Columbia Hospital for Women

AND

LYING-IN ASYLUM.

CONSTITUTION, BY-LAWS,

AND

LIST OF OFFICERS.

1871.

SURGEON GEN'LS OFFICE
LIBRARY

WASHINGTON, D. C.:
PHILP & SOLOMONS, PRINTERS.
1871.

OFFICERS.

PRESIDENT.

MAJOR GENERAL E. D. TOWNSEND.

VICE PRESIDENTS.

WILLIAM STICKNEY, Esq. REV. J. N. COOMBS.

SECRETARY.

DR. J. HARRY THOMPSON.

TREASURER.

A. S. SOLOMONS, Esq.

DIRECTORS.

J. K. BARNES, M. D., *Surgeon General U. S. A.*
J. H. THOMPSON, M. D.
REV. J. N. COOMBS.
MAJ. GEN'L O. O. HOWARD.
C. H. NICHOLS, M. D.
NOBLE YOUNG, M. D.
REV. B. SUNDERLAND.
GEN'L O. E. BABCOCK.
F. H. SMITH, Esq.
J. T. MITCHELL, Esq.
HON. G. TAYLOR.
REV. T. A. STARKEY, D. D.
GOVERNOR H. D. COOKE.
CHARLES KNAP, Esq.
A. S. SOLOMONS, Esq.
MAJ. GEN'L E. D. TOWNSEND.
HON. N. P. CHIPMAN.
C. H. CRAGIN, M. D.
A. R. SHEPHERD, Esq.
WM. STICKNEY, Esq.
F. A. ASHFORD, M. D.
CHAS. J. PECK, Esq.

MEDICAL STAFF.

SURGEON-IN-CHIEF.

J. HARRY THOMPSON, M. D.

ASSISTANT SURGEON.

F. A. ASHFORD, M. D.

APOTHECARY.

HENRY R. PORTER.

CONSULTING BOARD.

NOBLE YOUNG, M. D.
F. HOWARD, M. D.
J. E. MORGAN, M. D.
D. A. RITCHIE, M. D.
JOHNSON ELIOT, M. D.
W. G. H. NEWMAN, M. D.

BY-LAWS AND REGULATIONS.

Be it ordained by the Directors of Columbia Hospital for Women and Lying-in-Asylum, and it is hereby ordained by authority of the same, That the following rules and regulations be, and they are hereby, established as laws and ordinances of the said corporation, and that all other by-laws, rules, and regulations heretofore made be, and the same are hereby, repealed:

CHAPTER I.

Of the Directors.

1. The Directors shall hold four quarterly meetings during the year, viz: The third Thursday in June, September, December, and March. The meeting in September shall be called the annual meeting; in March, the semi-annual meeting. Such meetings shall be held (the annual meeting excepted) at the hospital building, at the hour of 7.30 P. M. The annual meeting shall be held at such place and such hour as the Directors may decide.

2. At the annual meeting there shall be chosen, by a majority of the Directors present, or represented by proxy, a President, two Vice Presidents, one Treasurer, one Secretary, a Committee on Expenditures, Visiting Committees, and at the quarterly meeting in June, a Committee to Audit the Accounts of the Hospital.

3. In case of a vacancy occurring in the office of Surgeon-in-Chief, or on the Consulting and Advisory Board, the Directors shall elect by majority to fill the vacancy.

4. Every committee, whether standing or special, shall make its report through its chairman, in writing.

CHAPTER II.

Of the President and Vice-Presidents.

1. The President, a Vice President, or any two of the Direc-

tors, may call a special meeting of the Directors whenever it may be necessary, and may appoint the time of such meeting, giving (except under circumstances of extraordinary urgency) at least one day's notice thereof.

2. The President shall preside at all meetings of the Directors. When the office of President shall be vacant, or when the President shall be absent, a Vice President shall succeed to all his rights and duties. In case of the absence of the President and both Vice Presidents, the Directors shall appoint one of their number to preside at such meeting.

Chapter III.

Of the Treasurer.

1. The Treasurer shall have the custody of the corporate seal, of all moneys, bonds, title deeds, and other papers and documents relating to the property of this corporation.

2. He shall open an account with one of the banks in the District of Columbia, in the name of this corporation, and shall deposit all moneys received by him in such bank.

3. He shall keep a bank book and shall cause to be entered therein all deposits made and checks drawn, with their amounts' dates, and the names of the persons to whom they are payable.

