

PROPERTY OF
STATE LIBRARY
OF NEW JERSEY.
CONSTITUTION

818
6631

AND
BY-LAWS

OF THE
TRENTON SOCIETY

FOR THE RELIEF OF
RESPECTABLE AGED INDIGENT WIDOWS AND SINGLE WOMEN,

WITH THE
RULES AND REGULATIONS

FOR ITS GOVERNMENT.

INSTITUTED 1854.

TRENTON:
1854.

PROPERTY OF
RECEIVED
NOV 30 1961
Division of State Library,
Archives and History
TRENTON

1496

CONSTITUTION

AND

BY-LAWS

OF THE

TRENTON SOCIETY

FOR THE RELIEF OF

RESPECTABLE AGED INDIGENT WIDOWS AND SINGLE WOMEN,

WITH THE
For Library Use Only
RULES AND REGULATIONS
DO NOT CIRCULATE

FOR ITS GOVERNMENT.

INSTITUTED 1854.

TRENTON:

PRINTED AT THE TRUE AMERICAN OFFICE.

1854.

J974.966
R 382

copy

OFFICERS OF THE SOCIETY.

FIRST DIRECTRESS,
Mrs. MARY JOHNSTON.

SECOND DIRECTRESS,
Mrs. LOUISA V. KREWSON.

TREASURER,
Miss JULIET PHILLIPS.

SECRETARY,
Mrs. E. W. IHRIE.

MANAGERS,

Mrs. MARY HALL,	Mrs. DAVID CLARK,
Mrs. BENJAMIN,	Mrs. ELIZABETH JONES,
Mrs. E. I. GRANT,	Mrs. CATHARINE DILL,
Mrs. MARY JOHNSTON,	Mrs. MARY EVANS,
Mrs. ELIZABETH STRYKER,	Mrs. WM. WHITE,
Mrs. INGHAM,	Mrs. HENRY W. GREEN,
Mrs. E. W. IHRIE,	Mrs. LEWIS PARKER,
Mrs. DR. PAUL,	Mrs. LEWIS PERRINE,
Mrs. EMELINE FISH,	Mrs. ELIZA HAMILTON,
Mrs. HEULINGS,	Mrs. LUCY PITMAN,
Mrs. KREWSON,	Miss MARY ARMSTRONG,
Mrs. HANNAH STERLING.	Miss JULIET PHILLIPS.

ADVISORY COMMITTEE,

Mr. JAMES T. SHERMAN,	Mr. JACOB TAYLOR,
Mr. JAMES EWING,	Mr. ELIAS COOK,
Mr. THOMAS J. STRYKER,	Mr. ABRAM R. HARRIS,
	Mr. CHARLES C. YARD.

CONSTITUTION.

ARTICLE I.

This society shall be known as the "Trenton Society for the relief of respectable aged indigent widows and single women."

ARTICLE II.

Any person contributing not less than three dollars annually, shall be considered a member of the society; the payment of thirty dollars at one time shall constitute the person making this payment, a life member of this society; the payment of one hundred dollars at one time shall constitute the person making such payment a patron of this society.

ARTICLE III.

The number of the board of managers to conduct the affairs of the society shall not exceed twenty-four; comprising as far as practicable a representation from the various religious denominations.

ARTICLE IV.

The annual meeting of the society shall be held the second Wednesday of May, and be conducted in

such manner as the board shall from time to time designate; and at such meeting the managers for the ensuing year shall be chosen, and shall continue in office until the election of their successors.

ARTICLE V.

At the first regular meeting of the managers after the annual election, they shall proceed to elect by ballot, from their number, a first and second directress, secretary and treasurer; they shall also select seven gentlemen to act as a board of advisors.

ARTICLE VI.

The board shall have power to hold meetings, enact by-laws, make contracts, appoint agents, and control all the arrangements necessary to carry into effect the benevolent purposes of the society. The meetings shall be opened with reading a portion of scripture. The managers shall have power to supply vacancies occurring in their board between the periods of the annual elections.

ARTICLE VII.

The first directress shall preside at all meetings of the board, preserve order, state questions for decision, and declare the result. In case of equal division on any question, she shall have the casting vote. She shall be, ex-officio, a member of all standing committees, and shall also nominate all committees. The

duties of the first directress shall, in case of her absence, devolve on the second directress. In the absence of both, a manager chosen by the meeting shall preside.

ARTICLE VIII.

The secretary shall keep a register of the names and ages of all persons assisted by the society, the names of the members of the society, and of all donors; receive all dues from the collectors and pay them to the treasurer; record the proceedings of the board, and at every stated meeting exhibit a regular account of the cash received by her and paid over to the treasurer; to give due notice of all meetings of the society and the board of managers; to conduct the correspondence of the society, and to prepare the annual report. At the opening of every meeting, the minutes of the last meeting shall be read by the secretary and submitted to the board for approval.

