

Rules and Bye-Laws for the Government of the Retreat near York

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RULES AND BYE-LAWS

FOR THE

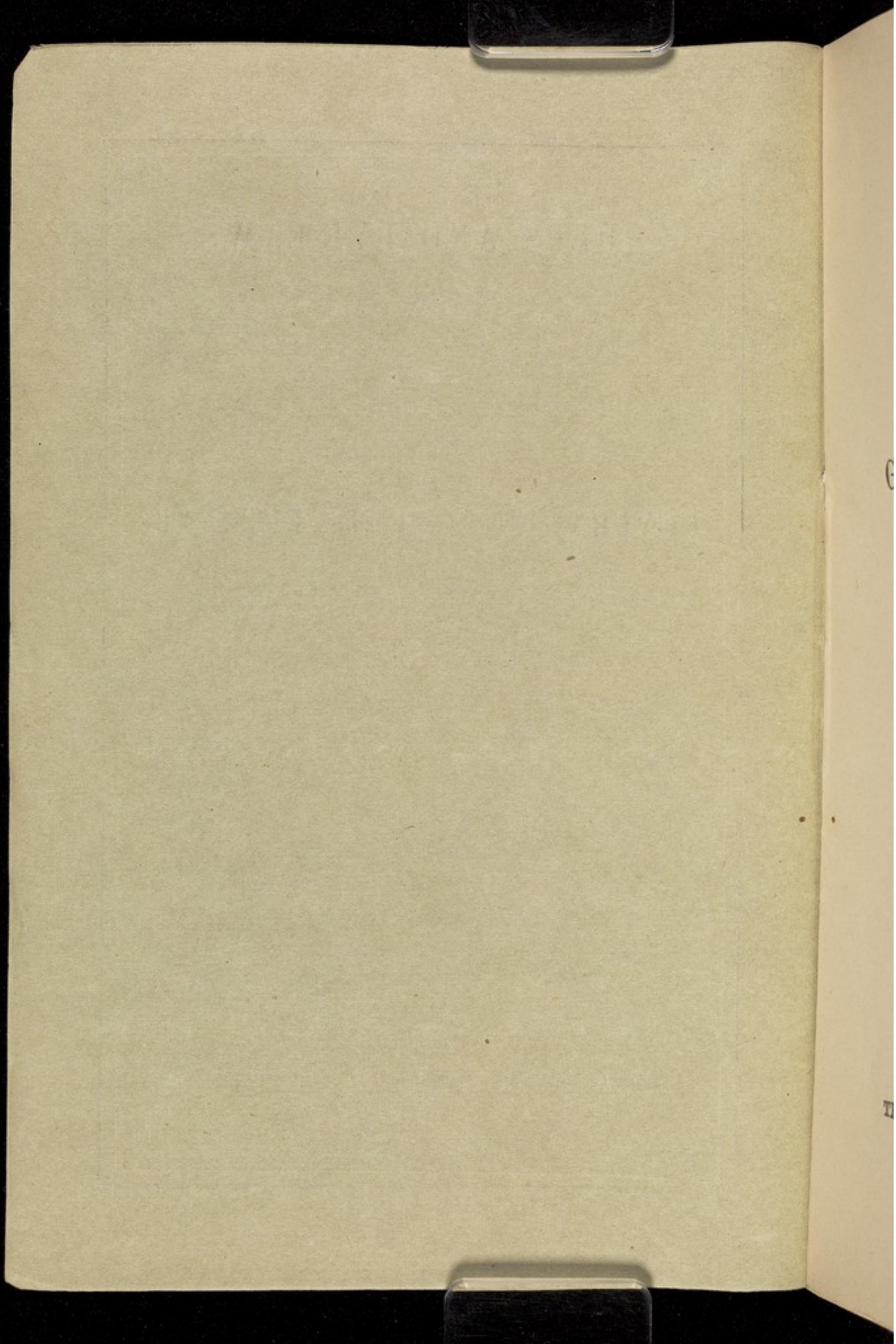
GOVERNMENT OF THE RETREAT,

NEAR YORK.

Y O R K :

THOMAS BRADY, PRINTER, 15, LOW OUSEGATE.

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R U L E S

FOR THE

GOVERNMENT OF THE RETREAT,

NEAR YORK,

Adopted by the General Meeting of Directors, and approved by the Secretary of State.

INTRODUCTION AND OBJECTS.

