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Dr Taylor

BY-LAWS

OF THE

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New-York Dispensary.

INSTITUTED 1790.

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"I WAS SICK AND YE VISITED ME."
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New-York:

JOHN W. AMERMAN, PRINTER,
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1875.

BY-LAWS.

BE it ordained by the Trustees of the NEW-YORK DISPENSARY, 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of the said corporation; and that all other By-Laws, rules and regulations heretofore made be, and the same are hereby repealed.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 ANNUAL ELECTION.

ARTICLE I.—The annual election of the class of Trustees whose term shall then expire shall be held on the second Monday in January, in every year, at the Dispensary Building, and shall begin at four and close at five o'clock, P. M. The Secretary shall give public notice of every such election in two of the daily newspapers, designating the time and place.

ART. II.—The election shall be by ballot, and under the direction of three of the Trustees, to be appointed by the Board as Inspectors, and who, or a majority of them, shall preside at and conduct the election, and keep a poll-list, in which they shall enter the names of the voters. Should no two of the Inspectors attend, the vacancies may be filled by the Trustees present.

ART. III.—As soon as the poll is closed, the Inspectors shall examine the ballots, and execute a certificate under their hands and seals, declaring who are the seven persons having a majority of the whole number of votes ; and they shall report the same at the next stated meeting of the Board, to be entered on the records of the Society.

The Secretary shall give notice, without delay, to the persons so elected.

ART. IV.—At the first stated meeting of the Trustees after every annual election, they shall, by ballot, elect one of their number as President, one as Vice-President, one as Treasurer, and one other as Secretary.

CHAPTER II.

DUTIES OF THE OFFICERS AND TRUSTEES.

ARTICLE I.—The stated meetings of the Board of Trustees shall be held in the Dispensary Building, corner of Centre and White streets, on the third Monday of every month, at such hour as the Board may designate from time to time by resolution.

Special meetings may be held at any time, on the requisition of the President, or of any two Trustees.

ART. II.—Seven Trustees, including the President or Vice-President, or Chairman for the time being, shall be a quorum for transacting all business, except the election of officers, or the alienating or mortgaging any of the real estate of the corporation ; for which purpose, the consent of a majority of all the Trustees shall be held necessary.

ART. III.—The President, or in his absence the Vice-President, and in case of the absence of both of these officers, one of the Trustees, to be chosen President *pro tem.*, shall preside at the meetings of the Board, and

regulate the proceedings. In case of an equal division of the Trustees on any question, he shall have an additional and casting vote. He shall appoint all Committees, unless otherwise directed by the Board. It shall be the further duty of the President to visit the Dispensary at least once in every month, to inspect the general state of the Institution, and to report his observations thereon in the Book of Minutes of the Visiting Committee.

ART. IV.—When the office of President shall be vacant, or when the President shall be absent, the Vice-President shall succeed to all his rights and duties.

ART. V.—The Treasurer shall have the custody of all bonds, title-deeds and other papers and documents relating to the property of the corporation. He shall open an account with one of the banks in the city, in the name of the corporation, in which he shall deposit all moneys immediately on his receiving them. He shall have authority to let such part of the building as the Trustees may direct to be hired out, and to collect and receive all moneys which may be due to the Institution, and may employ a collector to collect rents, to solicit subscriptions and donations, and to receive, in his name, the sums due from annual subscribers, and may allow a commission therefor.

The Treasurer shall keep an account of all moneys received and paid by him, and once a year, in the month of January, or oftener, if required by the Board, he shall render a statement of the same to the Trustees, who shall appoint two of their number to audit his accounts.

ART. VI.—The Secretary shall be the custodian of the seal, and shall give special notice to each Trustee of all meetings of the Board, and shall attend the same, and keep accurate minutes of all the proceedings, and transcribe them in a book kept for that purpose. He shall also give notice to the Trustees of their appointment on

Committees, and also to the Physicians, of their appointment under Article IX.

ART. VII.—It shall also be the duty of each of the Trustees to visit the Dispensary at least once in every month; and the time of such visit, with any remark they may think proper, shall be entered on the book of the Visiting Committee; and whenever so inclined, they may visit patients, either in company with the Physician or not.

ART. VIII.—At the meeting of the Trustees in January of each year, there shall be appointed the following Standing Committees:

1. A *Visiting Committee*, to consist of three Trustees, whose term of office shall be one month. The appointment and arrangement of this Committee shall be made for the year; and it shall be the duty of any Trustee so appointed to provide the attendance of another Trustee in case of his inability to attend.

