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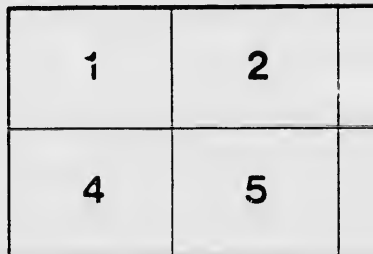
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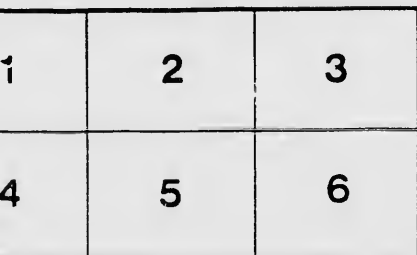
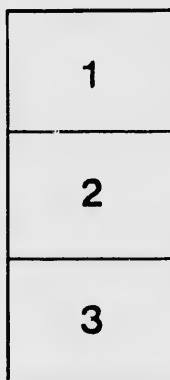
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**CONSTITUTION,**

**RULES AND REGULATIONS**

OF THE

**Protestant Home for Orphans,**

**AGED AND FRIENDLESS.**



**LONDON, ONTARIO :**  
**PRINTED BY THE HERALD STEAM PRINTING HOUSE.**  
1874.



*New Providence*

LONDON CUTBOARD

*City.*

CONSTITUTION,

RULES AND REGULATIONS

OF THE

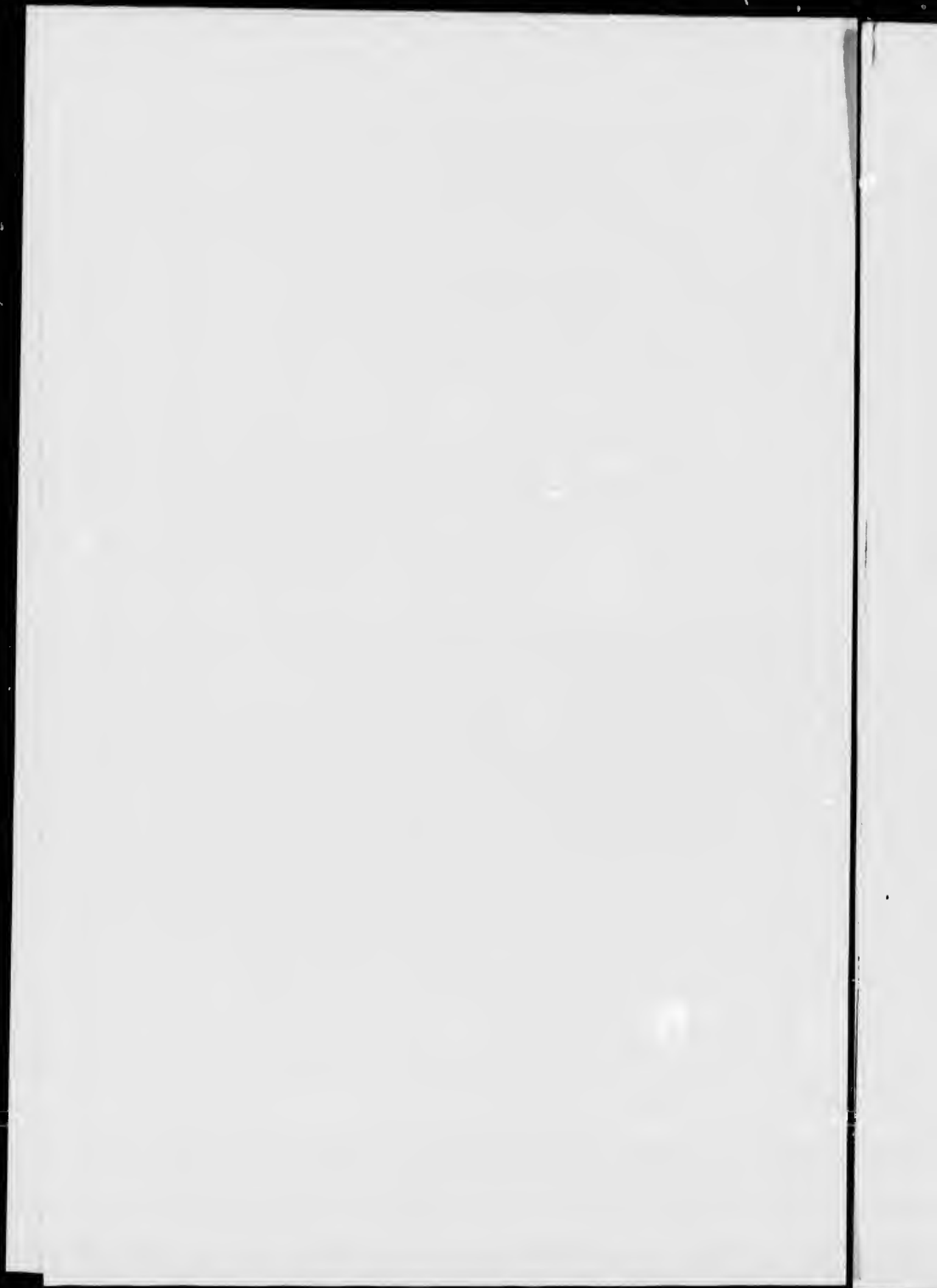
Protestant Home for Orphans,

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PRINTED BY THE HERALD STEAM PRINTING HOUSE.

1874.





## DECLARATION.

### To all whom it may concern.

WE, whose names are hereunder written, Do hereby declare that we are desirous of establishing in the City of London, in the County of Middlesex, in the Province of Ontario, a Society for Benevolent purposes, and becoming incorporated according to the provisions of the Act of the Legislature of the Province of Ontario, passed in the thirty-seventh year of the reign of Her Majesty, intituled "An Act respecting Benevolent, Provident, and other Societies," under the name of "THE PROTESTANT HOME FOR ORPHANS, AGED, AND FRIENDLESS."

THE object of the Society is the care of Orphans, Aged, and Friendless persons who are without homes.

THE Society to be under the management of a Board of Trustees, composed of Ladies, Thirty-seven in number, in addition to the Patronesses and Officers, and an Advisory Committee of Gentlemen.

THE following named Ladies to be the Trustees for the first year, in addition to the Lady Patronesses and Office bearers: Mrs. V. Cronyn, Mrs. Major Walker, Mrs. And. Cleghorn, Mrs. Henry Johnson, Mrs. Sam. Glass, Mrs. C. Hutchinson, Mrs. Renaud, Mrs. Carfrae, Mrs. George