IN the year 1793, after several Meetings of members of the religious Society of Friends held in York, it was determined to form an Establishment for the purpose "of providing a retired habitation, with necessary advice and attendance, for the members of the Society of Friends, and others in profession with it, who may be in a state of lunacy, or so deranged in mind, not idiots, as to require such a provision." And it was agreed that the Institution should be established and supported by Annuities, Donations, and Annual Subscriptions, so long as such aids should be found needful; and that the Government should be vested wholly in the Members of the Society of Friends. The House was opened for the reception of Patients in the year 1796.

ANNUAL AND QUARTERLY MEETINGS.

I.

A General Meeting of the Directors of the Retreat (such Directors having duly qualified as described in the Bye-Laws) shall be held each year in the sixth or seventh months. To this

meeting the Committee shall present reports on the state and proceedings of the Institution, and on the income and expenditure of the year ; and the said Meeting, subject to the legal conditions which attach thereto, shall, with the sanction of the Secretary of State, have power to make Rules, and they shall have power to alter and make Bye-Laws, and give such directions as it may deem best adapted to promote the objects of the Institution. The General Meeting may also confirm, alter or abrogate the Orders and Regulations of the Quarterly Meetings ; and it shall annually appoint a Committee for the Management of the Institution : such Committee to consist of the Treasurer and of seven other persons specially chosen. No person receiving any Salary from the Institution shall be entitled to attend any of the meetings for its management.

II.

In the week of each Quarterly Meeting of Friends for Yorkshire, a meeting of the Directors is to be held ; to which meeting are to be presented all minutes made by the Committee during the previous quarter. Such Meeting to give to the Committee such advice and directions as it may think proper, consistently with the general Rules of the Institution.

III.

At each Quarterly Meeting to be held as aforesaid, two Friends shall be appointed as Visitors to the Institution, for each month in the succeeding quarter ; who are authorised to inspect every part of the House at such times and as often as they may think proper. They are expected to enter in a book, to be kept for that purpose, the time of their attendance, and such remarks as may appear to them necessary or desirable. The minutes of the Visitors are to be read at the meetings of the Committee, and at the General and Quarterly Meetings.

IV.

THE COMMITTEE.

1st. The Committee shall have the inspection, control and management of the Institution ; and all the Officers are required to conform to its instructions.

2nd. It is to meet once a month, or oftener, if called together by the Treasurer, or by any two of its Members, or by the Medical Superintendent. And for the purpose of securing vigilance on the part of all the officers and attendants, a like inspection shall once at least in every three months be made by one or more of the Committee at some uncertain time. It shall receive reports of the state of the patients through the Medical Superintendent, admit and discharge patients, fix the weekly or other payments to be made on their account, examine and pass bills previous to payment, audit the Treasurer's and Secretary's accounts, and cause a clear statement of the funds of the Institution to be annually prepared, and laid before the General Meeting.

3rd. It shall keep minutes of all its proceedings, for the perusal of the General and Quarterly Meetings, and shall therein state from time to time the condition of the Hospital, and make such suggestions as may appear desirable for its improvement. The Committee is to appoint three female Visitors, one of whom is to be changed every month.

4th. Three Members of the Committee shall form a quorum for the despatch of business.

V.

THE OFFICERS.

The Officers of the Institution are a Treasurer, Medical Superintendent, Visiting Physicians or Surgeons, a Secretary and House Steward, and a Matron ;—the appointments of whom are vested in the General or Quarterly Meetings.

VI.

THE TREASURER.

The Treasurer shall keep an account of all monies received and paid on account of the Institution. He is authorised to give receipts for legacies and other payments. His Cash Book shall be laid before the Committee at their monthly meetings and examined by them. He shall dispose of the balances in his hand, in such manner as the General or Quarterly Meeting shall direct.

VII.

RESIDENT MEDICAL SUPERINTENDENT.

1st. There shall be a Resident Medical Officer, who shall be the Superintendent of the Establishment, and shall be duly qualified to practise as a Physician, Surgeon, or Apothecary. As master of the family he is responsible for the state of the Institution, and all the resident officers, attendants and servants are required to conform to his instructions.

2nd. The Superintendent shall visit the wards and make himself acquainted with the state of the patients, at least once in each day.

3rd. He shall give the whole of his time to the duties of his office, and shall not attend to or engage in any business or employment but that of the Institution.

