of a new resident to the Home, make a complete inventory of all his or her property and effects in excess of Fifty Dollars (\$50.00) in value, brought into the Home by such resident. This inventory shall be signed by the said resident, acknowledging its correctness, and it shall be kept on file at the Home. Any change in property held for any resident of the Home shall be noted and signed by the resident. Upon the death of a resident of the Home, the inventory shall be submitted to the Board, a copy forwarded to the Grand Secretary and one copy filed at the Home.

**9.10** The Administrator shall, upon the death of a resident of the Home, take possession of the property of such resident, make a written inventory of same and after inventory has been taken, keep all property intact and report fully to the Board at the next regular meeting of the Board of Trustees after the death of the resident for instructions.

**9.11** The Administrator shall be treasurer for the resident "Savings Account" funds. These funds shall be placed in a bank in the name of "Masonic Home of Florida Guests Accounts" subject to his deposit and withdrawal. A complete record shall be kept in the Administrator's office of each resident's savings. This account should be audited quarterly by the auditors of the Grand Lodge and at such times as the Board may request. A written report shall be furnished the Board and the Grand Secretary on or before its March meeting, showing funds on hand. Any funds remaining in this account at the death of a resident shall be

forwarded to the Grand Secretary.

**9.12** The Administrator shall prepare on April 1st of each year a complete inventory of all equipment, personal property, supplies, and any other items owned by the Home, and make written report to

the Board and the Grand Secretary within ten days, for its verification and approval.

**9.13** The Administrator shall perform such other duties as may be prescribed by the Board or by the Grand Lodge.

## CHAPTER 10

### EMERGENCY RELIEF

**10.01** Emergency Relief shall be given only to those needy, distressed, worthy Master Masons, who are members of regular Lodges working under a charter granted by Grand Lodge and to their needy, distressed, worthy wives, widows and orphans, whose need is urgent and who cannot provide for themselves, are not eligible to sufficient assistance from the State Welfare Board or who cannot be otherwise provided for. (For further information on eligibility, see Chapter 6, Section 6.03, paragraphs (a), (b), (c) and (d). Assistance from this fund shall not exceed the sum of One Thousand Dollars (\$1,000.00) total for any one case, neither shall it extend for a period longer than three months, but by unanimous vote of all Board Members present and approval of Grand Master, the limit may be increased. (1992)

**10.02** It shall be the duty of the Relief Administrator to thoroughly investigate every application received by him for emergency relief and to consider, determine and administer the Emergency Relief Fund in accordance with these Rules and Regulations, as his best judgment may deem proper and necessary.

**10.03** The Relief Administrator shall keep an accurate, full and complete record of all his transactions, including all receipts and disbursements, and make full report thereof to the Board in writing at each monthly meeting, together with report of all applications and correspondence; and he shall at the last meeting of the Board submit an annual written report.

**10.04** Applications for Emergency Relief shall be submitted through the Lodge where the Master Mason, upon whose membership the application is based, is in good standing. The application shall be properly filled out and every question fully answered, and be signed by the Worshipful Master and Secretary and bear the Seal of the Lodge. The complete facts in every case must be stated. The Lodge shall recommend the amount of relief needed. The application shall contain an agreement of the Lodge to contribute 33½% of the relief granted. If the Lodge claims exemption from the payment of 33½% of the requested grant, it shall furnish a statement of the financial



condition of the Lodge, the number of its members, a statement of the dues paid per member each year and furnish satisfactory explanation of its inability to contribute. Upon completion of the application, it shall be sent to the District Deputy Grand Master of the District who shall review the application and make such recommendations as he deems proper. When the application is fully completed, the District Deputy shall forward it to the Relief Administrator for action thereon. When the Relief Administrator deems it worthy and necessary, he may waive a part or all of the Lodge's contribution, if they are unable to pay the same or when it would work a hardship upon the Lodge, and when the Lodge is collecting reasonable dues from its members. The Lodge shall attach and enclose a check or money order for their portion of the requested grant made payable to Grand Lodge. The Relief Administrator shall forward such checks and money orders to the Grand Secretary with requisitions of payments for Emergency Relief, and the Grand Secretary shall deposit such funds in the current income account to the credit of the Emergency Relief Fund. The Relief Administrator shall, upon approving an application for grant from these funds, forward a requisition to the Grand Secretary for the payment to be made in each case and voucher shall be issued as directed. Each month the Relief Administrator shall make a requisition for payment to those continued upon the Emergency Relief roll and enclose the check or money order from the Lodge. The requisition shall contain the name and address of the person to whom the assistance is to be sent, the amount to be paid and the written approval of the Relief Administrator. Upon receipt of the requisition, the Grand Secretary shall draw the vouchers for payment of such relief and mail same to the recipients or Lodge as designated. The Grand Secretary shall attach the requisition to a copy of the vouchers and preserve them as permanent records of the Grand Lodge.