Webster, Mrs. Jas. H. Fraser, Mrs. And. Thompson, Mrs. D. Macfie, Mrs. Boomer, Mrs. Innes, Mrs. Hurst, Mrs. Tilley, Mrs. B. Bayly, Mrs. Smythe, Mrs. John Scott, Mrs. Proudfoot, Mrs. Hannon, Mrs. W. R. Parker, Mrs. J. H. Robinson, Mrs. Freshman, Mrs. Buggin, Mrs. Savage, Mrs. M. A. Wright, Mrs. R. W. Wallace, Mrs. Kenner, Mrs. Cooper, Mrs. Hughan, Mrs. Boehm, Mrs. Case, Mrs. Chapman, Mrs. Latimer, Mrs. Halpin and Mrs. Marsh.

AND the following named Gentlemen, the Advisory Committee for the first year: His Worship the Mayor, Major Walker, Judge Elliot, Sheriff Glass, Alderman Cowan, the Honorable John Carling, J. H. Floek, T. McCormick, A. Cleghorn, Alex. Johnston, And. Thompson, and the several Ministers of the Protestant Denominations in the City.

ALL Protestant Ladies who shall have paid a Subscription of not less than One dollar during the year to the Society, and all members of an association now in existence in the City of

London, called "The Woman's Christian Association," shall be members of the Society.

THE Annual Meetings of the Society shall be held in the City of London, aforesaid, on the first Thursday in November in each year, at which meeting, the Trustees and Advisory Committee for the succeeding year, but limited to the number above stated, shall be chosen by the members then present.

Any member of the Society shall be eligible for the position of Trustee.

There shall be Three Lady Patronesses, a President, Four Vice-Presidents, a Treasurer and a Secretary, and Assistant Secretary, who shall be chosen by the Trustees from their number.

The following named Ladies shall fill those offices for the first year: Lady Patronesses—Mrs. Hellmuth, Mrs. Murray Anderson and Mrs. John Birrell. President—Mrs. Gregsten. Vice-Presidents—First, Mrs. E. W. Hyman; Second, Mrs. Robert Lewis; Third, Mrs. Robert Reid; Fourth, Mrs. J. J. Lancaster. Secretary—Mrs. Newcombe. Assistant Secretary—Mrs. A. Chisholm. Treasurer—Mrs. Sheriff Glass.