4th. He is charged and shall be responsible for the medical and moral care and treatment of the patients, and shall be charged with the correspondence with their friends on all topics not connected with the accounts.

He shall advise with the House Steward as to the general diet of the patients, and shall in particular regulate and determine the diet of all patients who shall be sick or infirm.

5th. In addition to the answers to the printed queries usually sent with patients, or before their admission, the Superintendent

shall endeavour to obtain such further particulars relative to the history and circumstances of each case, as the friends of the patients are able and willing to supply; such information to be duly entered by him in the books of cases belonging to the Institution; and a record is to be kept by him therein of the history and treatment of each case, whilst under the care of the Establishment.

6th. On application being made to him for the admission of patients, he shall submit the same to the Committee for their consideration and decision; he shall lay before the Committee at their Monthly Meetings all letters received by him relative to the admission or discharge of patients, and also furnish the following particulars relative to them:—1. A list of the patients in the house, with a brief notice of their state of mind. 2. The dates of all admissions, removals, escapes and deaths of patients during the past month; stating in each of the latter cases, the cause of death, and the age of the patient, together with such other information as the Committee may require.

7th. The Superintendent, when he deems it needful, may discharge any of the attendants, nurses or servants, but where the case is not urgent, the Committee are to be consulted as to the discharge of those whom they have elected. The Superintendent shall, in conjunction with the Committee, select the male attendants, and with the assistance of the Matron, the nurses and house servants. The Committee shall in all cases fix the wages.

8th. On the death of any patient, the Superintendent, or in his absence, the Secretary, shall, as early as may be, give notice to the patient's nearest relations and friends, and shall inform the Committee of the event, and confer with them as to the time of interment.

9th. On the escape of any patient, written information of such escape shall be given by the Superintendent to not less than three members of the Committee, on the day on which the escape has

occurred, excepting when the patient escapes late in the evening or in the night, in which case information is to be sent early the following morning.

10th. The Superintendent shall not be absent from the Institution for more than a day without permission from the Committee, and before leaving he shall place the patients under such Medical and general care as is satisfactory to the Committee.

VIII.

VISITING MEDICAL OFFICERS.

No person shall be eligible to act as a Visiting Medical Officer who is not legally qualified to practice as a Physician, Surgeon or Apothecary.

The non-resident Medical Officers shall visit the house and see the patients at least once in each week, and at such other times as they shall be requested to do so by the Medical Superintendent, and shall advise with the Medical Superintendent on all such cases as he shall desire.

IX.

SECRETARY AND HOUSE STEWARD.

1st. This officer, subject to the instructions of the Treasurer, shall keep the accounts of the Institution; he shall enter all minutes made at the meetings of the Directors and of the Committee; transmit the quarterly bills of patients to their friends, and correspond with them respecting the regular payment of the accounts, giving at such times any information relative to the patients which the Medical Superintendent may supply.

2nd. He is charged with the payment of salaries, wages, and other accounts, and with the purchase of articles required for the use of the Institution, advising with the Superintendent and Matron with regard to them. He shall keep inventories of the clothing and other articles of property belonging to the men

patients, and shall purchase new clothing for them when requested by the Superintendent to do so.

3rd. The Secretary shall send the required notices to the Visitors of their appointments and to the Committee of their meetings, and at each Monthly Meeting of the Committee he shall lay before them—1. All letters received by him during the month relative to the patients. 2. A list of the patients in the house, with a statement of the terms of each, and a reference to such accounts as are not duly discharged. 3. An account of all receipts and payments since the previous meeting of the Committee. 4. A list of all such articles of furniture as the Superintendent or himself may consider wanted; and also such suggestions, as he deems advisable for repairs and alterations. 5. An account of the names and wages of the in-door and out-door servants.

4th. He shall assist the Superintendent in the care of the Farm, Garden, and Premises, and shall overlook all repairs and alterations which are in progress in any part of them.

5th. In the temporary absence of the Superintendent, the Secretary under his instructions shall have the general care of the Establishment.

X.

MATRON.

1st. Next to the Superintendent, the Matron is the Head of the Female Department; and under the direction, and subject to the control of the Superintendent in regard to treatment, she has the care of the women patients, and the overlooking and direction of the nurses. She is required to give special attention to the occupations of the female patients, and to the maintenance of order amongst the female attendants and domestics, and to support the authority of the Housekeeper over the latter. She shall assist the Superintendent in the selection of the female attendants and servants, and may, with his approbation, dismiss any of the latter. The Housekeeper can be chosen and dismissed by the Committee only.

