

Rules For the Kansas Woman's Christian Temperance Union Home

723 Grandview Avenue Kansas City, Kansas

General Rules

1. Those of the residents who are physically able to do so, must care for their own room and do what ever else the Superintendent may require of them.
2. All residents who are physically able must be at their place at the table at the ringing of the bell for meals. They must come to the table neatly dressed and shall be required to behave with order and propriety.
3. The residents must not interfere with the duties of the Superintendent, or her assistants, or find fault with them. If they think they have cause for complaint, they must state their grievances to the Board of Managers.
4. All cases of illness in the Home shall be attended by the physician of the institution, unless the resident or her friends see fit to call in other or additional advice at their own expense.
5. Any disobedience to the rules and regulations of the home or exciting dissatisfaction among the residents, or complaining so as to affect other residents, or any misrepresentation of the Home and its management, will each and all of them, be causes for dismissal from the Home. Any resident becoming dissatisfied or unhappy shall be at liberty to depart.
6. The residents of the Home will be required to treat each other courteously and respectfully and not let personal differences prevent the exchange of greetings.

Duties of Superintendent

1. The Superintendent shall have charge of the Home under the directions of the Board of Managers; shall enforce the rules and regulations of the Board of Managers; be present at all meals and see that they are properly served, and that suitable food shall be provided for the sick. She shall at all times maintain the respect due her position and by her kindness, attention and judicious treatment, endeavor to secure the comfort and happiness of all those under her care. She shall be given \$10 per month for emergency fund, and shall keep a strict account of moneys that may be entrusted to her, and render a monthly statement in writing to the Board of Managers of all receipts and disbursements by her.

2. She shall keep a book in which she shall enter a list of all furniture, linen and other articles belonging to the Home. Also keep a book of the needs, to which the Board and others who wish to donate to the Home can refer.

3. It shall be her duty to go through the house and see that all unnecessary lights are extinguished by 10 o'clock at night. If improper conduct is observed on the part of any member of the family, she shall, after the first offense report the same to the Board of Managers.

4. She shall keep a daily record of all events of note, which record must be submitted to the Board-of Managers at the next monthly meeting.

5. In case the Superintendent shall wish to resign, she shall give at least one month's notice.

Duties of Board of Managers

1. The Board of Managers shall inquire into the circumstances and character of all material facts relating to each individual case; keep a register in which shall be entered the names of all applicants, their respective ages, places of birth and residence; the persons by whom recommended; the dates of their application; time and terms of admission and such other facts as said Board of Managers may obtain and deem important.

2. The Board of Managers shall in all cases' decide upon the admission of applicants.

3. It shall be their duty to arrange for and sustain religious services at the home.

4. The Board of Managers shall have general care and supervision of all the residents and of everything belonging to the Home.

5. They shall take a yearly inventory of all household effects. They shall inspect the Home in all its departments, confer and advise with the Superintendent, ascertain the needs and as far as possible supply the same.

6. They shall visit the Home once a month and with the Superintendent inspect and determine the needs of the clothing of the residents of the Home and see that such needs are supplied. A permanent list shall be kept of all the furnishings belonging to the Home and all property connected therewith. All articles deemed by the Superintendent unfit for further use shall be inspected by the Board, of Managers, who shall determine

what disposition shall be made thereof.

Donations and Rights of Donors

Any person donating three thousand dollars, (\$3,000) to the Kansas Woman's Christian Temperance Union Home shall have the right, during the life of the donor, to control the occupancy of one of the rooms set apart for residents of the Home; provided that the resident offered under this provision shall be admissible to the Home under the rules governing the reception of residents, and shall be, in all respects, except the payment of the admission fee, at all times subject to the existing rules of the Home, and to all such rules as shall from time to time hereafter be made respecting the residents of the Home; and any resident of the Home at the time of the death of such donor shall, during the life of such resident be cared for as before the death of such donor, subject to the same provisions and conditions.

Any person donating to said Home Five Thousand dollars (\$5000) in addition to the rights and privileges named in the preceding section may, at his or her discretion have the same entered upon the record of the Home as a special fund, to be held in trust by the Board of Directors of the Woman's Christian Temperance Union of Kansas for the sole benefit of the Home, and to be invested under the direction of the said Board of Directors, and the income thereof expended for the benefit of the Home, as said Board of Directors may direct; but no part of the principal sum of any such special fund shall be expended for any purpose, whatsoever. Said special fund shall bear the name of the donor, or such name as the donor may designate in the financial report of the Treasurer of the Woman's Christian Temperance Union of Kansas, and constitutes a part of her report; provided however, that no member of the Board of Directors shall be individually liable for any default of misfeasance or negligence of any other member of such Board.

Beneficiaries

1. Beneficiaries of this Home shall not be less than sixty years of age and residents of the State of Kansas and members of the Woman's Christian Temperance Union. persons who are financially able to care for themselves or who have children who should provide for them will not be received into the Home. No person deranged in mind or afflicted with any contagious or infectious diseases, or any diseases considered incurable, will be admitted.