All vacancies which may occur in the interval between the Annual meetings, in the Board of Trustees or Advisory Committee, may be filled up at any Special meeting of the Board of Trustees by themselves.

Dated at London, this Twelfth day of November, A.D. 1874.

I, WILLIAM ELLIOT, of the City of London, in the County of Middlesex, and Province of Ontario, Judge of the County Court of the County of Middlesex, do hereby certify that the within Declaration was signed by the several Ladies, whose names are hereunder written, in my presence, at the City of London, aforesaid, on the Twelfth day of November, instant, and that the same appears to me to be in conformity with the Act of The Legislature of the Province of Ontario, 37 Vic., Cap. 34, intituled "An Act respecting Benevolent, Provident, and other Societies."

Given under my hand, this Twelfth day of November, in the year of our Lord, 1874.

WM. ELLIOT, Judge County Court.

M. THOMSON,  
M. S. CHISHOLM,  
S. S. CARPRAE,  
ELIZA JOHNSON,  
JANE LEWIS,  
M. A. RENAUD,  
S. WEBSTER,  
ELLEN H. GREGSTEN,

ANNIE B. INNES,  
ANNIE LANCASTER NEWCOMB,  
PHEBE GLASS,  
A. M. HYMAN,  
MARY GLASS,  
MARIETT P. LANCASTER,  
C. B. BAYLY,  
LAURA WALKER,

C. H. SCOTT.

## B Y - L A W S .

1.—The Board of Trustees shall meet on the first Friday of each month for the transaction of business ; nine shall form a quorum. At this meeting, the Ladies for duty for the month shall be appointed.

2.—There shall be two Standing Committees of the Board : a Visiting Committee, consisting of Eight members, to be chosen monthly at the monthly meeting, and a Committee on Applications, consisting of Five members, to be chosen annually at the yearly meeting.

3.—It shall be the duty of the Visiting Committee, to arrange so that one or more of the members shall visit the "Home" daily, to supervise the domestic concerns of the "Home," over which they shall have entire control, subject only to the approval of the Board of Trustees ; to make the necessary daily purchases for the "Home" of articles not in store, and to audit and certify in writing to the correctness of all the Bills, and account for the expenses of the month.

4.—It shall be the duty of the Committee on Applications, to receive applications for the benefits of the Home ; to visit the applicants when practicable, to enquire into their character and circumstances ; to keep a Register of the names of the applicants, the persons by whom they are recommended, and place of residence. In all cases of admission, a medical certificate will be required.

5.—Purchasing Committee.—A committee of Three shall be appointed yearly, to make all purchases for the "Home," which do not come necessarily under the duties of the Visiting Committee.

6.—The Office Bearers of the Society, with the Visiting Ladies, shall form an Acting Committee for the month, and shall meet every Wednesday for the transaction of ordinary business ; five to form a quōum.

7.—Special meetings of the Board of Trustees may be called by the President, at the request of not less than five members of the Board. Special meetings of the Acting Committee may be called by the President, at her discretion.

8.—The duties of the President shall be, to preside at all meetings ; strictly to preserve order ; to appoint committees when not nominated, and to be arbitress in all debates.

9.—In the absence of the President, one of the Vice-Presidents shall act in her stead: should neither be present, the meeting shall elect a President pro tem.

10.—The duties of the Secretary and Assistant Secretary shall be, to take the minutes of each meeting, to keep a Register of Members' names, to notify Special meetings, to answer all letters on business and to read the Weekly and Monthly Reports. They shall also keep an oversight of the Steward's Register. The duty of preparing the Annual Report shall also devolve on them.

11.—The duties of the Treasurer shall be, to receive all donations and subscriptions; keep an accurate account of her receipts and expenditures; pay all accounts certified by the Visiting and Purchasing Committees, or by the President; render a Monthly Report of the same to the Board of Trustees, and a full report at each annual meeting. To deposit all moneys paid to her in a Chartered Bank in her own name, as Treasurer of the Institution. To keep two accounts, one for Maintenance Fund and another for Building Fund. All cheques drawn by her, to be countersigned by the President or Vice-President

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#### ORDER OF BUSINESS.

- 1st—Reading the Scriptures and Prayer.
- 2nd—Calling the Roll of Members of Committee.
- 3rd—Reading the minutes of last meeting.
- 4th—Report of the Visiting Committee.
- 5th—Report of the Treasurer.
- 6th—Report of the Committee on Applications.
- 7th—Report of Special Committees.
- 8th—Unfinished business.
- 9th—Letters and Communications.

