

RULES AND REGULATIONS
OF THE
Magdalen Asylum,
OR INDUSTRIAL
HOUSE OF REFUGE
FOR FEMALES.

INSTITUTED A.D. 1853,
And Supported by Voluntary Contributions.

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1876.

MAGDALEN ASYLUM,

OR

INDUSTRIAL HOUSE OF REFUGE.

RULES FOR MANAGEMENT.

RULE 1ST. The Institution shall be managed by a Committee of ladies, and their report shall be given in at the Annual Meeting in January.

2nd. The immediate superintendence of this Institution shall devolve upon the Matron, who, under the Committee, shall be guided by prescribed rules. Two members of Committee shall visit the Refuge in the manner and at the times hereinafter specified. Any protestant minister resident in the city shall have the right of visiting the Refuge subject to Rule 6th.

3rd. Great care must be exercised in deciding upon applications for admission;—guarding, on the one hand, against receiving those who, from caprice or from the temporary advantages afforded, seek only a temporary lodging; and, on the other hand, en-

deavouring to afford the means of reformation to every fallen woman, without reference to creed or origin, who seriously desires to amend her life.

4th. Great attention shall be paid to the communications from those who apply to the Asylum for servants ; and when families shall receive any of the inmates they shall promise to correspond with the Secretary respecting her subsequent conduct ; of which a record shall be kept.

5th. The members of Committee shall endeavour to procure employment for those who shall have given satisfaction in the asylum ; they shall exert themselves to restore to favour and confidence such penitents as may have parents or relations in the country ; and further they shall supply with what may be necessary those who have to journey a distance to join their friends or enter service.

6th. No strangers shall have access to the Asylum, or be allowed to address the inmates, without the special permission of a member of committee ; and the Matron shall be most careful to prevent infraction of this rule ; but it shall not operate to prevent the friends of the Matron from visiting her in her own apartments at fit and proper times.

7th. There shall be religious services in the Asylum every Sabbath day ; and it shall be the duty of the Secretary to see that this regulation is duly attended to.

8th. The Committee shall hold a meeting on the first Wednesday of each month at 3 o'clock, when they shall inspect the house, examine the accounts.

order payments, and transact other occurent business.

9th. The Committee shall at each monthly meeting appoint a sub-committee of visitors for the month, consisting of eight members, or two for each week, and it shall be the duty of the visitors of the past and present weeks to meet at the Home with the Secretary and (if possible) with a Directress, every Wednesday at 3 o'clock, for the purpose of arranging the visitation for at least three days in each week, receiving and discharging inmates, and attending generally to the prescribed duties of visitors.

10th. No by-law shall be passed unless it shall have been proposed at the preceding monthly meeting of the Committee.

11th. The meetings of the Board shall be opened with prayer.

12th. The Committee shall elect by ballot annually from their number six Directresses, a Treasurer and Secretary.

13th. DUTIES OF DIRECTRESSES.—One of their number shall be present and preside at all meetings of Committee, and no special meeting shall be held without the written sanction of at least one Directress, upon receiving a written requisition from at least three members of Committee.

14th. DUTIES OF VISITORS.—The visitors shall, during the term of appointment, exercise a general supervision over the internal affairs of the Institution; see that the laws are duly enforced, and give religious counsel and instruction to the inmates as

they have opportunity: and no member or officer shall interfere with the internal management of the Asylum except in the discharge of their special duties, or through the visitors, or at the meetings of committee or sub-committee.

15th. DUTIES OF SECRETARY.—The Secretary shall keep an accurate record of the proceedings of all meetings, giving the resolutions submitted in full, with the names of their movers and seconders; and shall conduct all correspondence under the direction of the Committee and Directresses. Notices of meetings shall be posted by the Secretary to each member of committee in all cases, two days before the meeting is held.

16th. DUTIES OF TREASURER.—The duty of Treasurer shall be to keep a detailed account of the receipts and expenditure, and of work done by the inmates. She shall receive the subscriptions and make out the monied list of subscribers, and pay current expenses. The Directresses and Secretary shall see that the books and documents necessary to an examination of the affairs of the Institution be ready periodically.