It shall be the duty of this Committee to visit the Dispensary on every Tuesday morning; and each member of the Committee, at least once more during the same week, at such time as he may choose, to examine into all the detail of the operations, and to see that the duties of the Physicians, Apothecary and other officers and servants of the Dispensary are faithfully performed.

If complaints be made of neglect or misconduct on the part of any Physician, or of the Apothecary or other officer, it shall be the duty of the Committee to investigate the same, and, if necessary, report the facts to the Board. They shall keep a minute-book, in which they shall enter the time of each visit at the office, and any transactions or remarks they may think proper; which book shall be produced and read at every stated meeting of the Board.

The Visiting Committee for the month may grant leave

of absence to any Physician or other officer until the next meeting of the Board, and with the approbation of the Board, may extend the same for a longer period. Satisfactory arrangements must, however, be previously made for the performance of the duties of such absentee during his absence.

2. *A Committee of Supplies*, consisting of three Trustees, whose duty shall be to purchase, on the most advantageous terms, all articles wanted for the use of the Institution, and to designate the druggists and dealers from whom medicines and other supplies shall be purchased.

3. *A Committee of Conference*, consisting of two Trustees, whose duty it shall be to confer with like Committees from the other Dispensaries on all subjects of interest to the Dispensaries in general, especially with regard to appropriations or donations from the Legislature or Corporation.

4. *A Committee of Repairs*, to consist of the President and two Trustees, who shall have a general care of the building and premises, and keep them in repair.

5. *A Committee on Medical Appointments*, consisting of three Trustees, to whom shall be referred all applications for Medical appointments. Said Committee to examine and report upon the same to the Board for their action.

ART. IX.—Annually, in the month of February, the Trustees shall appoint one House Physician, one Assistant House Physician, four District and thirty-one Attending Physicians, six Consulting Physicians and Surgeons, a Director of the Vaccine Department, a Dental Surgeon, an Apothecary and an Assistant Apothecary. All such appointments shall take effect on the first day of May thereafter. Appointments to all such offices

made prior to February, 1876, shall expire on the 1st May, 1876.

These officers shall be removable at any time by the Trustees for sufficient cause.

The Physicians must be nominated as candidates at a meeting previous to their election.

ART. X.—Candidates for appointment as Physicians to the Dispensary shall address a written application to the Trustees to that effect, and accompany it with a certificate of recommendation for the office, signed by at least three Consulting Physicians or Surgeons.

ART. XI.—Immediately after the annual appointment of Physicians, the names of those elected shall be published by the Secretary, in one or more daily newspapers.

ART. XII.—A report on the state of the Institution shall be prepared and published annually in the month of January, copies of which shall be presented to the Legislature and Common Council.

ART. XIII.—The Secretary and House Physician, with the aid of the Committee on Medical Appointments, shall constitute a Standing Committee, with power to publish such portions of the monthly reports of the Physicians as they may judge expedient.

CHAPTER III.

GENERAL REGULATIONS.

ARTICLE I.—The Dispensary Territory, (comprising all that portion of the city within the following named boundaries, to wit: Beginning at the foot of Spring-street, North River; along Spring-street to Broadway; up Broadway to Fourteenth-street; along Fourteenth-

street to First Avenue; down First Avenue, Allen-street, Division-street and Pike-street to the East River; thence down the East River, around the Battery and up the North River to the point of beginning, and including both sides of the boundary streets, except Spring-street,) shall be divided into four districts, namely:

First District.—This shall comprise all that portion of the city below a line from the North River; through Chambers-street to the East River, including both sides of the boundary streets.

Second District.—This shall be bounded on the south by Chambers-street; on the west by the North River; on the north by Spring-street, and on the east by Marion and Centre streets, including both sides of the boundary streets, except Chambers-street, and that portion of Spring-street lying west of Broadway.

Third District.—This shall be bounded on the south by Chambers-street; on the west by Centre-street; on the north by Canal, Allen and Pike streets, and on the east by the East River; including both sides of the boundary streets, except Chambers and Centre streets.

Fourth District.—This shall be bounded on the south by Canal-street; on the west by Centre and Marion streets and Broadway; on the north by Fourteenth-street, and on the east by First Avenue and Allen-street.

