

Regulations for the Government of the Friends' Retreat near York

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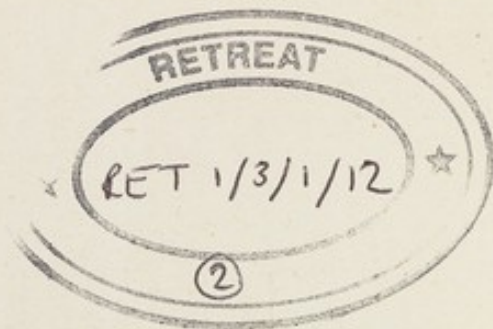


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REGULATIONS
FOR THE
GOVERNMENT OF
THE FRIENDS' RETREAT,
NEAR YORK.

Instituted 1792.

YORK:
WILLIAM SESSIONS, PRINTER, LOW OUSEGATE.
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REGULATIONS

GOVERNMENT

THE FREEDOM OF INFORMATION ACT

NEW YORK

1977

THE FREEDOM OF INFORMATION ACT

INDEX.

	PAGE
Admissible Persons	13
Admission of Patients.....	15
Agents	4
Annuities	13
Assistant Medical Officer.....	9
Attendants	12
Bequest, form of	16
Board, in Advance	14, 15
Bye-laws	13
Certificates	15
Committee, appointment of and duties	5, 6
Contributions	13
Directors, appointment of and Meetings	3, 4, 5
Disposal of Property	4
Donors, Executors and Donations	4, 14
Government	3
Housekeeper	11
House Steward and Secretary.....	10, 11
Introduction and Objects.....	3
Matron	11
Medical Officers.....	7, 10
Objects	3
Officers	7
Persons admissible	13
Poor Patients.....	14
Privileges of Donors and Meetings	14
Quorum, General and Half-yearly Meetings.....	4, 5
„ Committee Meetings	7
Regulations, power to make	5
Secretary and House Steward.....	10, 11
Servants.....	12
Superintendent	7, 8, 9
Special Meetings of Directors and Committee.....	5, 6
Terms of Patients.....	14
Treasurer	7
Visitors, appointment of	6, 7
„ Instructions to	12

INDEX

Page 100
Page 101
Page 102
Page 103
Page 104
Page 105
Page 106
Page 107
Page 108
Page 109
Page 110
Page 111
Page 112
Page 113
Page 114
Page 115
Page 116
Page 117
Page 118
Page 119
Page 120
Page 121
Page 122
Page 123
Page 124
Page 125
Page 126
Page 127
Page 128
Page 129
Page 130
Page 131
Page 132
Page 133
Page 134
Page 135
Page 136
Page 137
Page 138
Page 139
Page 140
Page 141
Page 142
Page 143
Page 144
Page 145
Page 146
Page 147
Page 148
Page 149
Page 150
Page 151
Page 152
Page 153
Page 154
Page 155
Page 156
Page 157
Page 158
Page 159
Page 160
Page 161
Page 162
Page 163
Page 164
Page 165
Page 166
Page 167
Page 168
Page 169
Page 170
Page 171
Page 172
Page 173
Page 174
Page 175
Page 176
Page 177
Page 178
Page 179
Page 180
Page 181
Page 182
Page 183
Page 184
Page 185
Page 186
Page 187
Page 188
Page 189
Page 190
Page 191
Page 192
Page 193
Page 194
Page 195
Page 196
Page 197
Page 198
Page 199
Page 200

REGULATIONS
FOR THE
GOVERNMENT OF THE
FRIENDS' RETREAT,
NEAR YORK.

Adopted at a General Meeting of Directors.

Approved by the Secretary of State, 5th of 3rd Mo., 1878.

INTRODUCTION AND OBJECTS.

IN the year 1792, 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.

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 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, 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 qualified Donors or Executors are to meet half-yearly for the transaction of business. The members of the Committee of Management, for the time being, shall by virtue of their appointment be members of the Meetings of Directors. Ten Directors shall form a quorum at each General Meeting, and eight at other meetings of the Directors.

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 are no longer members of the Society of Friends. The Directors so chosen shall have a right to attend the meetings of the Committee.

3rd. The name of every Annuitant, Donor or Executor, shall be recorded by the Secretary, in a book kept for that purpose; and every Donor of fifty pounds, or Executor 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 Directors' Meetings.

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 can no longer be carried out, the said General Meeting shall give due notice in writing to all the Directors, and also to every Quarterly or other Meeting of our Religious Society, which 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.

ANNUAL AND OTHER MEETINGS OF THE DIRECTORS.

