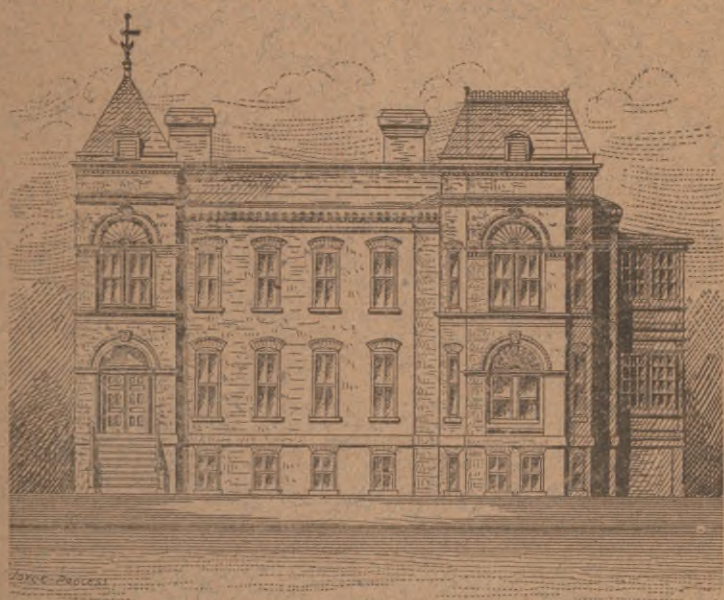


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CHARTER, BY-LAWS, RULES,  
 AND LISTS OF  
 CORPORATORS AND DIRECTORS,  
 OF THE  
 WASHINGTON HOSPITAL FOR FOUNDLINGS,



OF THE  
 DISTRICT OF COLUMBIA.

WASHINGTON:  
 PRINTED BY JUDD & DETWEILER,  
 1887.

NATIONAL LIBRARY OF MEDICINE  
Bethesda, Maryland



CHARTER, BY-LAWS, RULES,

LIST OF

CORPORATORS, AND DIRECTORS

OF THE

WASHINGTON HOSPITAL FOR FOUNDLINGS

OF THE

DISTRICT OF COLUMBIA.

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1887.





## WASHINGTON HOSPITAL FOR FOUNDLINGS.

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### THE BEQUEST.

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JOSHUA PEIRCE, who died at Linnaean Hill, near the city of Washington, on the 11th day of April, 1869, by his last Will and Testament, which was admitted to probate at the Orphan's Court, in said city of Washington, on the 22d day of June, 1869, made the following bequest, viz :

“ I give, devise, and bequeath all those fourteen certain lots or pieces of ground, part of square number two hundred and seven, situate between R and S Streets north and Fourteenth and Fifteenth Streets west, in the said city of Washington, in the District of Columbia, which lots are numbered from number twenty-four to number thirty-seven, inclusive, on a certain plan of sub-division of the said square, registered and recorded in the surveyor's office for the said city, in Liber W. F., folio 211, and are situated on the east side of the said Fifteenth Street, at the distance of one hundred and sixty feet northward from the north side of the said R Street north, containing together in front on the said Fifteenth Street west, one hundred and thirty feet, and in depth eastward, between parallel lines, two hundred and ninety-four feet and a half inch, more or less, to Johnson Avenue (including in the said depth a twenty-feet-wide alley, laid out through the middle of the said lots), to my friends, William M. Shuster and William H. Claggett, both of the said city of Washington, and the survivor of them, and the heirs, executors, administrators, and assigns of such survivor, in trust. Nevertheless, and to, for, and upon the uses, intents, and purposes following—that is to say: In trust to hold the said fourteen lots of ground, with the appurtenances, as and for a site for the erection of a hospital for foundlings, to be built and erected by any association, society, or institution that may hereafter be incorporated by act of Congress, as and for such hospital, and upon such incorporation, upon further trust, to grant and convey the said lots of ground and trust estate to

the corporation or institution so incorporated for the said purpose of the erection of a hospital, which conveyance shall be absolute and in fee. *Provided, nevertheless,* That such corporation shall be approved by my said trustees, or the survivor of them, or their successors in the trust, and, if not so approved, then upon further trust to hold the said lots and trust estate, for the same purpose, until a corporation shall be so created by act of Congress, which shall meet the approval of the said trustees, or the survivor or successor of them, to whom full discretion is given in this behalf, and, upon such approval, in trust to convey as aforesaid. And I recommend to my said trustees to select an institution which shall not be under the control of any one religious sect or persuasion, and until such conveyance, I direct the taxes, charges, and assessments, and all necessary expenses of, for, and upon the said lots, and every of them, to be paid by my executors, as they shall from time to time accrue and become due and payable, out of the residue of my estate."