ART. II.—The office of the Dispensary shall be kept open daily, except on Sundays and holidays, from nine o'clock in the morning until six o'clock in the evening. On Sundays and holidays the office hours shall be from nine to ten, A. M., for the dispensing of medicines.

The Fourth of July, Thanksgiving, Christmas and New Year's Day, Washington's Birth Day and Election Day are to be considered as holidays.

ART. III.—The two sexes shall be kept separate in the reception room, and patients, when prescribed for and furnished with medicines, shall retire without delay.

ART. IV.—All applicants for medical advice, with the exception of lying-in women, shall be deemed objects of this charity ; and no Physician shall receive any compensation from Dispensary patients for services rendered.

Lying-in women, not being proper objects of this charity, should be recommended to the Lying-in Asylum.

ART. V.—Medical students shall have the privilege of attending at the Dispensary, but are in no case whatever permitted to prescribe for or operate on any patient.

Their attendance may be interdicted at any time, for sufficient cause, by the Visiting Committee.

ART. VI.—No smoking of tobacco shall be allowed in any of the rooms occupied by the Dispensary.

ART. VII.—Every Physician and Dentist attending at the Dispensary, shall each day enter in the attendance book the actual time of his entering upon his duties on such day.

ART. VIII.—Every Physician, on accepting appointment in any department, shall, before entering upon the duties of his office, subscribe an obligation in the following form :

OBLIGATION.

The undersigned, in accepting the office conferred upon him by the Trustees of the New-York Dispensary, having carefully read the By-Laws which prescribe the duties of the said office, hereby pledges himself to a strict compliance therewith, and also to give one month's notice to the Board of Trustees of his intended resignation.

CHAPTER IV.

OF THE HOUSE PHYSICIAN.

ARTICLE I.—The House Physician, besides his duties specified in the following articles, shall be charged with the general supervision of the business of the Dispensary, including the duties of all the Physicians and other officers and servants.

He shall attend daily at the Dispensary, (Sundays and Holidays excepted,) from 10 o'clock, A. M., till 4 o'clock, P. M.

ART. II.—He shall have a general care of the Dispensary ; shall see that the offices and rooms are kept clean and in good order ; shall keep an inventory of all surgical instruments ; be accountable for the same, and shall see that they are kept in serviceable condition. For these purposes he shall, with the consent of the Visiting Committee, incur such current expenses as the good of the Institution may require ; reporting to the Trustees, at the next stated meeting, the objects of the outlay, its amount, and the persons employed.

ART. III.—He shall facilitate, as much as possible, the business of the Physicians, and in the absence of any Attending Physician, shall prescribe for the patients of his hour, until a substitute is provided ; shall see that the books are neatly and regularly kept, and that the entries are made accurately, and without inconvenience to the patients.

ART. IV.—He shall at all times have access to the Apothecary's Shop, and supervision over this department. He shall sign all orders for articles for the Apothecary's Shop in the "*Order-Book*," when satisfied of their propriety and necessity, and shall keep in his possession the Apothecary's *Pass-Book*.

ART. V.—He shall have charge and custody of all supplies for the Apothecary's Department that may be purchased in quantity, and shall issue them to the Apothecary as they may be needed.

ART. VI.—He is also authorized to receive, in behalf of the Dispensary, any fee that patients may be inclined to give for vaccination, or any medical or surgical treatment derived from the Dispensary.

ART. VII.—He shall enter, in a book kept for the purpose, all sums received, and account for the same to the Trustees monthly.

ART. VIII.—The House Physician shall make a written monthly report to the Trustees upon the general condition of the Dispensary, specifying the number of persons vaccinated at the Dispensary and at their houses, the quantity of *virus* sold or given away, the condition of the instruments and apparatus of the Dispensary, and containing such other matters as they may require.

He shall prepare and present to the Board, in January, an annual report, which shall be a summary of the monthly reports, and shall also embrace the whole number of patients under treatment during the year; the number affected by each disease; the results, especially the deaths, with the disease, so resulting; the number cured, relieved; &c., whether attended at the Dispensary or in the Districts. He shall also state any facts of general interest connected with the practice of the Dispensary, such as the prevalence at any part of the year of peculiar diseases, the state of the weather at such time, or any other cause which may have given rise to such diseases, &c.

In preparing the annual report, the Physicians shall give the House Physician any assistance he may call for.

The annual report shall be subject to the inspection of the other Physicians before it is submitted to the Board of Trustees.

