

## **Rules for the Government of the Retreat**

### **Publication/Creation**

c.1845

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Wellcome Collection  
183 Euston Road  
London NW1 2BE UK  
T +44 (0)20 7611 8722  
E [library@wellcomecollection.org](mailto:library@wellcomecollection.org)  
<https://wellcomecollection.org>

*not before 1845*

## RULES

FOR THE

### GOVERNMENT OF THE RETREAT.

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#### INTRODUCTION.

At a Meeting of Friends, held in the year 1793, 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.

#### RULES.

I. 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 hereafter directed to be appointed, together with any other Donors, Subscribers, or Executors,





FOR THE

# GOVERNMENT OF THE RETREAT.

## INTRODUCTION.

At a meeting of Friends held on the 13th of January, 1866, it was determined to hold an "Annual Meeting" for the purpose of providing a meeting place for the members of the Society, and for the purpose of providing a meeting place for the members of the Society, and for the purpose of providing a meeting place for the members of the Society.

## RULES.

I. The General Meeting in the year 1866, according to the Rules of the Society, shall be held on the 13th of January, 1866, at the residence of the Secretary, and shall be presided over by the Secretary.



qualified as hereinafter declared, and Agents who may be appointed by any qualified meeting, and may from time to time choose to attend, are to be the General Meeting, and continue 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 referred to them in the following 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.

II. At the expiration of each year the first named eight on the list of the said forty, are to cease to be Directors, and eight other members of our Society 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 others, 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.

III. A General Meeting shall be held in the latter end of the 6th month, or the beginning of the 7th month of every year, unless some other time should hereafter be found more convenient; and the Friends who may compose it shall, from time to time, have a general state of the family, and accounts of the Institution laid before them; and shall have power to alter or make Rules, and give such directions, as they may think best adapted to promote the designs of the Institution. They may also confirm, alter or abrogate, the Orders and Regulations of the Quarterly Meetings; and shall annually appoint seven Friends,



qualified as business directors, and Agents who may be appointed by any qualified meeting and may from time to time choose to attend, and to be the General Meeting and continue the Directors of the Institution, to whom the government of it is intrusted, to vote and manage. The said four Directors, with any other qualified Donors or Subscribers, are to meet quarterly for the transaction of business, subject to them in the following particulars. The members of the Committee of Managers, for the time being, shall be entitled to attend, and to have the right of speaking, but not of voting, at any such meeting. The said Directors shall be present at each Quarterly Meeting, and at the said last of each General Meeting.

II. At the first meeting of the said first annual meeting, the list of the said four Directors, and of the said four Agents, shall be presented to the General Meeting, and the said meeting shall have power to elect or appoint, in addition to such as may be named or appointed, and the whole may be changed from the number of Annual Directors, Subscribers and Agents, as they shall in process of time be found to be convenient, and then the Directors so chosen shall have a right to attend the meetings of the Committee.

III. A General Meeting shall be held in the latter end of the said month of December, or the beginning of the month of January, unless some other time should hereafter be found more convenient; and the Friends who may choose to attend, shall have power to have a general assembly, and accounts of the Institution laid before them; and shall have power to show or make resolutions, and give such directions, as they may think proper to promote the designs of the Institution. They may also continue, after consulting the Officers and Managers of the General Meeting, and shall annually appoint seven Friends



who, with the Treasurer, shall be a Committee for the Management of the Undertaking. No person receiving any Salary from the Institution shall be entitled to attend any of the meetings for its management.

IV. 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 Executor paying a bequest of not less than one hundred pounds, being and continuing a member of our Society, shall be a member of the meetings which are to be held for the government and superintendence of the Institution.

V. During each Quarterly Meeting of Friends for Yorkshire, or after the conclusion of it, 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 and Orders that may have been established.

VI. At each 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 to be read at the meetings of the Committee, and at the General and Quarterly Meetings.

2/ VII. The appointment of the Treasurer, Medical Superintendent, Secretary and Matron, shall be vested in the General or Quarterly Meetings.



who, with the Treasurer, shall be a Committee for the Management of the Undertaking. No person receiving any salary from the Institution shall be entitled to attend any of the meetings of its management.

