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# RULES

OF THE

## Ladies' Benevolent Society,

CONFIRMED AT THE EXTRAORDINARY GENERAL  
MEETING,

HELD AT THE

HOUSE OF THE INSTITUTION,

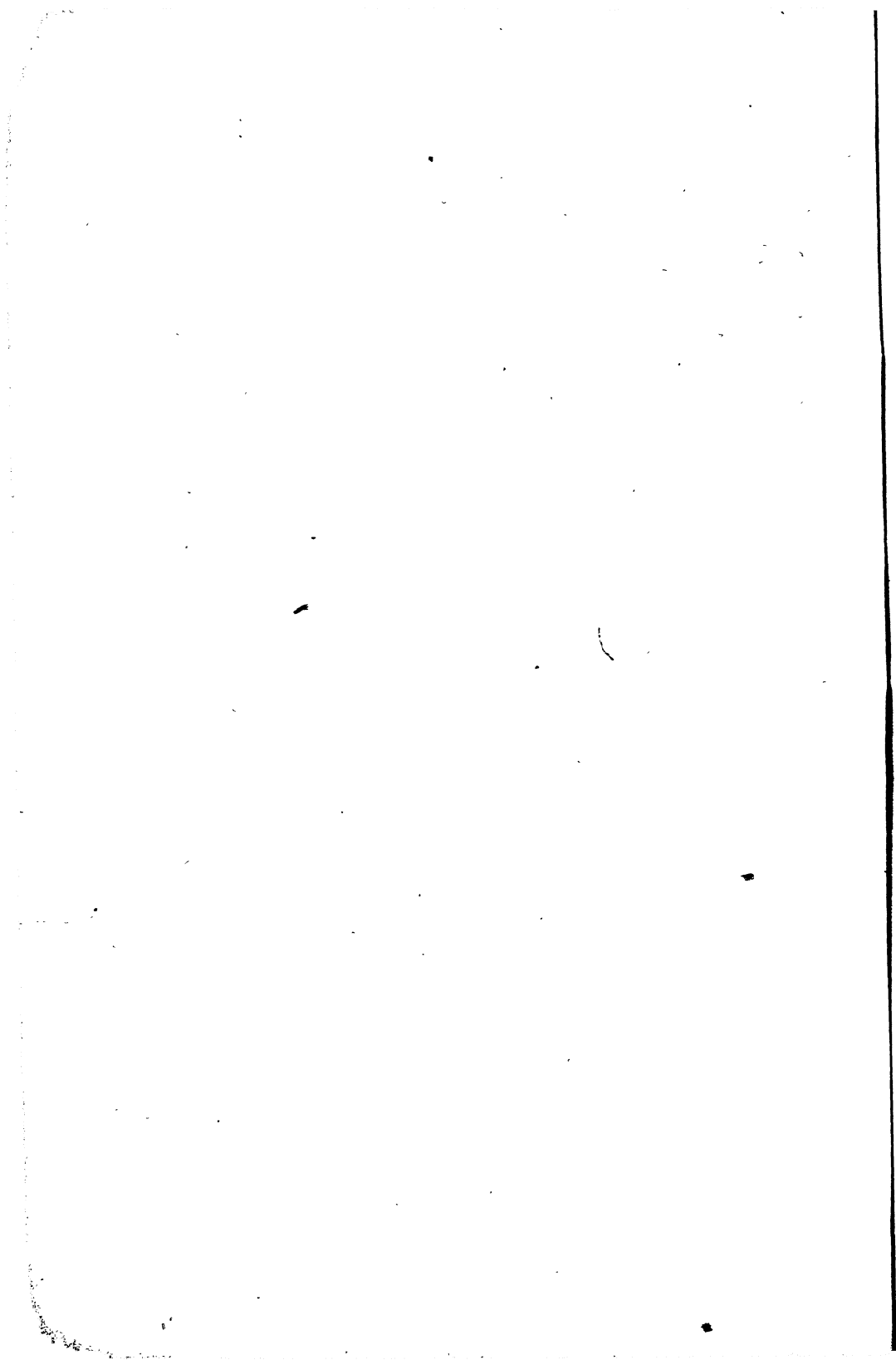
16TH APRIL, 1874.

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Montreal:

PRINTED BY JOHN LOVELL, ST. NICHOLAS STREET.

1874.



# CONSTITUTION.

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## PREAMBLE.