CHAPTER V.

OF THE ASSISTANT HOUSE PHYSICIAN.

ARTICLE I.—The Assistant House Physician, after having served a term of two years, shall not be eligible for re-appointment to the same office.

ART. II.—The Assistant House Physician shall attend at the Dispensary daily, (Sundays and Holidays excepted,) from 10 o'clock, A. M., till 4 o'clock, P. M. He shall aid the House Physician when required, and supply his place in his absence.

ART. III.—He shall perform vaccination, and, as far as possible, ascertain in all cases of vaccination that the disease has properly taken. He shall obtain, and, as far as possible, keep on hand at the office, a full supply of vaccine virus for the use of the Dispensary, for subscribing Physicians, and for sale.

He shall keep a *Vaccination Register*, in which shall be entered, in separate columns, the names and particulars of each case, whether in or out door, and by whom vaccinated.

He shall also keep a *Vaccine Account-Book*, in which he shall enter the quantity of virus sold and given away, and the names of the persons to whom it is delivered.

He shall account regularly to the Director of the Vaccine Department for all moneys received from the sale of vaccine virus.

ART. IV.—He shall perform the operation of venesection, cupping, &c., when required by the Attending Physicians, and shall see that good order is maintained among the patients while waiting to be prescribed for.

CHAPTER VI.

OF THE CONSULTING PHYSICIANS AND SURGEONS.

Consulting Physicians and Surgeons are expected to give counsel in difficult cases, when solicited to that effect by the Physicians of the Dispensary, and also to be present and aid in any important surgical operation to be performed on any patient of the Institution.

CHAPTER VII.

OF THE ATTENDING PHYSICIANS.

ARTICLE I.—It shall be the duty of the Attending Physicians to attend regularly at the Dispensary on the days and during the hours assigned them for duty, and to prescribe for all patients coming under their charge.

ART. II.—They shall enter, in a Register-Book provided for the purpose, the number, name, age, residence, disease, &c., of every patient for whom they shall prescribe, and also the prescription given to every patient.

ART. III.—They shall furnish every patient prescribed for with a card and prescription paper, such as are provided for the purpose, and shall accompany the same with plain and explicit directions how to take their medicines.

ART. IV.—In case any Attending Physician is not present at the Dispensary at the expiration of a quarter of an hour after his regular time of attendance, the House Physician shall cause the patients of his class to be prescribed for without further delay.

ART. V.—No Attending Physician shall prescribe

during his hour for patients not belonging to the class under his charge, but shall refer such patients to the House Physician to be attended to.

ART. VI.—No Physician not connected with the Dispensary by appointment of the Trustees shall be allowed to prescribe for any patients of the Dispensary except by direction of the Visiting Committee.

ART. VII.—The allotment of the hours of attendance at the Dispensary shall be made by the House Physician, under the direction of the Committee on Medical Appointments.

CHAPTER VIII.

OF THE DISTRICT PHYSICIANS.

ARTICLE I.—No District Physician, who shall have served a term of three years, dating from the 1st May, 1875, or thereafter, shall be eligible for re-appointment to the same office.

ART. II.—Each of the four Dispensary Districts shall be under the charge of a District Physician, who shall reside in his District, and shall visit such patients, at their residence therein, as are unable to attend at the Dispensary, as often as their cases require.

ART. III.—Each of the District Physicians shall enter in a Register Book, to be provided for the purpose and kept at his office, the name, age, sex, residence, disease, &c., of every Dispensary patient visited by him, together with the result of treatment. He shall also enter in a Prescription Book, to be provided for the purpose, all prescriptions for medicines given to Dispensary patients under his charge, writing the prescriptions upon the prescription papers to be provided for that purpose.

ART. IV.—Applications for medical attendance in the districts may be made at the residence of the District Physician, as well as at the Dispensary, and should always be made, when practicable, before 11 o'clock, A. M.

ART. V.—The Register Book and the Prescription Book shall be sent to the Dispensary for the inspection of the Trustees at every monthly meeting of the Board, but they shall at all times be accessible to any of the Trustees and the House Physician.

ART. VI.—The District Physicians shall take notice of any accumulations of filth, defective drainage, or other causes noxious to health, and report the same, as well as the existence of cases of contagious or infectious disease, to the Board of Health, for correction. Such report shall be made without delay, by means of printed blanks provided for that purpose.