ARTICLE IX.

It shall be the duty of the treasurer to hold the evidences of property belonging to the society, receive all moneys, and deposit the same at a bank in her name as treasurer, subject to the order of the board; also to report at the stated meetings of the managers all receipts and disbursements, together with a written and audited account of the same at the annual meeting of the society. The auditor shall be chosen by the board. All drafts on the treasury shall be drawn by

the secretary, and countersigned by the first or second directress, and one manager.

ARTICLE X.

The board of managers shall meet on the second Wednesday of each month to confer with each other and devise means for promoting the welfare of the society, and to adopt and execute such measures at their discretion. Five managers attending any regular meeting, shall form a quorum competent to transact ordinary business; but not less than ten managers must be present at the adoption of by-laws, and at the choice of a presiding officer.

ARTICLE XI.

A committee shall be appointed whose duty it shall be to inquire into the circumstances and characters of every person who shall apply to the society for assistance.

ARTICLE XII.

The constitution may be altered or amended on the recommendation of the board of managers, as their experience and the future circumstances of the society may require, at any annual meeting of the society, or at any other meeting especially called for the purpose; provided, in the latter case that the alterations or amendments intended to be proposed, shall be specified in the notice by which such meeting shall be convened.

BY-LAWS.

ARTICLE I.

The regular meeting of the board of managers shall be held on the second Wednesday of every month, at such time and place as they shall appoint.

ARTICLE II.

Five of the managers shall constitute a quorum for the transaction of the ordinary business of the society, but not less than ten managers must be present at the adoption of by-laws, and at the choice of a presiding officer.

ARTICLE III.

Every meeting shall be opened with reading a portion of scripture, and prayer, if convenient.

ARTICLE IV.

The following shall be the order of business at the meeting of the board.

1. Minutes of the previous meeting.
2. Report of the treasurer.
3. Report of the executive committee.
4. Report of the purchasing committee.
5. Report from special committees.
6. Report from visiting committee.
7. Letters and communications.
8. Resolutions offered and considered.
9. Unfinished business called up and discussed.

All reports of committees shall be in writing. The weekly committees for the ensuing month shall be named, and the orders on the treasurer voted.

ARTICLE V.

The board of managers at their first stated meeting after the annual election shall appoint the following standing committees, and define the duties of each.

1. The church committee, to consist of six.
2. The visiting committee, to consist of twenty-four.
3. The executive committee, to consist of seven members—three to be chosen from the officers, and four from the board of managers.
4. The purchasing committee, to consist of two.
5. The application committee, to consist of five.
6. The work committee, to consist of two.

ARTICLE VI.

The member first named on a committee shall preside, give notice of the time and place of meeting, and report their proceedings in writing to the board.

ARTICLE VII.

The first directress shall call extra meetings when in her judgment deemed necessary, or when five members of the board request it.

ARTICLE VIII.

No former resolution shall be reconsidered, unless called for by one of the majority who passed it, and shall in all cases be deferred to the next meeting for decision.

ARTICLE IX.

Upon a motion made and seconded, the names of the yeas and nays shall be recorded on the minutes.

ARTICLE X.

A fine of twelve and a half cents shall be incurred for non-attendance at each meeting, unless satisfactory reasons be given.

ARTICLE XI.

No person shall be at liberty to withdraw from the meeting without permission; and no conversation but such as relates to business shall be allowed until the board has adjourned.

ARTICLE XII.

Business shall commence precisely fifteen minutes after the time appointed for meeting.

ARTICLE XIII.

At the desire of any member of the board, the decision of a new question may be deferred to the meeting succeeding that at which the question was proposed.

ARTICLE XIV.

Every motion, when made, shall be stated from the chair; when seconded, the directress shall invite discussion upon the subject; after which she shall ask if the members are ready for the question; which being assented to, the votes shall be taken, first in the affirmative, and next in the negative. No other business shall be taken up by the board, or discussed by

any of the members, until that which has thus been laid before them be decided or postponed.

ARTICLE XV.

The board shall not rise until the time and place of the next meeting be distinctly made known.

ARTICLE XVI.

It shall be the duty of each manager to procure a book in which she shall record the names of subscribers, with donations or subscriptions, rendering an account of the same at each meeting of the board. Said book to be delivered to the first directress by the said managers, on their ceasing to act as such.

ARTICLE XVII.