2. A blank form of application will be furnished all applicants and if, after admission, it shall be found that deception has been practiced in the reports so given, such person shall be subject to immediate dismissal from the Home. No resident of the Home will be allowed to give away anything which may be presented to her while a resident of the Home, without the permission of the Board.

3. Approved applicants, before they are received into the Home, shall be required to pay an admission fee of five hundred dollars (\$500).

4. All persons shall be received on a probation of six months, after which the Board shall act definitely on the case of each one so received, and if not confirmed as a permanent resident, the admission fee (deducting board at the rate of seven dollars \$7.00 per week) shall be returned, but no temporary resident shall be confirmed by the Board as a permanent resident until she shall have signed the agreement, of which the following is a copy, viz.:

“Do you understand, consent and agree, that your admission to the Home is not by reason of any right, or consideration of any payment on your part, but because its proper authorities, so far as they know you and are acquainted with your disposition, habits and character, think you worthy of its care; and that by such admission you acquire no rights not subject to their discretion, judgment and determination; that you are, at all times, to be subject and obey each and every rule and regulation, they have made or shall make, adopt or recognize for its management and the conduct of its residents; that you cheerfully and without question, shall and will at all times render such aid and assistance in the necessary work of the Home as the Superintendent or her authorized assistant shall require of you; that your remaining in the Home is to be at all times a matter in the discretion and wholly in the control of the Board of Managers, and if at any time, or for any reason, a majority of such Board of Managers shall think expedient and sufficient, they shall have a right to expel you from it, and remove or cause you to be removed from it; provided however, that if you shall be so expelled within one year after your admission, the honorarium or sum paid on your admission shall be returned to you or to the party giving it, less seven dollars (\$7.00) per week for each week you shall have been a resident of the Home. And if it shall hereafter appear that the statements you have made to the authorities of the Home as to your being poor

and dependent, and not having any property is inaccurate, or if after having been received into the Home as a resident, you shall acquire any property, which you do not convey to the Home, then, in that case, you hereby agree to pay to the Home, as board and for the care exercised over you, seven dollars per week for each week of the entire time you have resided in the Home, or from the time you may have come into possession of such property, as the case may be.”

I hereby agree to all the terms of the foregoing agreement.

(Signed).....

5. As it is not the purpose or spirit of the Home to take charge of persons who have money or other property or relatives able to provide for them applicants having money or other property shall be required to secure the same to the Home previous to their reception as permanent residents and any money or other property they may acquire after their entrance shall be made over to the Home, if they continue to remain in it, and when residents are pensioners of any benevolent institution or society it is expected their pension will be continued in order to lessen the expense incurred by the Home in their support; however, if any person, upon becoming a resident of the Home, shall turn over and deliver to the said Home, cash to the amount of one hundred dollars (\$100) or more in excess of the admission fee of five hundred dollars (\$500) then there shall be paid to her during her lifetime, while she remains a resident of said home, interest upon the excess at the rate of 4 per cent per annum, payable semi-annually, but no interest shall be paid upon any sum that shall not exceed one hundred dollars (\$100).

6. The Board of Managers reserve the right to dismiss any resident of the Home for any cause, and if any resident is dismissed from the Home, the Board of Managers will have the right to take from the money paid in by said resident, or from the proceeds derived from any property conveyed for the benefit of said Home by such resident, an amount sufficient to pay the Home seven dollars (\$7.00) per week while such person remained in the Home and enjoyed the benefits thereof, and any balance remaining shall be paid over to such discharged resident or the party giving it.

7. In case any member leaves the said Home of her own accord within one year after being admitted as a permanent resident, the money or other property paid in shall be returned to her less seven dollars (37.00) per week for such time as she

remained a resident of the Home.

8. In case any member leaves the Home of her own accord any time after one year from entrance to said Home, then and in that event, said Home shall retain all moneys paid to said Home and all property conveyed on account of said resident for the benefit of said Home. Any person who becomes dissatisfied and leaves the Home of her own accord will not be permitted to return as a resident.

9. Visitors in the Home will be required to pay the sum of seven dollars a week or thirty-five cents a meal.

Miscellaneous

1. At the first meeting of the Board of Managers after the annual meeting a staff of physicians shall be selected who will attend all cases of sickness among the residents of the Home.

2. In the very exceptional cases the Board of Managers may admit persons into the Home who cannot comply with its requirements as specified in section 3 under Beneficiaries.

3. Persons may be admitted as boarders, though not to the exclusion of those who are dependent; and boarders will be required to give satisfactory security for the regular payment of their board and to conform like other residents to the rules and regulations of the Home.

Form of Bequest

I hereby give and bequeath to the Woman's Christian Temperance Union of Kansas the sum of \$

to be used and applied to the general uses and purposes of the Woman's Christian Temperance Union Home located at 723 Grandview Ave., Kansas City, Kansas.