ART. VII.—Each District Physician shall prepare a written monthly report to the Trustees of the number of patients attended during the month, and such other particulars as may be prescribed in the printed forms provided for the purpose. Said report shall be made out and ready in season to be submitted by the House Physician at the monthly meeting of the Trustees.

ART. VIII.—They shall facilitate the performance of vaccination in their respective districts, in co-operation with the House Physician and the Director of the Vaccine Department.

ART. IX.—In case of absence from duty on account of sickness or other reasonable cause, notice thereof shall be given to the House Physician, and a substitute shall be provided. Such a substitution must be, however, only for a short time, unless sanctioned by the Visiting Committee.

ART. X.—In cases of emergency, where the Physician of the district to which the case belongs cannot be found, it shall be the duty of any Physician of the Dispensary, who may be first applied to, to attend without delay to the case in question.

CHAPTER IX.

OF THE DIRECTOR OF THE VACCINE DEPARTMENT.

ARTICLE I.—The Director of the Vaccine Department shall have the oversight and direction of the practice of vaccination in the Dispensary and in the districts.

ART. II.—He shall at all times keep on hand a supply of vaccine virus for the use of the Dispensary, and for sale to the medical profession.

ART. III.—He shall make a report to the Board of Trustees at every monthly meeting of the disbursements and receipts from sales of vaccine virus, and an annual report of the transactions of the year connected with his Department, which latter report shall be presented to the Board of Trustees at their meeting in January.

CHAPTER X.

OF THE DENTAL SURGEON.

ARTICLE I.—The Dental Surgeon shall attend daily at the Dispensary, (Sundays and public holidays excepted,) during such hours as may be directed by the Board, and perform all such dental operations for patients at the Dispensary as may be required.

ART. II.—He shall present monthly and annual Reports of the doings of his Department in the same manner as the Director of the Vaccine Department.

CHAPTER XI.

OF THE APOTHECARY, ETC.

ARTICLE I.—The Apothecary and his Assistant shall attend in the office during the hours specified for its being kept open in Art. II., Chapter III., except one hour to each, separately, for dinner; that of the Apothecary not until after two o'clock.

ART. II.—He shall carefully observe economy in all things pertaining to his department, and be accurate in the delivery of medicines. In no case is he to change or alter the prescriptions of the Physicians, or substitute one medicine for another, without their knowledge and consent.

He is to permit no one but the House Physician and Trustees to enter or remain unnecessarily in the office.

ART. III.—He shall prepare and compound the medicines prescribed by the Physicians; but no medicine shall be dispensed to patients without written directions from the Physicians, entered upon appropriate paper.

ART. IV.—He shall in January take an inventory of all the medicines and other property belonging to his department, and submit the same to the Board at its next stated meeting.

ART. V.—He shall not be allowed to pursue any private medical practice.

ART. VI.—All medicines shall, so far as may be practicable, be purchased in their simple state, and be compounded by him.

ART. VII.—Liquid medicines, intended to be taken in tablespoonful doses, shall not be furnished to patients in quantities exceeding four fluid ounces, at one time; and liquid medicines intended to be taken in teaspoonful doses, shall not be furnished in quantities exceeding two fluid ounces at one time. Cinchona, and its preparations, should be substituted for Quinia, when a tonic effect only is required. Infusions should be substituted for tinctures, when practicable. Bandages, lint and adhesive plaster shall only be furnished to patients for the purpose of being applied at the Dispensary, except in special cases.

ART. VIII.—He shall cause all articles purchased on credit for his department to be immediately entered by the persons of whom they are bought, in a *Pass-book*, designating date, quantity, kind and price. The *Pass-book* shall be placed in the custody of the House Physician.

ART. IX.—He shall keep an *Order-book*, and shall enter therein all articles required from time to time, for the supply of the Apothecary's Shop. The signatures of the President or Vice-President, and of the House Physician to each order in the book, shall be requisite to render the same valid.

ART. X.—He shall report monthly to the Trustees upon the general condition of his department, and shall confide this report to the custody of the House Physician.

ART. XI.—The Assistant Apothecary shall perform all services connected with the operations of the Dispensary, which may be required of him by the Apothecary.

CHAPTER XII.

OF THE BY-LAWS.

Unless by unanimous consent, no alteration shall be made in the By-Laws or Regulations, until they are reduced to writing, and notice given at a previous meeting of the Board.