Whereas it is now expedient in the year eighteen hundred and seventy-four, that the constitution, Rules and Regulations of this Corporation should be revised and amended, wherefore it was resolved that the following do constitute the Constitution, Rules and Regulations of the Society :—

### I.

The name of this Corporation shall be The Montreal Ladies' Benevolent Society.

### II.

Any lady paying an Annual Subscription may be a Member of this Corporation, and be eligible to hold office, after nomination at one Monthly Meeting, and confirmation of the same; (by vote of Members) at the following Meeting:

### III.

The Annual General Meeting of this Corporation shall be held, as provided for in the Act of Incorporation, on the first Tuesday of October in each year.

### IV.

The Officers of this Society shall consist of a First, and a Second Directress, a Secretary, a Treasurer and a Board of not less than twenty Managers who shall be elected according to the Act of Incorporation, and Rule II. Office-bearers to be elected annually by vote of Managers, nominated at the September Meeting, confirmed at the Annual Meeting.

### V.

In the Managers shall be vested the whole government of the Institution, with power to add to, abrogate, or amend any By-laws, Rules, or Regulations of the Society, which shall not amount to the abolition or discontinuance of the Society, or which shall not change, or in any way affect the general objects for which the Society is formed.

## VI.

At the Annual General Meeting a Report (prepared by the Secretary) shall be submitted of the transactions of the preceding year, and the Treasurer shall produce a full and clear statement of the funds of the Corporation, previously audited by the Committee of Finance, hereinafter provided for.

## VII.

The Officers and Managers shall meet monthly for the transaction of business at the house of the Society, except in case of illness among the inmates of the Institution, when the First Directress or, in her absence, the Second Directress, may cause the Monthly Meetings to be held at such place as she may direct.

The foregoing Sections are hereby recognized as the Constitution of the Montreal Ladies Benevolent Society by unanimous vote of the Meeting of Managers. Meeting held this day, 9th March, 1874.

C. K. MACKENZIE,  
*1st Directress.*

FANNY EVANS,  
*Secretary.*

M. L. B. Society.

Montreal, 9th March, 1874.

## BY-LAWS.

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### I.

The Monthly Meetings of the Board shall be held on the last Tuesday in each month, at 3 o'clock in the afternoon.

### II.

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.

### III.

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 before the business of the day commences. She shall declare the decision, and have a casting vote.

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

### IV.

The First and the Second Directress shall be ex-officio members of all Committees.

### V.

At the Meeting of the Board, held on the last Tuesday in October, a Committee of Finance shall be chosen, consisting of not less than three Managers, whose duty shall consist in auditing the monthly accounts, and all accounts and claims against the Corporation, and, having approved of the same, shall certify them for presentation and payment by the Treasurer.

### VI.

At the same or any other Meeting of the Board, an Officer shall be appointed, who may be one of the Managers, who shall be called the Secretary to the Children.

## VII.

The Secretary shall notify and attend all Meetings of the Society, keep a fair and correct record of the proceedings, and do all the necessary and customary writing connected with her office.

She shall commence the business of each Meeting of the Managers, by reading the Minutes of the preceding Meeting, with the Reports of the Committee, Treasurer, and Matron. She shall prepare an Annual Report of the proceedings of the Society, to be read at the Meeting on the first Tuesday in October of each year, and she shall, after each Meeting of the Board of Managers, inform the Superintendent or Matron of any instructions for her guidance, and any new Rules relative to her duties.

## VIII.

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, No. 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 report thereon for the Finance Committee to audit, 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 of reporting to the Society. She shall make a report of the proceedings of the month at each Monthly Meeting.

## IX.

The Treasurer shall attend all Meetings of the Board of Managers, shall take charge of all moneys, stocks, bonds and deeds, the property of the Corporation; 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, shall furnish a full statement of the financial condition of the Society, receipts and disbursements for the year, with vouchers to the Secretary, not less than three days previous to the Annual General Meeting.

## X.

Each Monthly Visiting Committee shall consist of two Managers who shall present a Monthly Report to the Board of Managers at the Monthly Meeting.

## XI.

The Monthly Visiting Committee shall visit the Institution at least three times each week. They shall keep a minute book in which they shall record their observations for the consideration of the Board of Managers, respecting the concerns of the house generally, as well as the directions given on their own judgment in all cases requiring immediate attention, it being understood that no orders permanently affecting the Institution, or not requiring immediate attention, are not to be given by them. They shall investigate the management of the Superintendent or Matron, and the conduct of the inmates of the Institution, inspect their work, and attend to the general concerns of the house. If a Manager be precluded from fulfilling the duties of her office, by notifying the Secretary, a substitute may be named. The Visiting Committee is to select, with the advice of the Matron, such women as may be considered suitable to perform the duties required in the house, and may dismiss any of the persons hired by the Society, on representation to them by the Matron of their failure of duty.