17th. ORDER OF MEETINGS.—The lady presiding shall at all meetings take the chair at ten minutes after the appointed hour; and after calling to order and prayer shall request the Secretary to read the minutes of the previous meeting, and shall then submit briefly the various items of business for the day. These shall then be discussed separately in order, and all desultory conversation shall be reserved until business duties are fully discharged and the meeting declared adjourned.

THE MATRON.

1st. The Matron shall keep a book in which she shall record the name of every one admitted, the date of each admission, her age and religious denomination, the place of her nativity, and her own remarks upon the character and conduct of those received while in the Refuge, and the time and circumstances of their discharge from the Institution.

2nd. The business of the day shall commence by the matron reading a portion of the Holy Scriptures, accompanied with the singing of a psalm or hymn, (if practicable) and with prayer; and it shall be closed in a similar manner; and both by word and deed the Matron shall endeavour to recommend the religion of the Gospel to those under her charge, always bearing in mind that the salvation of one is vastly more important than the mere outward reformation of many.

3rd. The Matron shall apportion to the inmates their proper employment for the day, and instruct them in all such handiwork as may not only help to defray the expenses of the Institution, but also tend to form habits of industry, which shall best qualify them to earn for themselves a suitable and honest maintenance.

4th The Matron, (assisted by members of committee) shall at all times exert herself to procure such work as may be adapted to the women under her care, and at the same time profitable to the Institution; and she shall insist upon diligence during

the hours of employment, as well as correctness in the performance of their tasks; and further, the Matron shall not absent herself from the Home beyond what the necessary duties of her office may require, without the consent of the Committee.

5th. Applicants shall be received into the Asylum by the Matron on presenting an order to that effect, signed by a member of Committee.

6th. In case of sickness, the matron shall immediately notify the attending physician, and shall abide by his prescriptions.

7th. The Matron shall make out a list of articles required during the week, and present it to the weekly committee at the time of their visit.

8th. The assistant or sub-Matron shall, in the absence of the Matron, see that all directions given by her shall be faithfully carried out. Also it shall be her duty to attend to the sewing, &c., &c., done in the work room, taking care that all the inmates detailed for work there, are in their places at the proper hours, that they only leave the room by her permission, and return in due time, and keep such order generally as shall tend to the comfort and real benefit of all entrusted to her.

RULES AND DUTIES OF THE INMATES.

1st. All the inmates who are in health shall rise at 6 a.m., in summer, and 6½ in winter. Before leaving their rooms, they shall open the windows

and spread out the bed clothes, and then assemble for family worship and breakfast, after that make their beds, and then go to their daily work. At 12 o'clock they shall dine, and at 1 return to their occupations till 5 p.m., tea and recreation till 6; from 6 to 8 work, and at 8 family worship, after which the inmates shall retire to rest.

2nd. While engaged in the morning and evening worship, due decorum and attention shall be maintained; and during the hours of work, peace and good order shall be preserved. Gossip, exciting or insulting language, and any allusion to past character (except in the way of humiliation and thankfulness,) shall be most strictly prohibited.

3rd. Implicit obedience to the Matron, and due respect to her assistant and also to visitors, shall be invariably required of all the inmates of the Asylum; and every phrase, gesture, and their whole conduct, whether towards each other or those who may come into their presence, shall be regulated by kindness and propriety.

4th. None of the inmates shall hold any intercourse with their friends or former associates and acquaintances, either by conversation or writing, except through the Matron, who shall hear or read all communications that may be necessary.

5th. The inmates shall not be permitted to leave the Asylum until the end of twelve months, or until proper provision shall have been made for them; and only under the authority of the committee or weekly visitors.

6th. Inmates shall be expelled for wilful and habitual violation of any of the rules and regulations; or for any other deliberate offence opposed to the object and design of the institution.

7th. No inmate after running away will get any clothes that may belong to her except at a WEEKLY meeting.

8. No one running away a *second* time will be re-admitted except at a WEEKLY meeting.

9th. The inmates to wear such a dress as may be thought proper and becoming by the committee; the hair to be plainly confined in a net or by a comb.