2nd. The Matron shall visit the apartments, and see all the women patients at least once in each day ; she shall also inspect the men's apartments, at least once in each week.

3rd. The providing of clothes for the female patients devolves upon her, and she shall keep an inventory of their wardrobes.

4th. She shall not be absent from the Institution for more than a day, without the permission of the Committee, which she shall obtain through the Superintendent.

XI.

ATTENDANTS AND SERVANTS.

1st. All the Servants, both attendants and domestics, shall have fixed wages or salaries, and shall not be permitted to make a perquisite of any kind ; to sell anything to the patients, or receive money from them, or from their friends, or from visitors to the Institution.

2nd. The attendants and servants shall, in all respects, conform to the printed instructions, which they shall receive, and to the directions of the Superintendent and such other officers as have control over them.

XII.

VISITORS.

No Visitors (excepting those having the written authority of the Committee) are to be admitted to see the Institution, or to have access to the galleries or day-rooms without permission of the Superintendent, or in his absence, of one of the other Officers of the Institution.

BYE-LAWS OF THE RETREAT,

REVISED AND CONFIRMED BY THE

GENERAL MEETING OF THE DIRECTORS,

HELD AT YORK 28TH 6TH Mo. 1855.

I. PERSONS ADMISSIBLE AND THE TERMS.

1st. The objects of the Institution are declared in the Fundamental Rules to be, all persons in a state of mental derangement, unless merely idiotic or superannuated, who are in membership or profession with the Society of Friends. If the number of applicants from these classes be greater than can be accommodated, the members of the Society shall be considered as having a preference. In extraordinary cases the Committee may exercise its discretion as to the granting or otherwise of such preference.

2nd. When there is room in the distinct apartments appropriated to the higher classes of patients, persons who are not connected with the Society of Friends by membership or profession, may be admitted into them; care being taken not to interfere with the prior claims of those who were the original objects of the Institution.

3rd. The Committee shall have a discretion to decline the admission of patients, though members of the Society of Friends; but in such cases, the applicants, if dissatisfied, may, after having given fourteen days' previous notice, in writing, to the Treasurer, represent the case to a General or Quarterly Meeting for its decision.

4th. The terms to be paid by the patients, are to be regulated by their pecuniary circumstances ; so as to afford suitable accommodation to all classes, and to make the means of the more affluent contribute to the support of the poor.

II. GOVERNMENT.

1st. The General Meeting in the year 1800, according to the original plan of the Institution, made provision for a perpetual succession of Directors. Forty Subscribers, members of the Religious Society of Friends, were then nominated and appointed, who, and their successors as hereinafter directed to be appointed, together with any other Donors, Subscribers, or Executors, qualified as hereinafter declared, and Agents appointed by any qualified meeting, are to constitute the General Meeting, and continue to be the Directors of the Institution, in whom the government of it is perpetually to vest and remain. The said forty Directors, with any other qualified Donors or Subscribers, are to meet quarterly for the transaction of business as described in the fundamental Rules. The members of the Committee of Management, for the time being, shall be members of the General and Quarterly Meetings, by virtue of that appointment. Eight of the forty Directors shall be present at each Quarterly Meeting, and ten of the said forty at each General Meeting.

2nd. At each General Meeting the first named eight on the list of the said forty, are to cease to be Directors, and eight others are to be appointed by the General Meeting in their places, with an addition for such as may be deceased or disowned ; and the whole may be chosen from the number of Annuitants, Donors, Subscribers and Executors, or other members of the Society of Friends as shall, in process of time, be judged most convenient and best. The Directors so chosen shall have a right to attend the meetings of the Committee.

3rd. The name of every Annuitant, Donor, Subscriber, or Executor, shall be recorded by the Secretary, in a book kept for that purpose ; and every Annuitant, Donor of not less than two guineas, and subscriber of sums at any time amounting to two guineas, or Executors paying a bequest of not less than one hundred pounds, being and continuing a member of the Religious Society of Friends, shall be a member of the meetings which are to be held for the government and superintendence of the Institution.

