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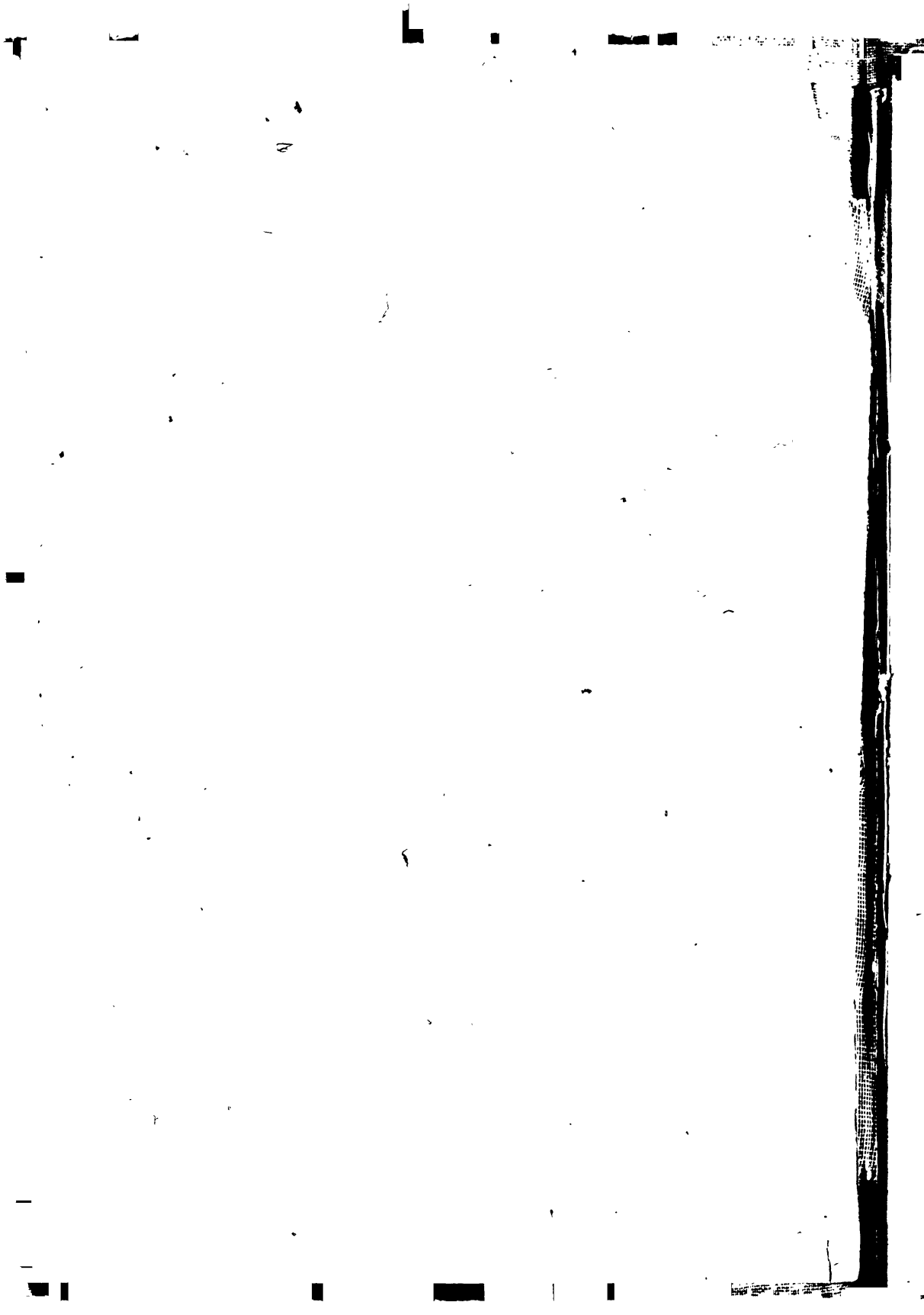
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CONSTITUTION AND BY-LAWS

OF THE

MONTREAL

Ladies' Benevolent Society

(REVISED 1897)

INSTITUTION: 31 BERTHELET STREET.