**10.05** The Relief Administrator may, in cases of extreme urgency, waive the formal application provided for herein, upon a guarantee from the Lodge that it will reimburse the Emergency Relief Fund for all funds paid out at its request if, after formal application is filed, it appears that the case is not worthy.

## CHAPTER 11

### HAL W. ADAMS HOSPITAL SERVICE FUND

**11.01** A worthy Master Mason, his wife, widow and orphans are eligible for assistance from this fund provided:

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- (a) A Master Mason must have been raised in a Florida Lodge and be in good standing at the time of making application for relief.
- (b) If he became a member of a Florida Lodge through affiliation from another Grand Jurisdiction he must have affiliated before reaching the age of sixty-six (66) years; must have been a bona fide resident of the State of Florida and a dues paying member of a Florida Lodge for at least ten (10) years and shall have been a member in good standing for at least ten (10) years immediately preceding the date of application. (1999)
- (c) The wives, widows and orphans are eligible based on the Master Mason's eligibility.
- (d) The applicant must be sick, afflicted, or injured and in need of medical, surgical, or hospital care, and be without money, or other means to secure the needed service, or has received these services and is unable to pay for same.
- (e) Original grants from this fund are not to exceed the sum of Five Hundred (\$500.00) Dollars; provided, however, that where a greater need is apparent to the Relief Administrator, he may, with the approval of the Board, make an additional grant.
- (f) Assistance for hospitalization from these funds shall provide ward accommodations only unless the physician in charge shall file in the hospital records of the case a written order that a private room is necessary.
- (g) All applications must be filed through the Lodge and shall be processed in like manner as application for emergency relief except that no contribution shall be required from the Lodge and provided further that the Relief Administrator may in cases of extreme urgency waive the filing of formal application before the grant is made, but the Lodge must assume responsibility for such grants, if it is later found that the applicant is not eligible under these Rules and Regulations.
- (h) The Relief Administrator shall process applications as quickly as received provided they meet all requirements of eligibility. He shall make a written report to the Board at each of the monthly meetings showing all expenditures.



## CHAPTER 12

**FUNDS AND FINANCIAL PROCEDURE**

**12.01** The Home and Relief Funds shall be budgeted and expended in accordance with the provisions of the Constitution and Regulations governing budgeting and expenditure of Grand Lodge Funds.

**12.02** The Fiscal year for the operation of the Home and Relief Funds shall be from April 1st through March 31st.

**12.03** At the beginning of each fiscal year, the Board may authorize the Administrator to requisition money from the Grand Lodge for a Petty Cash Fund Account; the amount of money needed to be determined by the Board and Administrator. The Administrator may send in requisition to replenish the Petty Cash Fund as needed. There shall be attached to the requisition all paid bills with budget sub-account numbers designated. This requisition shall have the approval signature of the Board or its authorized member. The Grand Master may increase or decrease the amount of budgeted money to be carried in the Petty Cash Fund.

**12.04** At the beginning of each fiscal year, the Grand Secretary, with the authorization of the Corporate Board, shall provide the sum of one month's payroll for a revolving payroll account for the use of the Masonic Home in the payment of salaries and wages. This account shall be in the name of The Most Worshipful Grand Lodge of Free and Accepted Masons of Florida and operate upon the following conditions:

- (a) The Grand Lodge shall provide vouchers in triplicate and consecutively numbered for use of the Masonic Home in the payment of authorized and approved salaries and wages for authorized services rendered the Masonic Home and its residents.
- (b) The Grand Lodge shall provide for the vouchers to be signed: The Most Worshipful Grand Lodge of Free and Accepted Masons of Florida, By Administrator. (Which shall be the Administrator of the Home).
- (c) The Grand Lodge shall provide for the Depository to mail or deliver all monthly statements and paid checks to the Grand Secretary, The Masonic Building, 220 Ocean Street, Jacksonville, Florida 32202.