To carry into effect the provisions of the foregoing bequest, the following Bill passed Congress, and was approved April 22, 1870, viz :

#### AN ACT

FOR INCORPORATING A HOSPITAL FOR FOUNDLINGS IN THE CITY OF WASHINGTON.

*Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,* That G. W. Samson, O. O. Howard, Z. D. Gilman, William Stickney, A. C. Richards, B. Sunderland, A. N. Zevely, Wright Rives, Dr. James C. Hall, David K. Cartter, William B. Todd, jr., D. W. Middleton, George L. Sheriff, B. B. French, Joseph S. Stettinius, John R. Arison, and such other persons as may be duly chosen, are hereby created and constituted a body politic and corporate, in the District of Columbia, under the name of the "WASHINGTON HOSPITAL FOR FOUNDLINGS," to have perpetual succession, and be capable to take, hold, and enjoy lands, tenements, and personal property.

*Provided,* That no real or personal property shall be held by said corporation, except such as may be necessary to the maintenance and efficient management of said hospital.

SEC. 2. *And be it further enacted,* That said corporation hereby constituted shall have power to fill vacancies in the Board of Di-

rectors, and to make all necessary by-laws, rules, and regulations not inconsistent with the Constitution and laws of the United States.

SEC. 3. *And be it further enacted,* That the management of said hospital shall be under the control of a board of ten directors. The Board of Directors shall also have power to appoint all officers and committees necessary to the proper administration of the affairs of the hospital.

SEC. 4. *And be it further enacted,* That the first seven corporators named in the first section hereof, together with those who may be elected and appointed directors, as provided in the preceding section, shall constitute the first Board of Directors, who shall from their numbers elect a President, Vice-President, Secretary, and Treasurer, and five of the Directors, including either of the above-named officers, shall constitute a quorum for the transaction of business. It shall be the duty of the President and Directors to report to the Secretary of the Interior the condition of said institution on the first day of July in each year.

SEC. 5. *And be it further enacted,* That the object of this association is to found in the city of Washington a hospital for the reception and support of destitute and friendless children.

SEC. 6. *And be it further enacted,* That foundlings received by this hospital shall be deemed and considered wholly under the guardianship, care, and control of said institution, to be educated, apprenticed, or otherwise disposed of, in such manner as the Directors of said hospital may, in their judgment, deem for the best interests of said children, until they shall attain the age of eighteen years, when said care and control shall cease.

SEC. 7. *And be it further enacted,* That the property, real and personal, held by said corporation shall be exempt from all taxes and assessments levied by authority of Congress or of any municipal corporation within the District of Columbia.

Congress may at any time alter, amend, or repeal this act.

Approved April 22, 1870.

DEPARTMENT OF STATE,  
WASHINGTON, *April 26, 1870.*

A true copy.

R. S. CHEW,  
*Chief Clerk.*



# BY-LAWS.

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Adopted March, 1887.

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## *Purpose.*

1. The institution will receive and support destitute and friendless children, being foundlings, subject to such rules of admission as the Board of Directors shall prescribe.

## *Compensation.*

2. No Officer, Director, or Visitor, shall receive any compensation whatever for his or her services.

3. The Matron, nurses, servants, and other employés may be paid such reasonable compensation for services as the Directors may allow.

## *Seal.*

4. The seal of the Institution shall contain in the centre a design representing Miriam and Moses, surrounded by the words "Washington Hospital for Foundlings: Incorporated April 22, 1870."

## *Members.*

5. The members of this Corporation shall consist of the Incorporators and of such persons as shall be elected by them, in the manner hereinafter directed as such Incorporators: *Provided nevertheless*, That at no time shall the whole number of Incorporators exceed the number of one hundred, of whom not less than 50 shall be males.

## *Election of New Members.*

6. Whenever the number of Incorporators shall from any cause become less than one hundred, the remaining members shall at an annual or special meeting elect so many new members as shall be necessary to increase the total number of members to one hundred; such election shall be by ballot, and a majority of those present and voting shall be required to elect.