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CONSTITUTION AND BY-LAWS

OF THE

Montreal Ladies' Benevolent Society

CHAPTER 66 OF 4 AND 5 VICTORIA,
(Passed 17th August, 1841.)

An Act to Incorporate the Ladies' Benevolent Society of
Montreal.

Whereas an Association has existed for several years, in the City of Montreal in this Province, under the name of "The Montreal Ladies' Benevolent Institution," for the purpose of affording relief and support to destitute and friendless widows and orphans in the said city, and has in addition thereto afforded moral and religious instruction to all who have become dependent thereon; and whereas the Association is composed of the several persons hereinafter mentioned, who have by their petition represented that the advantages arising from the said Association would be greatly extended and confirmed by the legal incorporation thereof, and have prayed that they and their successors may be incorporated under certain regulations and provisions hereinafter mentioned; Be it therefore enacted by the Queen's Most Excellent Majesty, by and with the advice and consent of the Legislative Council and Legislative Assembly of the Province of Canada, constituted and assembled by virtue of and under the authority of an Act passed in the Parliament of the United Kingdom of Great Britain and Ireland, intituled "An Act to Re-unite the Provinces of Upper and Lower Canada, and for the Government of Canada, and it is hereby enacted by the authority aforesaid that Sarah Ann Richardson, Elizabeth

JUN 4 - 1906

Ogden, Ann Anderson, Juliet Holmes, Emma M. Crawford, Isabella Sewell, Annabella McIntosh, Margaret D. Anderson, Isabella Dorwin, Mary Hallowell, Ewaretta Richardson, Elizabeth Wallace Badgeley, Charlotte Richardson, Isabella Stevenson, Jessy Solomons, Catherine H. Ogden, Jane Armour, Arabella Bellingham, Agnes Hall, Sophia Moffatt, Rebecca Hall, Rebekah Joseph, Jane Levicount, Ann McCord, Elizabeth Neutz, Jane Newhouse, Isabella Boston, Marion McIntosh, Jane Ross, Eliza Ross, Elizabeth Reid, Margaret McGillivray, Isabella Sewell, Caroline B. Dunscomb, Margaret M. White, Charlotte Wurtele, Susan Wilkes, Ann Wilson, Elizabeth Molson, Eliza McGill, and such other persons as shall under the provisions of this Statute become members of the said Institution, shall be and are hereby declared to be a body politic and corporate, in deed and name, by the name of "The Montreal Ladies' Benevolent Society," and by that name shall have perpetual succession and a common seal, and shall have power from time to time to alter, renew or change such common seal at their pleasure, and shall by the same name, from time to time, and all times hereafter, be able and capable to purchase, acquire, hold, possess and enjoy, and to have, take and receive to them and their successors to and for the uses and purposes of the said corporation, any land, tenement and hereditaments, and real or immoveable property and estate, situate, lying and being within this Province, not exceeding in yearly value the sum of one thousand pounds currency, and the same to sell, alienate and dispose of, and to purchase others in their stead for the same purpose; and by the same name shall and may be impleaded, answer and be answered unto in all Courts of Law and places whatsoever, in as large, ample and beneficial a manner as any other body politic or corporate, or as any person able or capable in law may or can sue or be sued, implead or be impleaded, answer or be answered unto in any manner whatsoever, and shall have power and authority to make and establish such rules, orders and regulations not being contrary to this Statute, nor to the Laws

in force in this Province, as shall be deemed useful or necessary for the interests of the said corporation, and for the management thereof, and for the admission of members into the said corporation, and from time to time, to alter, repeal and change the said rules, orders and regulations, or any of them, and shall and may do, execute and perform all and singular other the matters and things relative to the corporation and the management thereof, which shall or may appertain thereto, subject, nevertheless, to the rules, regulations, stipulations and conditions hereinafter prescribed and established.

