

Rules for the Government of the Retreat

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R U L E S

FOR THE

GOVERNMENT OF THE RETREAT,

NEAR YORK.

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 OTHER MEETINGS OF THE DIRECTORS.

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. 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 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 half-yearly or other meeting of the Directors; 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 the winter and summer 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 half-year. Such Meeting to give to the Committee such advice and directions as it may think proper, consistently with the general Rules of the Institution. Special Meetings of the Directors may also be called by the Treasurer of the Retreat, on his receiving an application in writing so to do, signed by five Directors, which meeting shall possess the same powers as the half-yearly meeting of the Directors held in the winter.

III.

At each Half-yearly Meeting to be held as aforesaid, two Friends shall be appointed as Visitors to the Institution, for each month in the succeeding half-year; who are authorised to inspect every part of the House at such times and as often as they may think proper. They shall 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 Half-yearly Meetings of the Directors.

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 half-yearly 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 Half-yearly, Special, or General Meetings of the Directors.

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 Half-yearly 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 a duly qualified and registered Medical Practitioner. 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 professional or other 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.

Sanctioned by the Secretary of
State.
See Copy with his signature
in this drawer.

Dr. Hitchcock