*Annual Meeting.*

7. There shall be at an annual meeting of the said Incorporators on the first Monday of December in each year. Notice of the time and place of such meeting shall be sent by mail to every Incorporator at least one week immediately prior to the meeting.

*Special Meetings.*

8. If the annual meeting of the Incorporators should not be held, or if a special meeting shall become necessary, any five Directors may direct the call of a special meeting, and all business transacted at such special meeting shall be valid and binding: *Provided*, A notice of said meeting giving the time, place, and object thereof shall be sent, as provided in the preceding by-law.

*Secretary.*

9. The Secretary of the Board of Directors shall be *ex-officio* Secretary of the said meetings. He shall keep a record of their proceedings, have the custody thereof, and of all official papers, prepare and send notices of all meetings, notify Directors of their election, and perform such other duties as the meetings may direct.

*Quorum.*

10. Eleven of the Incorporators shall constitute a quorum, but a less number may adjourn from day to day until a quorum is present.

*Elections by Ballot.*

11. All elections shall be by ballot, and the person receiving a majority of the ballots cast shall be declared elected. Voting by proxy shall not be permitted or recognized.

*Order of Business.*

12. The order of business at all meetings shall be as follows:

- (1.) Calling the roll.
- (2.) Reading the minutes of previous meetings.
- (3.) Election of Directors.
- (4.) General business.
- (5.) Adjournment.

*Rules of Order.*

13. The rules of order at all meetings shall be the same as those prescribed for the Directors.

*Place of Meeting.*

14. The Incorporators shall meet at the Hospital Building, unless some other place is designated in the notice.

*Annual Dues.*

15. Each Incorporator shall pay annually to the Secretary the sum of five dollars as dues; and any member failing to pay said dues at or before the expiration of each calendar year may, after a notice of thirty days, mailed to the post-office address of such member, be dropped from the roll of members by the Board of Directors at their next meeting, and shall thereupon cease to be a member of this corporation, and shall thereby forfeit all interest in its property and franchises; and should such delinquent be a Director, the said action of the Board shall, *ipso facto*, render vacant his position as such Director.

*Contributors.*

16. Any person who shall pay to the Secretary, annually, the sum of five dollars or more shall be recorded as a contributor for that year, and shall be published in the annual report as such.

*Directors.*

17. The government of the Hospital is by the charter vested in ten Directors. These shall be residents of the District of Columbia, five of them shall be males and five females. Immediately upon the adoption of these by-laws there shall be held a special and extraordinary meeting of the members of the Corporation, who shall elect by ballot ten such Directors. These shall be divided by lot into five classes of two each, one male and one female. The first class shall hold office until the regular meeting of the members in December, 1887; the second until such meeting in 1888; the third until such meeting in 1889; the fourth until such meeting in 1890, and the fifth until such meeting in 1891.

18. The members, at their regular meeting in December of each year, shall elect two Directors, one male and one female, who shall

serve for five years and until their successors are chosen : *Provided, nevertheless,* That no member shall be eligible for election or re-election as a Director unless his or her name shall have been posted as a candidate for such position in some prominent place, to be designated by the Directors, in the Hospital Building, for and during at least two weeks prior to the said election.

*Filling Vacancies Among Directors.*

19. All vacancies occurring among the Directors by failure to elect, death, resignation, or otherwise, shall be filled by said Directors, and the persons so appointed shall hold office until the next election of Directors by the members and until their successors are chosen.

*General Powers.*

20. The Directors shall have the charge, control, management, and the custody of the property, funds, and affairs of the Corporation, and provide suitable buildings and appliances for the Hospital, buy property, and direct all other investments, and make such rules as may be necessary for the government of the Institution not inconsistent with the Charter and these By-laws.

*Control of Seal.*

21. They shall have the control of the corporate seal, and direct when the same shall be affixed to such documents as may be necessary or proper.

*Records of Proceedings.*

22. They shall keep a record of all their proceedings, and present the same for the inspection of the Incorporators at each meeting, and they shall cause to be prepared and printed an annual report on the affairs of the Institution.

*Committees.*

23. They may create such standing and special committees as they may from time to time find desirable.

*Officers.*

24. The officers of the Board shall consist of a President, Vice-President, Secretary, and Treasurer, who shall be chosen by the Directors from their own number.