II.—And be it enacted, that an Annual General Meeting of the members of the said corporation shall be held on the first Tuesday of the month of October, in each and every year, or if any such Tuesday be a holy day, or if the elections hereinafter mentioned be not for any cause then had, then on such day as shall be appointed in the manner hereinafter mentioned for the annual election of Directresses and Managers, a Secretary and Treasurer of the said society, as to the said corporation shall seem meet, by and through the majority of such members present at such general meeting, and for the transaction of all such matters and things relating to the affairs of the said corporation for the year preceding such first Tuesday in the said month of October, and for the adjustment and settlement of the accounts and business of the said corporation for the said preceding year: Provided always, that the said corporation, on a requisition signed by not less than five of the members thereof, may at any time by a notice to be inserted for not less than seven days in one or more of the newspapers published in the city of Montreal, of which the *Montreal Gazette* shall be one, if then published, call a general meeting of the members of the said corporation, specifying the hour, day, place and object of the said meeting; and the members of the society, or the majority thereof at any such extraordinary meeting, as aforesaid, shall have power and authority to make, revise, alter or rescind any rules, orders and regulations for the management of the corporation, after notice of any motion for introducing any rule, or for any

such repeal or alteration shall have been given at the general meeting next immediately preceding that at which such motion shall be made and considered, and to admit new members and to fill up all vacancies which may occur among the said directresses and managers, secretary and treasurer, aforesaid, and generally to do and perform all such matters and things as may be conducive to the wellbeing of the said corporation.

III.—And be it enacted, that all and every the estate and property, real and personal, now belonging to or hereafter to be acquired by the members of the said Society as such, and all debts, claims and rights whatsoever due to them in that quality, shall be and are hereby vested in the corporation hereby established; and the Directresses, Managers, Secretary and Treasurer appointed or to be appointed before the first Annual General Meeting shall be held under the authority of this Act shall be and continue to be the Directresses, Managers, Secretary and Treasurer of the said corporation until others in their stead or the same shall be elected at such Annual General Meeting, in the manner herein provided, and the Rules, Orders and Regulations now made or to be made for the management of the Association herein first mentioned shall be and continue to be the Rules, Orders and Regulations of the said corporation until altered or repealed in the manner herein provided; and the said Rules, Orders and Regulations shall be submitted to the members of the said Society for their approval and confirmation, at such first General Meeting, as aforesaid, at which they may be confirmed, rejected, altered or amended, or new rules substituted for them, without any previous notice; anything herein contained to the contrary notwithstanding.

IV.—And be it enacted, that the Directresses and Managers for the time being, shall have power to appoint such officers and servants of the said corporation as shall be necessary for the well conducting of the business of the same, and to allow to them such compensation for their services, respectively, as shall be reasonable and proper, and the said Directresses

and Managers shall be capable of exercising such other power and authority for the well governing and ordering of the affairs of the said corporation as shall be prescribed by the Rules, Orders and Regulations of the said corporation.

V.—And be it enacted, that nothing herein contained shall have the effect, or be construed to have the effect of rendering all or any of the said several persons hereinbefore mentioned, or all or any of the members of the said corporation, or any person whomsoever, individually liable or accountable for or by reason of any debt, contract or security, incurred or entered into for or by reason of the said corporation, or for, on account or in respect of any matter or thing, whatsoever relating to the said corporation.

VI.—And be it enacted, that it shall not be necessary to the validity of any act performed by any married woman, as a member of the said Corporation, or to her becoming such, that she be thereunto specially authorized by her husband; any law, usage, or custom to the contrary notwithstanding.

VII.—And be it enacted, that nothing herein contained, shall affect or be so construed to affect in any manner or way the rights of Her Majesty, her heirs or successors, or of any person or persons, or of any body politic or corporate, such only excepted as are hereinbefore mentioned and provided for.

VIII.—And be it enacted, that this Statute shall be deemed a public Act, and shall be publicly taken notice of as such by all judges, justices of the peace, and other persons whomsoever, without being specially pleaded.

BY-LAWS.

Revised 1897.

CORPORATION, BOARD OF MANAGERS AND OFFICERS.

I.

The Society shall consist of members of Corporation, all of whom shall be ladies.

II.

It shall be managed by a Board of Managers of not less than twenty, and by the following officers, namely:—A First Directress, a Second Directress, a Secretary and a Treasurer, all of whom shall be ex-officio members of the Board. Members of Corporation are alone eligible for any of the foregoing.