I.

A General Meeting of the Directors of the Retreat shall be held each year, in the week of the Summer Quarterly Meeting of Friends for Yorkshire. Ten Directors shall form a quorum at such Meeting. 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, together with all minutes made during the previous half year: and the said Meeting shall, subject to the legal conditions which attach thereto, and with the sanction of the Secretary of State, have power to make Regulations and shall have power to alter and make Bye-Laws, not inconsistent with the "Regulations," 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 Bye-Laws 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 eight other Friends specially chosen, two of whom shall retire annually by rotation. No person receiving any Salary from the Institution shall be entitled to attend any of the meetings for its management, except by invitation of the Directors.

II.

In the week of the Winter Quarterly Meeting of Friends for Yorkshire, a Meeting of the Directors is to be held. Eight Directors shall form a quorum at such Meeting. To this 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 Regulations 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.

III.

At each General and Half-yearly Meeting of the Directors to be held as aforesaid, two Friends shall be appointed as Visitors to the Institution, for each month in the succeeding half-year, who shall consider as strictly confidential anything respecting the patients which may come under their notice during the visit. They are authorised to inspect every part of the House and Premises at such times and as often as they may think proper, and shall enter in a book, to be kept for that purpose, the dates of their visits, and such remarks as may appear to them necessary or desirable. The reports of the Visitors are to be read at the meetings of the Committee, and at the 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. The Committee 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, an inspection of the Institution shall once at least in every three months be made by two or more of the Committee at some uncertain time. The Committee shall receive reports of the state of the patients from 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, and audit the Treasurer's and Secretary's accounts. They shall cause a clear statement of the funds of the Institution to be annually prepared, and laid before the General Meeting, and a copy to be sent to the Commissioners in Lunacy.

3rd. The Committee shall keep minutes of all its proceedings for presentation to the Meetings of the Directors, 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 shall appoint three female Friends to visit the Patients of their own sex. One of these Visitors is to be changed every month.

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

5th. No Member of the Committee shall supply any goods or stores for the use of the Institution, nor be interested in any Contract for providing the same.

V.

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 be examined by them. He shall dispose of the balances in his hand, in such manner as the Meetings of the Directors shall determine. This appointment is vested in the Meetings of the Directors.

VI.

THE OFFICERS.

The Officers of the Institution are a Medical Superintendent, Assistant Medical Officer, Consulting or Visiting Physicians or Surgeons, a Secretary and House Steward, and a Matron. The appointment of these officers is vested in the Meetings of the Directors.

VII.

RESIDENT MEDICAL SUPERINTENDENT.

1. The Superintendent of the Establishment shall be a duly qualified and registered Medical Practitioner, and shall reside in the Institution. As master of the family he is responsible for the state of the Institution, and shall have control over all the resident officers, the attendants, and servants.

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 pertaining to his office, and shall not attend to nor engage in any professional or other business or employment but that of the Institution, except with consent of the Directors in cases of insanity. In all such cases he shall pay over to the credit of the Institution any fees he may receive.

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

He shall determine the general diet of the patients, and arrange for the special requirements of the 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 Case-books of 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. The Superintendent shall submit all applications for the admission of patients, to the Committee for their consideration and decision. He shall keep a Journal which he shall lay before the Committee at their Monthly Meetings together with all correspondence relative to the admission or discharge of patients, and also furnish in this Journal the following particulars:—1. The number of patients of each sex in the house, with a list of those who are improving, convalescent, or fit for discharge. 2. The dates of all admissions, removals, escapes, and deaths of patients during the past month; stating in the latter case, the cause of death, and the

age of the patient, together with such other information as the Committee may require.

7th. Subject to the approval of the Committee, the Superintendent shall select the male attendants, and with the assistance of the Matron, the nurses and house servants. The Committee shall in all cases fix the rate of wages. The Superintendent, when he deems it needful, may discharge any of the attendants, nurses, or servants, reporting all such cases to the Committee.

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

9th. On the escape of any patient, written information 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 shall be sent early the following morning.

10th. The Superintendent shall not be absent from the Institution for more than a day without permission from at least two members of the Committee, and before leaving, he shall place the patients under such Medical and general care as shall be satisfactory to the Committee. He shall enter all such absences in his Journal, recording also therein the absences of himself or other officers for periods exceeding twelve hours. He shall also report in his Journal any consultations in cases of Insanity which he has attended.

VIII.

ASSISTANT MEDICAL OFFICER.