*Terms of Office.*

25. The President, Vice-President and Secretary shall be elected annually, and the Treasurer for a term that shall continue during the pleasure of the Directors.

*Vacancies.*

26. If at any time any one of such offices shall become vacant by death, resignation, or other cause, the Board may fill the same at the regular meeting next after such vacancy occurs, or at a special meeting called for the purpose; and the officers so selected shall serve until the regular meeting of the Board in the following December.

*Failure to Elect.*

27. If for any reason there should be a failure to elect officers, the election may be postponed from meeting to meeting until an election is had, or any five members of the Board may require a special meeting to be called for that purpose. On failure to elect, such of the officers of the preceding year as remain in the Board shall continue to serve until their successors are chosen.

*Meetings.*

28. There shall be four regular meetings of the Directors in each year, which shall be held on the second Mondays of December, March, June, and September, respectively, at the hospital building, or at such other convenient place as may be designated in the notice.

*Failure to Meet.*

29. If for any reason any regular meeting should not be held on the designated day, the President, or any three members of the Board, may direct the same to be called for any day thereafter prior to the day for the next regular meeting.

*Special Meetings.*

30. Special meetings shall be called by the Secretary when directed by the President, or on the request in writing of any three Directors; and said request shall state the object of the meeting, which shall be inserted in the notice thereof, and no other business shall be transacted thereat.

*Quorum.*

31. Five of the Directors shall constitute a quorum, but a less number may adjourn from day to day, and notice of the adjournment shall be sent to each Director.

*Failure to Attend.*

32. Any Director failing to attend the sittings of the Board for two successive regular meetings shall be notified by the Secretary of the fact; and, if he fail to attend at the succeeding regular meeting, his place on the Board may be declared vacant.

*Order of Business.*

33. The order of business at all meetings of the Directors shall be as follows :

- (1.) Calling the roll.
- (2.) Reading and approving minutes.
- (3.) Report of President.
- (4.) Report of Executive Committee.
- (5.) Report of medical Staff.
- (6.) Report of Finance Committee.
- (7.) Report of Treasurer.
- (8.) Report of other committees.
- (9.) Unfinished business.
- (10.) Action on recommendations in reports.
- (11.) Other new business.
- (12.) Election of officers.
- (13.) Adjournment.

*Rules of Order.*

34. The rules of order at all meetings of the Directors shall be as follows:

- (1.) The ayes and noes on any question shall be taken and recorded at the request of one member.
- (2.) All motions shall be submitted in writing if required, save a motion to adjourn.
- (3.) The question shall not be put on a motion unless the same be seconded; but all motions shall appear upon the minutes, with the mover's name, although not seconded.

(4.) When any member is about to speak he shall, with due respect, address himself to the President, confining himself strictly to the point in debate.

(5.) No member shall speak more than twice in the same debate, and for not more than five minutes each time, without leave of the Board.

(6.) When a question is under consideration, no motion shall be received, unless to lay it upon the table, to postpone it to a certain time, to postpone it indefinitely, to commit it, to amend it, or to divide it; and motions for any of these purposes shall have precedence in the order herein named. The motions to lay upon the table and to adjourn shall be decided without debate.

The motion to adjourn shall always be in order.

(7.) All reports shall be in writing, and shall be received, of course, and without motion for acceptance, unless recommitted by vote of the Board. All reports recommending or requiring any action or expression of opinion by the Board shall be accompanied by a resolution in writing, and in proper form, for the action of the Board thereon.

(8.) If the question under debate contains several distinct propositions, the same shall be divided at the request of any member, and a vote taken separately, except that a motion to strike out and insert shall be indivisible.

(9.) All questions of order shall be decided by the Chair without debate; but any member may, if seconded, appeal from such decision, and on such appeal no member shall speak more than once without express leave of the Board. It shall require a majority vote of the members present to overrule the Chair.

(10.) Every member present when any question is put shall, on a division, be required to vote and be counted, unless he be personally interested in the decision or is excused by the Board.

(11.) All amendments shall be considered in the order in which they are moved. When a proposed amendment is under consideration, a motion to amend the same may be made; no after amendment to such second amendment shall be in order. But when an amendment to an amendment is under consideration, a substitute to the whole matter may be received.

(12.) No proposition on a subject different from the one under consideration shall be received under color of a substitute.

(13.) On all points of order not herein specifically provided for "ROBERTS' RULES OF ORDER" shall be followed.