III.

Members of Corporation shall be elected at the Annual General Meeting, or at any Extraordinary Meeting of the Society after nomination in writing to the Secretary at least one month previously thereto. Upon election they shall pay an annual subscription of \$5.

IV.

The Board of Managers and the officers shall be elected at the Annual General Meeting of the Society. Any vacancies which may occur during the year may be filled at an extraordinary general meeting called for the purpose.

V.

The Secretary and Treasurer shall prepare and submit their respective reports to the Annual General Meeting of the Society, and that of the Treasurer shall, previously thereto, be audited by an auditor appointed by the Board of Managers.

VI.

The Board of Managers shall hold monthly meetings on the last Tuesday in each month, at 3 p.m., at the house of the Society, or, if necessity should arise, at such other time or place as the First Directress, or, in her absence, as the Second Directress, may determine.

VII.

At its first meeting in each year the Board of Managers may appoint a Secretary for the children.

MEETINGS.

VIII.

The First Directress, or, in her absence, the Second Directress, shall preside at all meetings of the Board, and shall have a casting vote. If neither Directress be present, one of the Managers shall be chosen to preside. Five ladies shall form a quorum.

IX.

The First Directress, or, in her absence, the Second Directress, may, at any time, on the application in writing of five members of the Board, call a special meeting of the same, on giving at least twenty-four hours' notice in writing.

The presiding Directress shall propose all questions for discussion, such questions to be handed in three days or more before the meeting. She shall declare the decision and have a casting vote.

X.

To prevent confusion, and ensure attention, all remarks must be addressed to the presiding Directress.

XI.

The order of business at all meetings shall be as follows, as near as may be:—

1. Reading of minutes.

2. Business arising out of minutes.
3. Reports.
4. New business.
5. Notices of motion.

SECRETARIES AND TREASURER.

XII.

The Secretary shall give notice and keep a record of all meetings of the Society and Board of Managers, and perform other work as is required by these by-laws and the nature of her office.

XIII.

The Secretary to the children shall attend all meetings of the Board of Managers, and shall keep a register of the children under the following heads, viz., number, name of child, age, when admitted, names of parents, religious denomination of parents, by whom recommended, date of admission, date of dismissal, to whom indentured, number of indenture, profession and residence, religious denomination of parties to whom indentured, by whom recommended, age when indentured, date of expiry of indenture, remarks.

She shall execute and take charge of the indentures, collect the indenture fees, shall keep an account of the moneys deposited in the savings bank for the benefit of the children, and shall, at least once in a year, enquire, by writing, into the condition and welfare of the children indentured, should the persons to whom they be indentured fail in their promise to report to the Society.

XIV.

The Treasurer shall attend all meetings of the Society and of the Board of Managers; shall take charge of all moneys, stocks, bonds and deeds, the property of the corporation; shall keep clear and distinct accounts of all moneys received and paid; shall keep lists of the subscribers and donors; shall

submit an abstract of the financial position of the Society to the Board at each of its monthly meetings; and, after the same have been passed by the Board, shall pay all accounts.

COMMITTEES.

XV.

The Board of Managers shall, at its first meeting in each year, appoint a Purchasing Committee and a School Committee, to act for the ensuing year, and at each monthly meeting, a Visiting Committee to act during the ensuing month.

XVI.

The Purchasing Committee shall consist of one or two managers, and shall purchase and make contracts for all supplies for the Institution and the inmates thereof, distribute all clothing to the latter, keep a detailed account of all purchases and initial all accounts.

XVII.

The School Committee shall consist of a President, a Secretary-Treasurer, and not less than 16 members, who shall have entire control of the school, subject to the Board of Managers.

(1.) The President and Secretary-Treasurer shall be members of the Board of Managers, and shall report quarterly to that Board.

(2.) Previous to election of members, the nomination list shall be submitted to the Board of Managers for approval.

(3.) The School Committee shall receive an annual grant from the Board of Managers, of not less than \$30, to be used for the maintenance of the school.