- (d) The Grand Secretary shall verify the statements and certify such verification to the Administrator immediately, and file the statement and paid checks as permanent records of the Grand Lodge.
- (e) The Grand Secretary shall prepare vouchers to replenish the payroll account upon receipt of an approved requisition from the Administrator when copies of approved vouchers are attached. The Grand Secretary shall mail or deliver deposits to the depository to replenish such payroll account, and one (1) copy of the remittance letter of deposit list shall be mailed to the Administrator.
- (f) The Grand Secretary shall render to the Board of Trustees and the Administrator a monthly statement of the payroll account.
- (g) All payroll checks shall be made out in triplicate, the original going to the employee, the duplicate copy to the Grand Secretary with requisition, and the triplicate copy retained in the office of the Administrator.
- (h) The Administrator shall make up a payroll sheet for each payroll, showing all deductions made from salaries.

**12.05** All bills and accounts shall be charged against the proper budget sub-account. The Board may request the Grand Master to transfer funds from one budget sub-account to another budget sub-account, within the "D-The Masonic Home and Relief Fund" account, to meet anticipated expenditures. The appropriation and budget as set up and approved by the Grand Lodge, or as amended by the Corporate Board, for the operation of the Home and Relief Funds shall be binding upon the Board and no expenditures shall be made except in accordance therewith.

**12.06** The Grand Secretary shall prepare voucher checks for the disbursement of funds of Account "D-The Masonic Home and Relief Fund."

**12.07** Statements of the Masonic Home. "The Grand Secretary shall prepare as soon as practicable after the close of each month, a detailed statement of each and every Budget



Account of the Home and Relief Funds. This statement shall show the amount appropriated by the Grand Lodge and any amendments made by the Corporate Board for each account to total amount expended from each account to date, and the balance of unexpended funds in each account to date. The Grand Secretary shall mail a copy of this statement together with complete minutes of the monthly meeting of the Board of Trustees to each member of the Board, Legal Advisors to the Board, Elected Grand Lodge Officers, Past Grand Masters, the Administrator; and such other persons or organizations as may request them in writing to the Grand Secretary; and that condensed minutes be furnished to the Particular Lodges and all others on the mailing list of the Grand Lodge."

**12.08** (a) Resident Members Trust Account. Except as otherwise provided in Regulation 7.04(a), any funds received from a resident of the Home shall be deposited in the "Resident Members Trust Account" to the credit of the particular resident. Individual accounts shall be maintained for each resident having such trust funds. (1994)

The "Resident Members Trust Account" shall be charged with an initial admission fee of five hundred dollars (\$500.00) to offset the costs of admission of said resident into the Home. A resident's trust account shall also be charged for any expense incurred by the Home in providing outside Hospital or medical care for the resident.

In addition to the foregoing, a regular monthly charge shall be made against each Resident Members Trust Account in an amount determined and fixed by the Board of Trustees and approved by Grand Lodge or by the Grand Master during the recess of Grand Lodge.

When making a charge against the individual trust accounts of residents, the Grand Secretary shall credit the same to the Current Income Account for "D-The Masonic Home and Relief Fund."

In the event any resident of the Home is discharged from the Home, said discharged resident shall be refunded with the balance remaining in his or her trust account after deduction of the charges as hereinabove provided. Each discharged resident



shall be furnished a detailed statement of his or her trust account for the period of time in which said person was a resident of the Home.

(b) Upon the death of a Resident Member any funds in his or her Trust Account shall be held for a period of ninety (90) days for payment of the following:

- (1) Two hundred dollars (\$200.00) to defray funeral expense.
- (2) Reimbursement for expense of hospitalization, medical services, drugs, surgery and similar items and expenses incurred for extraordinary attention and services and not previously paid from said Trust Fund.
- (3) After expiration of said period of ninety (90) days any remaining balance shall be transferred and credited to the Masonic Home Endowment Fund, except balances from Residents sponsored by the Order of Eastern Star which shall be transferred and credited to the Grand Lodge Income Accounts.

**12.09** The Board shall provide spending money monthly for residents of the Home in accordance with the Budget as adopted by Grand Lodge. These funds shall be disbursed to residents by the Administrator.

## CHAPTER 13

### CHILDREN

**13.01** It is recognized that admission of children to membership in the Home under present conditions is impracticable and undesirable. The obligation to care for, educate and provide for the welfare of the orphan children of Master Masons, however, is an obligation sacred to Masons, and in the event of application for aid for such orphan children, such aid, help and assistance as is necessary or appropriate shall be given or arranged by the Board with the approval of the Grand Master.