The Assistant Medical Officer shall be a duly qualified and Registered Medical Practitioner, who shall act under the

instructions of the Superintendent. He shall never be absent from the Institution at the same time as the Superintendent, without providing for the presence of another qualified Medical man, approved by the Committee and Superintendent; neither shall he absent himself at other times without the sanction of the Superintendent.

IX.

VISITING MEDICAL OFFICERS.

No person shall be eligible to act as a Visiting Medical Officer who is not a legally qualified and registered Medical Practitioner.

The Visiting Medical Officer, or Officers, shall visit the house and see the patients at least once in each month, and at such other times as he or they may be requested to do so by the Medical Superintendent, and shall advise with the Medical Superintendent on all cases in which he shall desire his or their opinion.

X.

SECRETARY AND HOUSE STEWARD.

1st. This officer, subject to the instructions of the Treasurer, shall keep the accounts of the Institution; he shall copy 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.

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, consulting with the Superintendent and Matron with regard to them. He shall keep inventories of the clothing and other articles of property belonging to the male patients, and shall purchase new clothing for them when requested by the Superintendent to do so.

3rd. The Secretary shall send to the Visitors notices 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 render such assistance as the Superintendent may require in the care of the Farm, Garden, and Premises, and shall perform such other duties as the Committee may desire.

XI.

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 oversight 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 them. The Housekeeper can be chosen and dismissed by the Committee only.

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

3rd. She shall provide the clothing for the female patients, and keep an inventory of their wardrobes and other articles of property.

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

XII.

ATTENDANTS AND SERVANTS.

1st. All the Servants, both attendants and domestics, shall have fixed salaries or wages, and shall not be allowed perquisites of any kind, nor to buy or sell anything of or to the patients. They shall receive no money from the Patients, or their friends, or from visitors to the Institution, without the consent of the Superintendent.

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.

XIII.

VISITORS.

No Visitors except those officially appointed 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 his deputy or of the Matron.

Visitors shall consider as strictly confidential anything respecting the patients which may come under their notice during the visit to the Institution.

BYE-LAWS
OF THE FRIENDS' RETREAT,
REVISED AND CONFIRMED BY THE
GENERAL MEETING OF THE DIRECTORS,
HELD AT LEEDS BY ADJOURNMENT 26TH OF 10TH Mo. 1876.

I. PERSONS ADMISSIBLE.

1st. The Institution is declared in the Fundamental Rules to be for the benefit of all persons in a state of mental derangement, (unless merely superannuated or idiotic,) who are in membership or profession with the Society of Friends; but 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 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 the Institution, care being taken not to interfere with the prior claims of those who are its original objects.

3rd. The Committee shall have a discretionary power to decline the admission of patients, even 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 the next Meeting of Directors for its decision.

II. RESPECTING CONTRIBUTIONS.

Donations, Legacies, and subscriptions for annuities shall in addition to the payments of the patients, be received in

aid of the funds; and Contributors, and Executors shall be entitled to the following privileges, viz :

1. A donation of fifty pounds from any Friend, or the payment of a bequest of not less than one hundred pounds by any Executor, shall entitle such Donor, or Executor, to the privilege of nominating one poor patient being a member of the Society of Friends, on the lowest terms of admission, for a period not exceeding ten years, at the expiration of which time the rate shall be subject to revision.

2. The existing privilege of meetings or of persons to recommend poor patients shall not be taken away or diminished, notwithstanding any general powers which are, or may be invested in future Directors.

NOTE.—*In the early days of the Institution some of our Quarterly and Monthly Meetings contributed certain sums to the Retreat, whereby they acquired the privilege of nominating poor patients on the lowest terms, and also of being represented by their Agents at the Directors' Meetings.*

III. THE TERMS OF PATIENTS.

1st. 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 poorer patients.

2nd. The terms are, for every poor patient recommended by a privileged Donor or Meeting, a sum not less than ten shillings per week.

3rd. Except at the discretion of the Committee in very special cases, not less than fourteen shillings per week shall be charged for other patients, and more according to circumstances. 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 other disorders in addition to insanity.

IV. 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 and duration of the attack, the circumstances of the individual and the proposed weekly payment, and whether the patient is in good bodily health.

If no objection to admission exists, a set of queries, and the form of a Medical Certificate will be transmitted. The Act of Parliament requires particular care in the drawing up of the Certificate, and that it should be signed by two duly qualified and registered medical practitioners.

Much disadvantage having arisen from patients being sent to the Retreat in a very infirm state of bodily health, the Committee desires that, in all cases where the patients are afflicted with any known bodily disease, particular information respecting it shall 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 Friends' 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 said legacy.

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