(4.) The President of the School Committee shall engage and dismiss the teachers, subject to the approval of the School Committee, and report to the Board of Managers.

(5.) All communications from the Board of Managers to the teachers, in reference to the children or Superintendent,

shall be made through the School Committee in writing, and vice versa.

(6.) The School Committee shall be responsible for the children between the hours of 9 a.m. and 5 p.m.

(7.) The School Committee and the Superintendent shall arrange the hours for the children's out-door recreation.

(8.) The School Committee shall provide religious instructions, and, as far as possible, industrial and physical training for the children.

(9.) The children shall go out at least once daily, weather and health permitting.

(10.) No child shall be taken from class work, or for any reason other than illness be absent from the school.

(11.) The School Committee shall arrange for all vacations.

The teachers' duties shall commence at 8 a.m., and shall in addition to teaching be as follows:—To arrange any difficulty which may arise between nurses and children; to conduct the children to and from church, prayers and meals; to ring the preparatory bell for school at 8.45 a.m.; to open school with prayer at 9 a.m.; to call the roll daily, and to report absentees to the Matron.

XVIII.

The hours for school shall be 9 to 12 a.m., and 2 to 4 p.m. On Wednesday the closing hours may be earlier.

Hours of absence shall be:—

Every second Sunday 2.30 to 10 p.m.;

Every Saturday 2 to 10 p.m.; and every Wednesday from 4 to 10 p.m.

XIX.

The Visiting Committee shall consist of two members of the Board of Managers. It shall be its duty to visit the Institution at least three times each week; to keep minutes of their observations for the use of the Board of Managers, respecting the affairs of the Institution generally; to deal with matters requiring immediate attention; to give orders of temporary

effect only; to investigate the management of the Institution generally, including the work of the Superintendent and Matron; to keep the key of the store-room; to report to the Purchasing Committee when supplies are needed; to engage and dismiss employees on the advice of the Superintendent, and to report monthly to the Board of Managers.

A member of this Committee may be replaced if unable to act.

ADMISSION OF WOMEN AND CHILDREN.

XX.

Any person applying for the admission of women or children shall record such application in a book for the purpose, and all such applications shall be submitted to the Board of Managers at the next monthly meeting, for their consideration and decision.

Should a case for admission appear urgent, the Visiting Committee (with the consent of the First or Second Directress) may admit the applicant, but such admission is to be considered, as in ordinary cases, at the next monthly meeting, when it may be confirmed or annulled.

XXI.

Children may be taken as "boarders" into the Institution when the number of children be incomplete, but the destitute are not to be excluded thereby.

The number of inmates in the House of the Society is to be at all times limited to the number approved by the Physician. When children are under contract for board, payments must be made promptly. In default thereof the Superintendent has power to return the children to their parents or guardians.

INDENTURES.

XXII.

The Statute, 35 Victoria, Chapter 13.—"An Act to empower the Managers of Industrial and Reformatory Schools, and of

certain charitable institutions to apprentice or place out children under their charge," and section 3174 of the Revised Statutes of Quebec, respecting the placing out of children, shall govern this Society.

XXIII.

No boy shall be indentured until he have attained the full age of twelve years, nor any girl until she have attained the full age of fourteen years. The Managers may, however, retain them in the Institution until they are eighteen years of age, paying them wages.

XXIV.

Worthy and respectable members of the Protestant Church only may have indentured to them the children under the charge of this Society, on application in writing accompanied by a certificate of fitness for the charge from a known clergyman. The application must contain the name, residence, occupation and religious persuasion of the applicant. No girl shall be indentured to an unmarried man.

XXV.

All such applications shall be presented at the monthly meeting of the Board of Managers, when they shall be discussed and determined upon.

The board of Managers shall exercise their judgment and discretion in granting or refusing to indenture any child applied for.

XXVI.

Each child on being indentured shall be provided with a decent suit of clothes and a change, adapted to the season, and be provided with a copy of the Holy Bible.

SUPERINTENDENT, MATRON, TEACHER AND GENERAL RULES.

XXVII.

The salaries of the Superintendent, Matron and Teacher shall be decided by vote of the Managers; and their engagements made by written agreement.