4th. If at any future period, by means of some unforeseen or unexpected events, it should appear to the General Meeting that the original purpose of the Undertaking cannot be accomplished or pursued, the said General Meeting shall give due notice in writing to all the Directors, and also in every Quarterly or other Meeting of our Religious Society, which according to the Rules may be interested therein, that the disposal of the Property of the Institution is to be taken into consideration at a Meeting, the time and place of which shall be specified. At such Meeting two Agents or Representatives appointed by any of the said Meetings, shall be admitted as members of the General Meeting ; and in case two-thirds of the meeting so convened shall agree thereto, they may sell and dispose of the whole Estate and Property of the Institution, or any part thereof ; and after discharging all claims upon it, may appropriate the net produce thereof, to such just, equitable or charitable use, as they, on serious and deliberate consideration, shall judge best.

III. RESPECTING CONTRIBUTIONS.

Gratuitous contributions, and subscriptions for annuities and legacies, shall in addition to the payments of the patients, be received in aid of the funds ; and Contributors, Annuitants, and Executors shall be entitled to the following privileges, viz :

1. A contribution of one hundred pounds from any Quarterly or other Meeting, in its collective capacity, a donation of twenty-five pounds from any Friend, a subscription of fifty pounds for an annuity, or the payment of a bequest of not less than one hundred pounds by any Executor, shall entitle such Meeting, Donor, Annuitant or Executor, respectively, to the privilege of nominating one poor patient at a time, on the lowest terms of admission.

2. As it is necessary to ascertain the rights of each Meeting to recommend poor patients, Donors of twenty-five pounds and upwards, are desired to explain whether they wish to enjoy the privilege during life of recommending poor patients, or that their donations should be considered as the subscriptions of their Quarterly or other Meetings: and it is agreed, that all donations of individuals not claiming such right of recommendation, shall be considered as the subscriptions of their respective Quarterly Meetings, whether reported to such meetings or not; and every Quarterly Meeting shall enjoy the privilege of recommending poor patients in proportion to the subscriptions of their respective members, on which no separate privilege is claimed.

3. The privilege of meetings or persons to recommend poor patients as described in the foregoing regulations shall not be taken away or diminished, notwithstanding any general powers which are, or may be invested in future Directors.

IV. THE TERMS OF PATIENTS.

1st. The terms are, for every poor patient recommended by a privileged Donor or Meeting, a sum not less than six shillings per week.

2nd. Not less than ten shillings per week shall be paid for other patients, and more according to circumstances; and a reasonable sum for the board of the servant of a patient when one

is required. Such servant, if provided by the friends of the patient, must be approved by the Committee. The terms of admission to be subject to future alterations, if found necessary ; and a quarter of a year's maintenance for each patient is to be paid in advance. An additional charge to be made, at the discretion of the Committee, on those patients who come with disorders unconnected with insanity.

V. ON THE ADMISSION OF PATIENTS.

PREVIOUSLY TO THE SENDING OF ANY PATIENT TO THE RETREAT, APPLICATION IS TO BE MADE AND PERMISSION GIVEN.

The first step to be taken in obtaining the admission of a patient, is the transmission of a letter, addressed to the *Medical Superintendent*, or to the *Treasurer*, stating the case. A few particulars should be given as to the nature of the attack, the circumstances and proposed weekly payment, and whether the patient is in good bodily health.

The reply will communicate the decision of the Committee ; and if no objection to admission exists, a set of queries, and the form of a Medical Certificate will be transmitted. A late Act of Parliament requires particular care in the drawing up of the Certificate, and that it should be signed by two medical practitioners.

Much disadvantage having arisen from patients being sent to the Retreat in a very infirm state of bodily health, or subject to fits, the Committee desires that, in all cases where the patients are afflicted with any known bodily disease, particular information respecting it may be communicated, *previously to their being sent to the Institution*. And as the successful treatment of insane persons may depend much upon the information received relative to their cases, the Friends and Medical Attendants of patients are earnestly requested to answer carefully the Queries

contained in the printed forms, and to add any other particulars connected with the patient's disorder or character, which may be thought useful.

A *Quarter's* board is required to be *paid in advance*; and the first quarter's payment should be sent with the patient.

FORM OF A BEQUEST.

I bequeath to the Treasurer for the time being of an Institution near York, called *The Retreat, for Persons afflicted with disorders of the mind among the Society of Friends*, to be applied for the purposes of the said Institution, the sum of
 out of such part only of my personal estate as may by law be bequeathed for charitable purposes. And I direct that as far as may be needful to give effect to the said legacy, my other personal estate shall be primarily chargeable with my debts and other legacies, and that the receipt of the said Treasurer shall be a sufficient discharge for the same.