4. The Treasurer shall pay no moneys without a resolution of the Board of Directors, or on the usual vouchers approved by the Committee on Expenditures.

5. He shall give ample security for the faithful performance of his trust, such security to be approved by the Committee on Expenditures.

6. He shall report at each annual meeting a detailed account of all receipts and expenditures for the fiscal year ending June 30.

Chapter IV.

Of the Secretary.

1. He shall attend the meetings of the Directors, take minutes of the proceedings of each meeting, and transcribe them in a book provided for that purpose.

2. Immediately after the election of Directors and other officers, he shall give notice in writing to the persons elected.

3. Two days preceding every stated meeting, he shall send notice of the time and place of such meeting to each of the Directors.

4. At every meeting, he, or the Secretary *pro tem.*, shall read the minutes of the preceding meeting at length, unless otherwise ordered.

5. He shall cause all reports relating to the Hospital to be regularly entered upon the minutes, except such as can be properly preserved on file for reference.

Chapter V.

Of the Committee on Expenditures.

1. The Committee shall consist of not less than three, of whom the Surgeon-in-Chief shall be one.

2. They shall make all purchases of every kind, except daily marketing, or authorize in writing the same to be made. All alterations or repairs to the Hospital building, or other outlays of money, shall be made by their authority only.

3. They shall visit the Institution as often as may be necessary, but not less than once a month, and shall personally inquire into and decide upon the propriety of any proposed expenditure.

4. They shall report their proceedings to the Directors at each quarterly meeting.

Chapter VI.

Of the Visiting Committee of the Board of Directors.

1. One of the members of the Visiting Committee, which Committee shall consist of not less than three Directors, shall visit the Hospital once every week; he shall inspect the Institution thoroughly, and make any suggestions he may consider necessary to the Surgeon-in-Chief, who shall be present, and go through the Institution with the Inspector.

2. If any question arise as to the admission of a patient whose case may not come under the general rules of the Institution, such question shall be definitely settled by the visitor for the time being.

3. This Committee shall report to the Directors at each quarterly meeting the results of their visits on each occasion, as to the general sanitary condition, discipline, &c., of the Institution.

Chapter VII.

Of the Surgeon-in-Chief.

1. The Surgeon-in-Chief, being immediately responsible to the Directors for the proper conduct of the hospital and the welfare of the patients committed to his care, shall have entire control of the internal arrangements and management of the Institution.

2. He shall appoint the Matron, with the approval of the Board of Directors, and in case of incompetency or negligence he shall have power to dismiss her, reporting the cause for such dismissal immediately to the President, and to the Board of Directors at their next ensuing meeting.

3. He shall engage, or authorize the Matron to engage, such employees as may be necessary for the proper conduct of the institution; he shall have full power to discharge any nurse or employee whom he may find incompetent or negligent. He shall have power to appoint and dismiss such medical assistants as in his judgment the interests of the institution may require, subject to the approval of the Board of Directors.

4. He shall also appoint a competent medical staff to fill the various chairs which have been established in the dispensary connected with the hospital, and frame and enforce such by-laws as may be necessary for its efficient working, subject to the approval of the Board of Directors.

5. He shall visit every patient in the hospital at least once every day, unless absent from the city or unavoidably detained, when he shall appoint a substitute.

6. No capital operation shall be performed except in case of urgent necessity, without the approbation of a majority of the consulting surgeons, nor shall any operation be performed other than by the Surgeon-in-Chief, unless by his consent.

7. In order to render the Hospital, so far as may consist with the welfare of the patients, conducive to the advancement of medical science, the Surgeon-in-Chief, with the approval of the Visiting Committee, may provide regular practical instruction, by observations accompanying operations and prescriptions, by clinical lectures, or otherwise, to the students admitted to see the practice of the house. Due notice of the time and period of such instruction shall be given, and, when announced, shall be punctually observed.

8. It shall be the express duty of the Surgeon-in-Chief to guard against any examinations of patients by pupils, except under his own inspection, and against all acts calculated to alarm or injure the patients; and, in cases where any observations in their presence might have an injurious tendency, they shall be postponed to the halls or consulting rooms.

9. He shall receive such salary as may be determined upon by the Board of Directors.

Chapter VIII.

Of the Assistant Surgeon.

1. The Assistant Surgeon shall be appointed by the Surgeon-in-Chief, subject to approval by the Board of Directors.

2. He shall be a graduate of one of the duly recognized Medical Colleges of the United States.

3. He shall be provided with board and lodging in the Institution free, and receive such salary as the Board of Directors may from time to time determine. He will be required to keep correct record of the Medical and Surgical History of *every* patient, and to render generally such assistance as the Surgeon-in-Chief may prescribe.