IV. The name of every Assistant, Deputy, Subordinate, or Executor, shall be recorded by the Treasurer in a book kept for that purpose; and every Assistant, Deputy, Subordinate, or Executor, shall be bound to pay a deposit of one hundred pounds, being and containing a receipt for the same, which shall be a member of the Institution, and shall be a member of the Institution and representative of the Institution.

V. During each Quarterly Meeting of the Institution, or after the conclusion of it, a meeting of the Institution shall be held; to which meeting shall be invited all persons who are members of the Institution, and who are entitled to vote. The Committee shall give to the Institution such notice of the meeting as shall be proper, consistently with the General Regulations of the Institution, and have been established.

VI. At each meeting to be held as aforesaid, two members shall be appointed as Visitors to the Institution for each month in the succeeding quarter; who are authorized 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 what remarks may appear to them necessary or desirable. The names of the Visitors to be read at the meetings of the Institution, and at the General and Quarterly Meetings.

VII. The appointment of the Treasurer, Medical Superintendent, Secretary and Nurses, shall be vested in the General or Quarterly Meetings.

VIII. That the General or any Quarterly Meeting of Directors be at liberty to make such regulations or bye-laws for the conducting and governing of the Establishment, or any part thereof, as they may deem expedient and desirable, and from time to time to revise and alter the same; such regulations or bye-laws to be consonant with, or not opposed to the fundamental rules framed for the government of the Institution.

#### THE COMMITTEE.

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

It is to meet once a month, or as often as it may be called together, either by the Treasurer, or by any two of its Members, or by the Medical Superintendent. It shall receive reports of the state of the patients through the Medical Superintendent, admit and discharge patients, and fix the weekly terms, 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.

It shall keep minutes of all its proceedings, for the perusal of the General and Quarterly Meetings. The Committee is to appoint three female Visitors, one of whom is to be changed every month.

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

#### MEDICAL SUPERINTENDENT.

1st. The Resident Medical Officer is the Superintendent of the Establishment. As master of the family he is responsible for



VIII. That the General or any Quarterly Meeting of Directors be at liberty to make such regulations or by-laws for the conducting and governing of the Establishment, or any part thereof, as they may deem expedient and desirable, and from time to time to revise and alter the same; such regulations or by-laws to be consistent with, or not opposed to the fundamental rules framed for the government of the Institution.

### THE COMMITTEE

The Committee shall have the general inspection, control, and management of the Institution, and all the affairs of the Institution are referred to them.

It is to meet once a month, or as often as it may be called together, either by the Treasurer, or by any two of the Members, on the Medical Superintendent. It shall receive reports of the state of the patients, approve the Medical Superintendent's plans and discharge orders, and in the weekly cases, examine and pass bills proposed by payment, audit the Treasurer's and Secretary's accounts, and receive and sign statement of the funds of the Institution to be annually prepared and laid before the General Meeting.

It shall keep minutes of all its proceedings, for the perusal of the General and Quarterly Meetings. The Committee is to appoint three female Visitors, one of whom is to be changed every month.

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

### MEDICAL SUPERINTENDENT

1st. The Resident Medical Officer is the Superintendent of the Establishment. As master of the family he is responsible for

the state of the Institution, and all the resident officers 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.

#### SECRETARY AND HOUSE STEWARD.

1st. This officer shall keep the accounts of the Institution; 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 from time to time respecting the regular payment of the accounts, giving at such times any information relative to the patients which the Superintendent may supply.

2nd. He shall have the care of the Farm, Garden, and Premises, and shall overlook all repairs and alterations which are in progress in any part of them.

3rd. 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, conferring 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.







## MATRON.

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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 will have the care of the women patients, and the overlooking and direction of the nurses.

2nd. She shall visit the apartments, and see all the women patients at least once in each day; she shall also visit the men's apartments, at least once a week, and observe the state of the bed-rooms.

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

## ATTENDANTS AND SERVANTS.

2-13

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

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



## MATTRESS.

1st. Next to the Superintendent, the Mattress is the Head of the Female Department, and under the direction and subject to the control of the Superintendent, in regard to treatment, she will have the care of the women patients, and the overlooking and direction of the nurses.

2nd. She shall visit the apartments, and see all the women patients at least once in each day; and shall also visit the men's apartments, at least once a week, and observe the state of the bed-rooms.