## XII.

Two of the Managers shall form a Committee to make the necessary purchases of provisions, &c., for the house, and shall remain in office one year.

The Purchasing Committee shall receive the key of the store-room on the last Tuesday in each month, and give it to the Monthly Visiting Committee on the following Friday, after having provided and placed in the store the supplies for the month. They shall keep an accurate account of their expenditure and render a statement thereof to the Treasurer, on the Friday previous to each Monthly Meeting.

It shall be their duty to make all contracts and file all receipts.

## XIII.

A Committee of two of the Managers appointed by the Board shall purchase and distribute the clothing necessary for the inmates of the house, and shall render a detailed account of all purchases, in that department, as well as of the clothing distributed at each Monthly Meeting.

## XIV.

A school shall form part of the establishment and religious instruction shall be daily imparted.



The Teacher's hours of duty to commence in summer at 6 a.m. : in winter at 7 a.m.

To arrange any difficulty that may arise between Nurses and children, and, when bell rings for Prayers, to bring the children in regular order to the school-room, having them in quietness when the Matron comes to conduct the same. When the bell rings for meals to bring the children in regular order to the dining-room, and to remain with them to see that they keep proper order during meals. When the meals are finished to march them to the play-room, transferring them to the care of the Nurses. To ring the bell for the children to prepare for school at 8.45 a.m.—school to commence precisely at 9. The roll to be called every morning, and any absentees to be reported to the Matron. School to be opened with prayer. Hours of school attendance to be from 9 a.m. till 12 a.m., and from 2 p.m. till 4.30 p.m., except Wednesday, when the hour for closing will be 4 p.m.

To take the children who go to the English Cathedral every second Sunday morning. Hours of absence every second Sunday, from 2.30 p.m. till 10 p.m.; every Saturday, from 2 p.m. till 10 p.m.; every Wednesday from 4 p.m. till 10 p.m.

Any difficulty arising between Nurse and children to be settled by the Teacher after hours for retiring.

#### XV.

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 Monthly 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.

#### XVI.

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.

#### XVII.

35 Victoria. Cap. XIII. "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," shall govern this Society.

## XVIII.

No boy shall be indentured until he have attained the full age of twelve years ; or any girl until she have attained the full age of fourteen years,—at which period it shall be optional with the Managers to retain them in the Institution until they are eighteen years of age, paying them wages.

## XIX.

Worthy and respectable Members of any Protestant church 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 to contain the name, residence, occupation and religious persuasion of the applicant. No girl shall be indentured to an unmarried man.

## XX.

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.

## XXI.

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.

## XXII.

The salaries of the Superintendent, Matron or Teacher to be decided by vote of the Managers.

## XXIII.

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.

## XXIV.

The Superintendent or Matron shall keep a register, in an accessible place in the Institution in which shall be recorded, with a regular arrangement of the names, all the inmates of the Institution, shewing the place of their birth, their sex and age, their religious persuasion, and, in case of children, the names and occupation of their parents and the dates when, and the circumstances under which, any woman or child leave the Institution.

## XXV.

The Matron 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 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 Monthly Visiting Committee on their next visit.

## XXVI.

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

## XXVII.

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.

## XXVIII.

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

Those rules to 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.

All the inmates, invalids excepted, shall rise at daylight, from Autumn to Spring, and at six in the morning during the remainder of the year. They shall assemble in the morning before breakfast, and in the evening before bedtime, when the Superintendent or Matron 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 at such Sunday School of the Church to which they belong as may be selected for them.

The breakfast shall be commenced immediately after prayer. Dinner at 1 o'clock in the afternoon, to consist of plain wholesome fare. The Sunday dinner shall be cooked on Saturday, with the exception of vegetables. 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 or Matron. The House to be closed at 10 o'clock p.m.

The women in the Institution must conform to all the rules and regulations, and enforce strict obedience on their children by precept and example. They shall assist in the family duties, and the children, according to their age and strength, shall be employed between school hours. The women are to be employed in the various kinds of work assigned them.

Parents and relatives to be admitted only on Saturday from 3 to 5 o'clock, except by special permission from Directresses or Managers. The Visiting Managers for the month to decide upon the going out to be allowed to each inmate, to be dependent on their good conduct.

The foregoing Articles were adopted.