Chapter IX.

Of the Resident Apothecary.

1. He shall be appointed by the Surgeon-in-Chief.

2. He must be a graduate of one of the duly recognized Medical Colleges of the United States.

3. He shall compound or superintend the compounding of all prescriptions for the Hospital or Dispensary patients.

4. He shall be held responsible for all the instruments and Medical property belonging to the Institution, performing such other duties belonging to his department as the Surgeon-in-Chief may direct.

5. He will be required to sleep in the house, unless specially excused by the Surgeon-in-Chief.

6. He shall be provided with board in the Institution free, and receive such salary as the Board of Directors may prescribe.

Chapter X.

Of the Consulting Physicians and Surgeons.

1. The consulting Physicians and Surgeons shall be considered as counselors, and shall be invited to attend at all capital operations, &c., and no capital operation shall be performed against the advice of a majority of such Board, except as specified in Chap. VII, Para. 6. They shall give their counsel in all cases when called upon by the Surgeon-in-Chief.

2. Each consulting Physician and Surgeon shall have the privilege of introducing students to see the practice of the house on the days and at the hours appointed by the Surgeon-in-Chief, with his consent.

3. One fourth of the Board shall be on duty for three months in each year; during their term of service they shall inspect the Institution, in company with the Surgeon-in-Chief or Assistant, once during each week, and on each visit they will report in writing, in a book kept for that purpose, the condition of the building and patients.

Chapter XI.

Of the Matron.

1. The Matron is the housekeeper of the establishment, under the general direction of the Surgeon-in-Chief. She shall have the immediate oversight and direction of its domestic management, and shall superintend and direct the cooking and distribution of food; shall see that the supply is sufficient, and of good quality, and in all cases precisely in accordance with the orders of the Surgeon-in-Chief.

2. She shall visit all patients in the Institution at least once every day, and if any complaints are made by the patients, of incivility, want of proper attention, or improper conduct by the nurses, she shall report the same to the Surgeon-in-Chief on his next morning visit.

3. She shall have charge of and be responsible for all the furniture of the establishment, including bed-linen, &c. The daily marketing shall be done by herself or under her supervision.

4. The Matron will receive visitors, wait upon them through such parts of the building as the Surgeon-in-Chief may direct, and perform any other in-door service he may require.

5. She shall keep a correct account of the reception and discharge of patients and the terms of their admission; make out the bills for their board, and receive payment for the same; and all moneys received by her belonging to the Hospital shall be paid to the Treasurer at the end of each week, or as much oftener as he may direct.

Chapter XII.

Of the Nurses and Employees.

1. The Nurses shall treat the patients with uniform kindness and respect, evince good will, interest, and sympathy; and never address a patient coarsely or with rudeness.

2. Any complaints made to the nurses by the patients shall be immediately reported to the Matron.

3. Under no circumstances will a nurse or other employee be allowed to inform any visitor of the nature of disease from

which a patient may be suffering, nor will they be allowed to speak with disrespect of any Officer of this Institution, under pain of immediate dismissal.

4. Employees will not be permitted to absent themselves from the Institution without first obtaining the consent of the Surgeon-in-Chief, or, in his absence, of his representative, and in all cases they will be subject to such regulations as he may find necessary to establish.

Chapter XIII.

Of Patients.

1. Patients will be admitted to private rooms in the Institution on the payment of not less than $6 per week: the amount to vary with the room occupied and the attendance required. Board payable weekly, in advance. This includes medicines, medical and surgical attendance.

2. Patients will be admitted to the free beds of the Institution by an order from Secretary of the Interior, the Governor of the District of Columbia, or the Surgeon General United States Army.

3. No patient will be admitted without being first examined by the Surgeon-in-Chief and receiving his approval.

4. Patients will be discharged by order of the Surgeon-in-Chief only.

5. No patient will be admitted who may be suffering from a contagious or permanently incurable disease.

Chapter XIV.

Of Visitors.

1. Visitors may be admitted between the hours of 10 A. M. to 4 P. M., on Tuesdays and Fridays of each week, or at other times by special permission of the Surgeon-in-Chief.

2. No visitors will be allowed to carry articles of diet to patients, unless by permission of the Surgeon-in-Chief.

3. No gentlemen will be permitted to visit the patients in this Institution, except by permission of the Surgeon-in-Chief.