*The President.*

35. The President shall preside at all meetings of the Directors, and appoint all committees thereof, unless otherwise ordered by them ; at the regular meeting in December of each year submit a written report with recommendations ; and sign all contracts, deeds, or other papers affecting the monetary interests of the Institution, when directed so to do by the Directors.

*The Vice-President.*

36. The Vice-President shall perform all the duties of the President during his absence or inability to act.

*The Secretary.*

37. The Secretary shall keep full and fair minutes of the proceedings of the Directors and members ; issue notices of all meetings ; furnish the chairman of committees with information of their appointment and duties ; notify the Contributors of the expiration of their subscriptions ; collect and receive all dues, subscriptions, and contributions, and pay the same over to the Treasurer ; and carefully preserve the records and papers belonging to the Institution. He shall also have charge of the seal, and shall attest therewith and by his signature all contracts, deeds, or other papers when ordered so to do by the Directors.

*The Treasurer.*

38. The Treasurer shall give such bond for the faithful performance of his duties as may be required by the Directors ; shall receive and safely keep all moneys belonging to the Hospital ; keep an accurate account of all his receipts and payments ; furnish an exhibit of the financial condition of the Hospital at each regular meeting of the Directors ; present his accounts and vouchers to the Finance Committee for examination and audit ; pay out all moneys under the general direction of said Committee, taking vouchers therefor, when practicable, in such form as said Committee may prescribe. He shall have charge of all funds and securities of the Hospital, and invest and manage the same under the direction of the Finance Committee.

*The Finance Committee.*

39. There shall be a Finance Committee, to consist of five Directors, of which the Treasurer shall be one. It shall have the general supervision of the fiscal affairs of the Institution ; direct the place of deposit of the funds and securities ; direct all investments of the moneys belonging to the Hospital, subject to the instruction of the Directors ; examine and audit the accounts of the Treasurer ; and report in writing at each regular meeting of the Directors.

*The Executive Committee.*

40. The immediate management of the Hospital shall be under the direction of the Executive Committee, which will consist of seven members of the Board, five of whom may be of the Incorporators, of whom the President of the Board of Directors shall *ex officio* be one, and be chairman of said committee. These, save the President, shall be elected by the Board at its regular meeting in December of each year, and shall serve until their successors shall be chosen ; *Provided, nevertheless,* That immediately upon the adoption of these by-laws a special and extraordinary meeting of the Board of Directors shall be held for the purpose of constituting and electing an Executive committee, as above, to serve until the second Monday in December, 1887, and until their successors shall be chosen, which Committee shall have the power and be charged with the duties hereinafter specified as belonging to the Executive Committee generally.

41. It shall be the duty of Executive Committee to manage the Hospital in accordance with the by-laws and under instructions of the Directors, and within the limits of the appropriations made for that purpose by the latter ; they shall determine upon and order all admissions to and discharges from the Hospital in accordance with the provisions of such rules as the Board of Directors shall adopt in the premises ; they shall have power to hire and discharge all paid employés of the Hospital, except the Matron ; they shall direct the purchase of all supplies ; they shall superintend and direct all improvements and repairs ordered by the Directors upon the property of the corporation ; and, in cases of emergency, may themselves order such repairs as may be necessary, at a cost not exceeding \$25, and they shall certify to the Finance Committee all bills incurred by them in the premises.

42. They shall keep a record of their proceedings, which shall be submitted to the Directors at their meetings for examination.

43. They shall appoint from their number a Secretary.

44. They shall submit to the Directors at their regular meetings a brief written report containing estimates of proposed expenditures and recommendations.

#### *Matron.*

45. The Directors shall elect at their regular meetings in June and December of each year a Matron. She shall perform such services as the Directors may prescribe, and shall be paid such compensation as the Directors may allow.

#### *Employés.*

46. The Executive Committee may employ nurses, servants, and other necessary help, who shall perform such duties as the said Committee may prescribe, or as shall be required by the Directors. The maximum compensation of all these persons shall be established by the Directors.

#### LADY VISITORS.

47. The Directors shall, upon the adoption of these rules and thereafter, elect annually at their regular meeting in December, from the contributors or members, fifty ladies, who shall be styled the Board of Lady Visitors, and whose duty it shall be to visit the Hospital as the Rules shall prescribe, and to unite with the Finance Committee of the Board of Directors in efforts to raise money for the needs of the Hospital.