At the monthly meeting of the board in May, the matron shall be elected by ballot, to hold her office during the pleasure of the board. She shall have charge of the domestic concerns of the institution, under the direction of the visiting committee, and shall perform such duties as shall from time to time be assigned to her by said committee.

ARTICLE XVIII.

The several standing committees shall have entire and exclusive control in the several departments over which they have supervision.

ARTICLE XIX.

The by-laws of this society may be altered, added to, or repealed at any regular meeting of the board, provided such alterations, additions or repeal shall have been noticed at the preceding meeting.

RULES FOR APPLICANTS.

1. No person shall be admitted into the home but those who bring satisfactory testimonials of the propriety of their conduct and the respectability of their character. It will be required that any one admitted into the home shall pay forty dollars on her admission, and come provided with a good bedstead, bed, bedding, and furniture for a room. If they do not bring furniture with them, fifty dollars must be paid on their admission.
2. When they are pensioners on any benevolent institution or society, it is expected their pensions will be continued, to assist in their support, and that their funeral expenses will be defrayed at their decease.
3. Furniture or other articles brought into the home are to remain for the benefit of the institution, at the discretion of the managers.
4. Persons may be admitted as boarders, (but not to the exclusion of those who are entirely dependent,) provided they submit to the rules and regulations of the institution, and give satisfactory security for the regular payment of their board, and that their funeral expenses will be defrayed.
5. The age of persons admitted into the home, whether as boarders or pensioners, must not be under fifty years.

6. No individuals need apply for admittance except they have been residents of Trenton at least seven years previous to application.

7. The board shall have discretionary power to remove any pensioner from the home to the insane asylum who manifests signs of insanity.

8. It will be required that persons seeking admission to the home shall secure to the institution all their property, before their admission. In case of their obtaining property after their entrance, if they remain in the asylum, it will also be necessary to make it over to the institution, with the understanding and upon the condition that the principal shall be restored to them without interest if they are expelled or voluntarily leave the home within two years after their admission.

DUTIES OF THE MANAGERS.

The first directress shall preside at the meetings of the managers, preserve order, appoint committees, call special meetings, and in all equal divisions of the board, give the casting vote. She shall furnish every new manager with a book, containing in print, the constitution, the rules for the regulation of the board, the duties of the managers, and the rules for the government of the asylum. When a manager resigns her seat at the board, she is to return this book to the first directress, who will make it over to her successor.

In the absence of the first directress, the second shall preside; and if both be absent, a person shall be chosen from among the members present, to preside at the meeting.

The secretary shall summon the meetings of the managers, keep a fair and correct record of all their proceedings, and a register of the inmates of the asylum, and do all other writing not connected with the office of the treasurer, or the business of committees.

The treasurer shall hold the evidences of property belonging to the society, receive all moneys, and deposit the same at a bank, in her name, as treasurer, make payments agreeably to the orders of the mana-

gers, and keep a fair account of all receipts and expenditures, which account shall at all times be open to the inspection of the managers. She shall furnish a monthly abstract of her receipts and expenditures, and of the balance remaining in her hands, and prepare a statement to be laid before the society at their annual meeting.

The managers shall be divided into committees of two, who, in weekly rotation, shall superintend the asylum, under the name of the "Visiting Committee."

The visiting committees shall visit the asylum not less than three times during their week; they shall endeavor to be present once at each meal; shall make themselves acquainted with the situation and wants of the inmates, generally direct the concerns of the family, and report their observations in the minute book; which book, on the last day of their week, is to be sent to the succeeding committee; for which purpose a list of the committees is to be kept in the book.

The purchasing committee shall make all purchases necessary for the family, pay all bills, and present a monthly account of their proceedings to the board.

The Committee for Receiving Applications.—It shall be the duty of this committee to receive applications, to visit the applicants and inquire into their character and circumstances, and make their report thereon to the board, in writing. It shall also be the duty of this committee to keep a register of the names of the applicants, the persons by whom they are recommended,

and their place of residence. It will be likewise required that they keep a book, in which the terms of agreement, entered into between the committee and the friends of the applicants, be inserted, with their signatures annexed. No person will be admitted into the asylum without an order from the committee.

Church Committee.—A committee of six members of the board of managers shall be appointed to see that the asylum is duly supplied with the preaching of the Gospel, or religious instruction, and have a general superintendence of this important concern. The whole duty of supplying the asylum with the preaching of the Gospel, to devolve on this committee, which they will be expected carefully and conscientiously to discharge; and the other members of the board of managers will be required to communicate with this committee, and obtain their consent, previous to introducing any one into the asylum as a religious instructor. The committee shall, as far as practicable, have the asylum supplied with preaching once or twice on the Sabbath day; also twice or oftener, on week evenings, as circumstances, in their judgment, may render necessary. The committee shall make such regulations as may appear to them proper and regular, with respect to prayer meetings, or any other religious meetings, from time to time. The committee shall give verbal instructions to the matron how to act in relation to this subject in the absence of the committee. The committee to keep a register of applications, with the decisions of the board in each case.