The Superintendent or Matron is to register the names and circumstances of the applicants for admission to the Institution in a book for the purpose, annexing a note of information as to the knowledge obtained, and the decision respecting the applicant.

XXVIII.

The Superintendent or Matron shall keep a register in alphabetical order of all the inmates of the Institution, giving the place of birth, sex, age, religious persuasion; in case of children, the names and occupation of parents, and the dates when, and the circumstances under which, any woman or child leaves the Institution.

XXIX.

Food and sweetmeats are strictly forbidden to be brought into the Institution without special permission.

No spirituous liquor is to be brought into the Institution under any circumstances without the consent of the Superintendent.

XXX.

The Superintendent is to administer all medicines prescribed by the physicians, and either she, the teacher, or some other responsible person, shall regularly attend the children to and from public worship, and on all occasions where their attendance be required. The Superintendent or Matron shall attend all funerals that leave the Institution. The Superintendent or Matron shall present a monthly report to the Board of Managers. All cases of disobedience by the inmates to the orders of the Superintendent or Matron shall be reported to the Visiting Committee on its next visit.

XXXI.

The women in the Institution shall be limited to the number required to do the work, with the exception of the infirm or aged, or any case of distress. Inmates leaving the Institution

without good and sufficient cause cannot be re-admitted. Those who applied for their admission shall be notified of their departure, and that they are again inadmissible.

XXXII.

No person shall be admitted to the Institution on Sunday, with the exception of such persons as may reside without the city limits, or persons giving religious instruction approved of by the Board of Managers.

XXXIII.

No luggage shall be taken into or removed from the Institution until the same be inspected by the Superintendent or Matron.

XXXIV.

All the inmates, invalids excepted, shall rise at six in the morning. They shall assemble in the morning, after breakfast, and in the evening, before bedtime, when the Superintendent or a teacher shall read a chapter in the Holy Bible, and such prayers as shall be appointed.

All the inmates, invalids excepted, shall attend public worship once in the day on Sunday, Episcopalians to their church and Presbyterians to theirs (2 churches appointed), and shall proceed to, and return in a body, in an orderly manner, under the guidance of the Superintendent or Matron, or such other person as shall be appointed to take charge.

The inmates of the house shall attend such Sunday School of the Church to which they belong, as may be selected for them.

Dinner at 1 o'clock in the afternoon shall consist of plain, wholesome fare. Grace shall be said before and after each meal. Every one able to walk shall be obliged to attend at either the upper or lower dining table.

The children are to retire before eight o'clock in the evening in winter, and before nine o'clock in the evening in summer. If any of them have been guilty of misconduct during

the day they shall be reproved before retiring in an impressive and kind manner by the Superintendent. The house shall be closed at 10 o'clock p.m.

The women in the Institution must conform to all the rules and regulations, and the children, according to their strength and age, shall be employed between school hours. The women are to be employed in the various kinds of work assigned to them.

Parents and relatives may be admitted only on Saturday from 3 to 5.30 o'clock, except by special permission from Directresses or Managers. The Visiting Managers for the month shall decide upon the going out to be allowed to each inmate.

XXXV.

Children are to be told on leaving the Institution they will always be gladly welcomed and helped by advice or in any way possible by the Managers.

XXXVI.

Convalescents from hospitals will be admitted only on presentation of printed form filled in and signed by the physician in charge.

XXXVII.

No convalescent will be received whose child is an inmate of the Institution.

XXXVIII.

No convalescent shall go out without the permission of the Superintendent, and then only for one hour daily for exercise.

XXXIX.

Convalescents are restricted to their own ward, and are not permitted to visit the other inmates of the Institution. They must conform strictly to the orders of the Superintendent, or they may be dismissed by the Managers for the month.

XL.

Convalescents must retire at 8 p.m.

XLI.

These rules shall be printed and put up in several places in the Institution, and they shall be read by the Superintendent or Matron to all persons admitted into the Institution, and shall be strictly observed, under pain of dismissal for infraction.

Adopted at a General Meeting of the Society, held in the Institution, 18th June, 1897.