#### *Rules.*

48. The Lady Visitors may adopt such rules and regulations for their government, not inconsistent with the Charter and By-laws, as they may deem desirable.

#### *Annual Reports.*

49. The Lady Visitors shall submit a written report to the Directors at their regular meeting in December of each year.

*Endowment.*

50. Every contribution of three thousand dollars shall entitle the contributor to confer a name upon a bed, which shall ever thereafter bear the name selected, which name, as well as the name of the contributor, shall be engraved upon a tablet to be placed over the bed, if so desired. An annual contribution of \$200 shall entitle the contributor to the same privilege so long as the same shall be continued. Every name conferred upon a bed shall be subject to the approval of the Board of Directors.

## AMENDMENTS OF BY-LAWS.

51. Amendments of these By-laws shall only be made at an annual or special meeting of the Incorporators by a two-thirds vote of those present and voting, and after at least two weeks' notice to each Incorporator of the words of the proposed amendment, said notice to be sent by mail to the usual address of each Incorporator.

# RULES FOR THE MANAGEMENT OF THE HOSPITAL,

ADOPTED BY THE BOARD OF DIRECTORS.

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## I.

### VISITING COMMITTEES.

1. Upon the adoption of these By-laws, and thereafter, the President shall appoint, from such members of the Board of Lady Visitors as shall be designated by said Board, twelve Visiting Committees upon the third Monday in December of each year, of three members each; each of which said Committees shall serve for one month, and during their term of service shall meet at least once a week at the Hospital, make an inspection of the Hospital Building, and examine into its management and the condition and care of the patients, and shall enter in a book to be kept for that purpose, and common to all the Committees in succession, an account of their examinations and inspections, and shall submit a written report on such inspections and examinations to the Executive Committee at its regular meetings; but no member of the Executive Committee shall be appointed upon the Visiting Committees.

## II.

### THE EXECUTIVE COMMITTEE.

#### *Meetings and Quorums.*

1. The Executive Committee shall meet at least once in each calendar month at the Hospital Building, on such day and at such hour as they shall determine upon. A majority shall constitute a quorum, but a less number may adjourn from day to day.

2. Their Chairman shall preside at all meetings, and, unless otherwise ordered by the meeting, shall appoint all committees.

3. Their Secretary shall send all notices of meetings to the members at least two days previous to the time appointed for them, and shall keep minutes of such meetings, which minutes shall be open to the inspection of the Directors.

## III.

## MEDICAL STAFF.

The Medical Staff shall consist of a Chief of Staff to be elected by the Directors and two or more Assistant Physicians who shall be appointed by the Chief of Staff, subject to the approval of the Board of Directors. The Medical Staff shall serve without compensation and be subject to removal by the Board of Directors, in whole or in part at any time.

*Duties.*

1. The Assistant Physicians shall give attendance at the Hospital regularly.

2. The Assistant Physician shall visit the Hospital three times a week, and as often as may be necessary for the faithful performance of his duties, and at each visit enter his name in a register kept for that purpose; he shall prescribe for and direct the treatment of all patients.

3. Whenever, in the judgment of the Assistant Physician, the critical nature of a case shall demand it, it shall be his duty to call a consultation with the Chief of Staff.

4. In case of disability of the Assistant Physician, his colleague to act for him during such disability.

5. The Assistant Physician shall report to the Executive Committee all derelictions of duty which may come to his knowledge on the part of the Matron, nurses, or servants.

6. The Assistant Physicians shall be subject to the supervision, direction and control of the Chief of Staff.

7. No autopsy shall be made without the consent of the relatives or friends of the deceased patient.

## IV.

*Admissions and Discharges.*

1. Admissions can only be made upon application to the Executive Committee.

2. Children can only be received into the Hospital upon the *personal* application of the mothers, or some responsible citizen who has personal knowledge of the case.

3. Petitions must set forth the *time*; state of the case; if any deception is detected the petition will be rejected.

4. No application can be received previous to the birth, nor after the child is 3 years old.

5. No child can be admitted unless the Committee shall be satisfied after due inquiry of the *present necessity* of the mother, if living; that she is not an *habitual offender against chastity*, and that the father of the child has *deserted* it and the mother; and also, that the reception of the child will, probably, be the means of replacing the mother in the course of virtue, and the way of an honest livelihood.