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

## ATTENDANTS AND SERVANTS.

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

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



### RULES FOR THE ADMISSION OF PATIENTS.

1st. The terms for Board, Washing, Medical Advice and Medicines, and all other things necessary, except clothing, are, for every poor patient privileged agreeably to the first rule, 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.

3rd. As experience demonstrates, that the recovery of insane patients frequently depends on their being removed from their connexions, and put under proper care and treatment in the early stages of the disorder, it is earnestly recommended to their friends to remove them at an early period, after the character of the disorder appears to be fixed. And as an additional inducement to persons in straightened circumstances, to adopt this SALUTARY measure, it is concluded, that in derangements not exceeding six months from the first attack of the disorder, those members of our Society whose circumstances, in case of continuance, would not conveniently admit of their paying more than ten shillings per week, shall be entitled to an abatement of six shillings a week for one year, if not sooner recovered. Those patients who, by Rule 1st would be rated at six shillings per week, will, under this regulation, be admitted gratis, for a year, if necessary.

N. B. *Application is to be made, and PERMISSION given, PREVIOUSLY TO THE SENDING OF ANY PATIENT TO THE INSTITUTION.* See the "Mode of Admission," page 10.



RULES FOR THE ADMISSION OF PATIENTS

1st. The terms for Board, Washing, Medical Advice and Medicines, and all other things necessary, except clothing, are for every poor patient provided agreeably to the first rule, 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 certificate from the Board of the receipt of a patient when one is required. Such receipt 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.

3rd. As experience demonstrates, that the recovery of insane patients frequently depends on their being removed from their connections, and put under proper care and treatment in the early stages of the disorder, it is earnestly recommended to their friends to remove them at an early period, after the character of the disorder appears to be fixed. And as an additional inducement to persons in straitened circumstances to adopt this salutary measure, it is concluded, that in arrangements not exceeding six months from the first attack of the disorder, the members of our Society whose circumstances, in case of continuance, would not conveniently admit of their paying more than ten shillings per week, shall be entitled to an abatement of six shillings a week for one year, if not sooner recovered. Those patients who, by Rule 1st, would be rated at six shillings per week, will, under this regulation, be admitted gratis, for a year, if necessary.

N.B. Application is to be made and transmission given, THIS VOUCHER TO THE RECEIVING OF ANY PATIENT TO THE INSTITUTION, See the "Mode of Admission," page 10.



## MODE OF ADMITTING PATIENTS.

The first step to be taken in obtaining the admission of patients into the Retreat, is by the transmission of a letter addressed to the *Treasurer*, JOSEPH SPENCE, or the *Medical Superintendent*, JOHN KITCHING, 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 arise to admission, there will be a set of queries, and the form of a Medical Certificate 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.

The prescribed forms will be sent on application.

The Rules require a *Quarter's* board to be *paid in advance*; and the first quarter should be sent with the patient.

~~RETREAT, NEAR YORK.~~

Much disadvantage having arisen to the Institution, from patients being sent 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 Retreat*. 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.

## 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*, the sum of            to be paid out of such part of my personal estate, as shall not consist of chattels real, and applied for the purposes of the said Institution; and for which the receipt of such Treasurer shall be a sufficient discharge.

*Lucy?*



## MODE OF ADMITTING PATIENTS.

The first step to be taken in obtaining the admission of patients into the Hospital, is by the transmission of a letter addressed to the Treasurer, Joseph Brewster, or the Medical Superintendent, John Kitchener, stating the case. A few particulars should be given as to the nature of the attack, the circumstances and medical weekly payment, and whether the patient is in good bodily health.

The reply will communicate the decision of the Committee; and if no objection arise to admission, there will be a list of queries, and the form of Medical Certificate transmitted. A few notes of the patient's previous particular cases in the drawing up of the Certificate, and that it should be signed by two medical practitioners. The prescribed forms will be sent on application. The letter requires a Quaker's bond to be paid in advance; and the first quarter should be sent with the patient.

## LETTERS TO BE SENT.

Much disadvantage having arisen to the Institution, from patients being sent in a very unimproved state of bodily health, we subject to this 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 Hospital. 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.

## FORM OF A REQUEST.

I beg to inform the Treasurer for the time being of an Institution near York, called The Retreat, for the Reception of the Insane, that I have among the Society of Friends, a list of names of persons who are afflicted with various disorders, and who are in need of medical relief, and for which the Society of Friends are willing to contribute a reasonable discharge.