Each manager will be furnished by the secretary with a list of subscribers, whose contributions she will be expected annually to collect.

The executive committee shall have power to enact their own by-laws, fill any vacancies in their body, direct the treasurer in the application of all moneys, and call special meetings of the society, hold stated meetings, and report the minutes of the same, at each monthly meeting of the board.

The duties of the managers, generally, are comprised in the foregoing rules, in addition to which, it shall be considered the duty of the visiting committees at the asylum, during their stated periods of attendance, not only to inquire into the temporal welfare of its inmates, but to visit them in their several rooms, and endeavor to ascertain their spiritual state, giving them such advice and instruction as may be in their power, and the circumstances of the case may render necessary.

RULES AND REGULATIONS.

FIRST.—The matron shall have the entire charge of the house, and keep it in neat order, under the direction of the managers and visiting committee; she is to enforce the rules of the house; to be present at meals; see that they are properly served; that every thing is on the table before the family sit down; that suitable nourishment is provided for the sick; proper order observed at table; and grace said before each meal. She must be respectful and kind to the inmates of the family; never let partiality be shown in any instance; but maintain the respect due to her station. If improper conduct is observed in any member of the family, she is to inform the visiting committee. A list must be made of whatever supplies are necessary, and given to the purchasing committee. It is also expected that the matron will keep a record of every article that is sent to the house, whether purchases or donations, and by whom sent, in a book provided for that purpose. The matron is to give in, at the monthly meetings of the board, a report of the articles used in the house, including the quantity of provisions, coffee, tea, sugar, &c.; and that her whole time must be devoted to the interests of the institution.

SECOND.—A portion of scripture shall be read morn-

ing and evening regularly, in the chapel of the asylum, to be followed by a prayer or pause for mental supplication as the way may open; every inmate will be expected punctually to attend, except in case of sickness. Notice to be given by ringing the bell.

THIRD.—It will be required of those who are capable, to make their own beds and sweep their own rooms every morning, and assist those in the same room who are unable.

FOURTH.—It will be expected (if required) of those who are capable, that they will sew, knit, and assist in some domestic duties, rendering such service as they can for the benefit of the institution, and for the comfort of those still more helpless than themselves.

FIFTH.—All that is necessary for the comfortable support of the inmates of the home, will be furnished from the funds of the society; no individual will, on any account, be permitted to leave the institution to solicit assistance or procure work.

SIXTH.—There shall be a bill of fare, approved by the board, subject to occasional alterations, at the discretion of the matron. *Dinner at one o'clock, supper before candle-light.* All who are able will attend at the general table; if indisposed, a suitable meal will be sent into their rooms. A preparatory bell will be rung fifteen minutes before each meal; during the interval the meals will be served and the inmates repair to the dining-room. Grace shall be said by such person as the matron shall designate, or the inmates maintain silence for mental supplication.

SEVENTH.—Washing and ironing are to be done early in the week.

EIGHTH.—If any inmate of the asylum is disposed to visit her friends, leave of absence must be obtained from the matron, and information rendered where she intends staying, and the probable length of her visit.

NINTH.—No stimulants or spirituous liquors to be used in the asylum, except by order of the physician; and, in that case, to be administered by the matron.

TENTH.—No profane or improper language allowed in the asylum.

ELEVENTH.—No visitors shall be admitted on the Sabbath, except by permission of the visiting committee.

TWELFTH.—No person will be permitted to interfere or find fault with the matron; but if any think they have cause for complaint, they must apply to the visiting committee, who will receive their statement and take such order thereon as they may deem proper.

THIRTEENTH.—A visiting committee of two or more shall be appointed, whose duty it shall be to visit the asylum as often as practicable, not less than twice during the week; see that the rules are properly observed; examine the cases; advise, caution, encourage; and suggest improvements when necessary.

FOURTEENTH.—It is required that all visitors be treated with respect and attention, and conducted through any part of the asylum that they may be disposed to visit, with the approbation of the matron or

visiting committee. Particular attention to be paid to ministers of the gospel, and those whose visits are made for religious purposes. No inmates in the asylum to be permitted to invite their friends to give religious instruction without the consent of the church committee.

FIFTEENTH.—To preserve perfect harmony in the family, the strictest attention must be paid to the rules of the asylum. For the first violation, there will be an admonition; for a second, a complaint will be preferred to the board; for a third, the offender may be expelled from the house by a vote of the board of managers.