6. Persons who present petitions to the Committee must not apply to any Director, or to any officer or servant of the Hospital, on the subject, on any pretence whatever.

7. *No money shall* be received for the admission of children, nor any fee or perquisites allowed to be taken by anyone connected with the Hospital on pain of dismissal; any person who shall be known to offer the same will subject her petition to rejection.

8. No infant having an infectious, incurable or contagious disease shall be admitted.

9. The number of admissions is of necessity now limited to 50; when that number shall be complete no further admissions shall be made save as vacancies shall occur, unless the capacity of the Institution shall be increased.

10. Discharges of children shall only be made for cause and by a unanimous vote of the Committee.

Children when received shall be subject to all the requirements of the sixth section, which is as follows:

SEC. 6. *And be it further enacted*, That foundlings received by this Hospital shall be deemed and considered wholly under the guardianship, care, and control of said Institution, to be educated, apprenticed, or otherwise disposed of, in such manner as the Directors of said Hospital may, in their judgment, deem for the best interests of said children, until they shall attain the age of eighteen years, when said care and control shall cease.

## V.

### THE MATRON.

1. The Matron, shall, under the direction of the Executive Committee, have the general supervision of the nurses and servants, and shall report to it all instances of inattention and neglect of duty; shall be responsible for the neatness and cleanliness of every

part of the establishment; shall superintend and daily visit the kitchens, store-rooms, dining-rooms, and laundry, and aid in seeing that those several places are kept in order; that all food is properly and economically prepared and served, both for the children and family tables, and that there is no unnecessary waste of provisions or utensils in any part of the house. She shall frequently visit the wards and servants' sleeping apartments, and see that the house is kept thoroughly swept and clean. It shall be her special duty to take charge of and look after the bedding, table linen, towels, and other household articles, and see that they are properly used and taken care of. She shall perform such other duties as may be required by the Executive Committee.

2. She shall reside at the Hospital, be entitled to her board, lodging, and washing, and such pecuniary compensation as the Board of Directors may from time to time determine.

3. She shall not absent herself from the Hospital Building without permission of the Executive Committee.

## VI.

### NURSES.

1. They shall promptly and carefully carry out all the orders that may be given them by the Matron or Assistant Physician for the treatment, diet, and care of the children placed in their charge, and report at once every instance of failure or inability from any cause to fulfill such orders.

2. They shall each keep a ward-book, containing a statement of all Hospital property, furniture, bedding, and other articles in their wards, and shall be responsible for their being properly used and taken care of.

3. They shall see that all clothing and other property belonging to the children under their charge is properly taken care of on their admission and is placed in charge of the Matron for safe-keeping.

4. No nurse shall be absent from the Hospital without permission of the Matron.

5. The nurses shall receive their board, lodging, and washing, and such pecuniary compensation as the Board of Directors may from time to time determine.

## VII.

## VISITORS.

1. No person except a member, director, officer, or employé of the Hospital shall visit any part of the premises, except on business or at the times fixed for visitors, without the permission of one of the Directors.

2. On Sunday, Tuesday, Thursday, and Saturday, from three to five o'clock P. M., relatives and friends may be permitted to visit the children.

3. All visitors shall register their names in a book to be kept for that purpose.

## VIII.

## CANDIDATES FOR ELECTION AS DIRECTORS.

The Executive Committee shall provide a suitable frame, with a glass cover, secured by lock and key, which shall be fixed to the wall in the room in the present Hospital Building known as the Director's Room. Any member of the said Committee or the Secretary of the Board of Directors shall, upon application to him, cause to be placed in the said frame, in such position that the same may be plainly read, the names of any and all candidates for the office of Director, at least two weeks prior to the holding of any election for such office.

## IX.

## CONDUCT OF ELECTIONS.

At all elections held by the members for Directors, the presiding officer shall appoint two tellers, who shall collect the ballots actually cast, count the same in the presence of the meeting, and report the result to the presiding officer, who shall announce the same to the meeting; the secretary of the meeting shall thereupon certify to the Board of Directors the said result.

## FORM OF DEVISE.

*I give and devise to the "Washington Hospital for Foundlings"*  
—(here follows a description of the devise.)

(NOTE.—If the devise is of real estate it should be signed by the testator in the presence of three witnesses, and they should all sign in his presence and in the presence of each other.)

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