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#### DUTIES OF THE STEWARD AND MATRON.

1.—They shall have the entire charge of the Home, under the direction of the Visiting Committee; they shall keep it neat and clean, and enforce the Rules of the House, and endeavor in every way to carry out the orders of the Ladies of the Committee.

2.—The Steward or Matron shall be present at meals; see that they are properly served, that everything is placed on the

table before the family are seated; that suitable nourishment is provided for the sick, and proper order preserved at the table.

3.—They will be expected to be respectful and kind to the inmates of the "Home," not showing partiality in any case, and always maintaining the respect due to their station. If improper conduct is observed in any member of the family, or profane language used, it shall be their duty to report the same to the Visiting Committee.

4.—They shall render a faithful account of all stores and property placed in their charge; note down in a book all events of importance, and all donations and visits, and report any loss or breakage that may occur.

5.—The Matron shall present a list of articles needed for the Home to the Visiting Committee once a week, and neither the Steward nor Matron are to make any purchases for the Home, except by written permission of the Visiting Committee.

6.—The Steward will be personally responsible for the administering of all medicines ordered by the Physician, and for the carrying out of his orders concerning the sick.

7.—No person shall be admitted into the Home, as an inmate, nor shall any person be discharged therefrom, without a written order from the President or the Committee on Applications, as provided.

8.—The Steward and Matron shall examine the persons and boxes of all inmates, on first entering, and, when necessary, cause all to be thoroughly cleansed.

9.—They shall also see that religious exercises are conducted morning and evening, at which all the inmates not on the sick list, or otherwise unable, shall be expected to be present.

10.—The Steward shall keep a Register in an accessible place in the Home, in which shall be recorded the name of each inmate, showing date of entry, place of birth, sex and age, and religious persuasion; also the date when, and the circumstances under which any inmate leaves the Institution.

11.—The By-Laws and Rules of this Institution may be altered, added to, or repealed, at any regular meeting of the Board of Trustees, provided notice has been given to each member at the next preceding meeting of such proposed alteration, addition, or repeal.

## RULES FOR THE INMATES.

1.—All persons admitted to this Home are enjoined to regard the Steward and Matron as the Heads of the House ; as standing in the same relation to each member of it, as the father and mother of a private family.

2.—They will be expected to obey their directions, and abide by the rules ; to treat them with perfect deference and respect, and to do all in their power to share their labors and lighten their cares.

3.—As every arrangement will be made, both by the Trustees and Matron, to provide for the comfort and enjoyment of the inmates in this Home, they will be expected in turn to do their part towards making it a well-ordered, happy household.

4.—Each member of the household will be required to observe strict decorum in deportment, especially in language. The use of any profane or vulgar expression by any of the inmates, must be reported at once to the Matron by any one who hears it, and it will be regarded as a serious offence ; its repetition after reproof, will be sufficient ground for dismissal.

5.—Every member of the household, except in cases of illness, must be present at family worship.

6.—Those who are in health will be required to take care of their own rooms, and on the requirement of the Matron, must assist those inmates who are unable to do this for themselves.

7.—The Matron is at liberty to call upon the inmates for assistance in any labor in which they are competent, and she is also to see that they pay proper attention to their wearing apparel.

8.—Punctuality at meals will be required.

9.—Visiting from room to room must be at all times regulated by the Matron.

10.—All visits to friends, or from them, must be by permission from the Ladies on duty. The bringing of spirituous liquors into the Home is strictly forbidden. Any transgression of this rule will render the offender liable to expulsion.

11.—All the inmates, invalids excepted, shall attend public worship once in the day on Sunday ; receiving and paying visits on that day will not be allowed.

12.—Any respectable servant, out of place, may be admitted to the Home on payment of her board.

13.—Any inmate able to earn a day's work out of the Home, may be allowed to do so, her or his earnings to be divided between herself or himself and the Home.

14.—Any inmate having cause of complaint, may state the same to the Ladies of the Visiting Committee; complaints out of the House, especially to persons not connected with it, will not be allowed, and if persisted in, will be considered cause of dismissal.

15.—The hours for rising and retiring, and for meals, shall be prescribed by the Matron, and must be strictly observed by the inmates.

16.—The number of inmates in the Home must be at all times limited to the number specified by the Physician.

17.—These rules must be read to each inmate on admission to the Home, and they will be expected fully to obey them.





