MANUAL
OF
THE SAMARITAN HOSPITAL
SCHOOL OF NURSING
ALUMNI, INC.



(Organized January, 1903
Incorporated April, 1945)

And

SAMARITAN HOSPITAL
SCHOOL OF NURSING
ALUMNI ASSOCIATION
CHARITABLE FOUNDATION

(Established 1986)

**SAMARITAN HOSPITAL**

**SCHOOL OF NURSING ALUMNI, INC**.

The Samaritan Hospital School of Nursing Alumni, Inc. was organized in January, 1903 and incorporated in April, 1945.

**ABSTRACTS FROM
ARTICLES OF INCORPORATION**

**ARTICLE I**

This Association shall be known as the Samaritan Hospital School of Nursing Alumni, Inc.

**ARTICLE II—Objectives**

Section A For mutual help and improvement in professional

 work and for promotion of good fellowship

 among graduates of this school.

Section B For the advancement of the interests of the

 Samaritan Hospital School of Nursing.

Section C In cooperation with The Northeast New York

 Professional Nurses’ Organization, Inc. to work for

 the promo­tion of the professional and educational

 advance­ment of nursing.

**ARTICLE III**

The territory in which its operations are principally to be con­ducted is Albany, Columbia, Rensselaer, Saratoga, Schoharie, Warren and Washington Counties in the State of New York.

**ARTICLE IV**

The city and county in which its office is to be located is the City of Troy, County of Rensselaer, State of New York.

**ARTICLE V**

The number of its directors is to be not less than three nor more than thirteen.

**BY-LAWS of
SAMARITAN HOSPITAL
SCHOOL OF NURSING ALUMNI, INC.**

**ARTICLE I - MEMBERS**

A. Membership shall consist of three types:

1. **Sustaining** - All graduates of the Registered Nurse Pro­gram and the Practical Nurse Program of the Samaritan Hospital School of Nursing, Troy, New York, who do not qualify as either Life members or Honorary members.
2. **Life** - all graduates of the Samaritan Hospital School of Nursing who:
3. Have permanently retired from the practice of nurs­ing due to disability **or**
4. Have been a graduate of the School of Nursing for 40 years and a sustaining member for the previous five years.
5. **Honorary-persons** whom the membership wishes to honor because of distinguished service rendered to this Corpo­ration.

B. **Dues**-

1. Annual dues for sustaining members shall be a sum fixed by the Board in advance from time to time and payable as of the first day of January in each year. There shall be no dues for Life and Honorary members.
2. If any sustaining member has not paid the annual dues by February 1st, such member forfeits all privileges for that year. Payment of dues after February 1st restores only voting and social privileges for that fiscal year.

C. **Privileges**—

Sustaining, except as provided in B-2 above, and Life mem­bers shall enjoy all benefits and rights of membership in the Corporation. Honorary members shall be conferred social privileges only.

D. **Meetings**-

1. Meetings shall be held within the State of New York.

2. The Annual dinner meeting shall be held on the second Tuesday of May in each year at such a place as the Board may from time to time select.

3. A regular dinner meeting shall be held on the second Tuesday of November in each year at such a place as the Board may from time to time select.

4. Special meetings may be called by the Board or on writ­ten request of ten members of the Corporation.

5. Notice of all meetings shall comply with requirements of appropriate New York State Law.

6. 10% of the sustaining and life membership as of a date 20 days before the date of the meeting shall constitute the number of members required to constitute a quorum for such meeting.

7. The record date for determining members entitled to vote at any meeting of the membership shall be 20 days be­fore the date of the meeting.

8. A majority vote shall be necessary for a motion or propo­sition to become an act.

**ARTICLE II - DIRECTORS**

1. **Board of Directors** - The business of the Corporation shall be managed by its Board of Directors, each of whom shall be at least 18 years of age and must be sustaining or life mem­bers in good standing in the Corporation.
2. **Number of Directors** - The number of Directors shall be not less than three nor more than thirteen.
3. **Election of Directors** - The Directors shall serve the term for which they have been elected. Upon expiration of the term of office of the members of the Board, successors shall be elected at the next annual membership meeting to serve for a period of two years and until a successor has been elected and qualified.
4. **Removal of Directors** - Any or all Directors may be removed for cause by vote of the members or by vote of the Directors provided there is a quorum of not less than a majority present at the meeting of Directors at which such action is taken.
5. **Resignation of Directors** - A Director may resign at any time by giving written notice to the Board, the President or the Secretary of the Corporation. Unless otherwise specified in the notice, the resignation shall take effect upon receipt thereof by the Board or such officer, and acceptance thereof shall not be required to make it effective.
6. In the event of a vacancy on the Board of Directors, the Board, in its discretion, by a vote of a majority of Directors then in office, may elect or appoint a successor to fill the vacancy until the next annual meeting at which the election of Direc­tors is in the regular order of business, until a successor is elected or appointed and qualified.
7. **Compensation** - No compensation shall be paid to Directors, as such, for their services, but by resolution of the Board a fixed sum and expenses for actual attendance at each regular or special meeting of the Board may be authorized. Nothing herein contained shall be construed to preclude any Director from serving the Corporation in any other capacity and re­ceiving compensation therefor.
8. **Quorum** - A majority of the entire Board shall constitute a quorum for the transaction of business or of any specified item of business.
9. **Action of the Board** - Unless otherwise required by New York State law, the vote of a majority of the Directors present at the time of the vote, if a quorum is present at such time, shall be the act of the Board. Each Director shall have one vote.
10. **Place and time of Board Meetings** - The Board shall hold its meetings at the Samaritan Hospital School of Nursing Troy, New York, or at such other place, within the State of New York, as it may from time to time determine.
11. **Regular Annual Meeting** - A regular annual meeting of the Board shall be held immediately following the annual meet­ing of the members at the place of such annual meeting of members.
12. **Notice of Meeting of the Board**, Adjournment -
13. Regular meetings of the Board may be held without no­tice at such time and place as it shall from time to time determine. Special meetings of the Board shall be held upon notice to the Directors and may be called by the President upon three days' notice to each Director; special meetings shall be called by the President or by the Secretary in a like manner on written request of two Directors. Notice of a meeting need not be given to any Director who submits a waiver of notice whether before or after the meeting or who attends the meeting without protesting prior thereto or at its commencement, the lack of notice.
14. A majority of the Directors present, whether or not a quo­rum is present, may adjourn any meeting to another time and place. Notice of the adjournment shall be given to all directors who were absent at the time of the adjournment and, unless such time and place are announced at the meeting, to the other Directors.

M. **Executive and Other Committees** -

1. The Board shall, at its regular annual meeting, designate from among its members an Executive Committee con­sisting of five members.
2. The President with the approval of the Board may desig­nate from among its members the following standing committees, each to consist of at least one Director and two or more active members and to serve at the pleasure of the Board.
3. Courtesy
4. Communications
5. District Liaison
6. Finance
7. Mosley Fund
8. Seber Fund
9. Welsh Fund
10. Belknap Fund
11. History Committee
12. Special committees as the Board from time to time may deem desirable.

*Revised 2015*

**ARTICLE III - COMMITTEES**

1. **Executive Committee** - Shall consist of current officers of the Board of Directors appointed by the Board at the Regular Annual Meeting of the Board. Shall have the power of the Board when the Board is not in session, as directed by the Board and according to rules described by the Board. Any action of the Executive Committee shall be acted upon by the Board at the next Board Meeting. The executive committee shall not modify any action taken by the board.
2. **Courtesy Committee** - Shall consist of at least two members selected by the Chairperson and approved by the Board of Directors. Shall provide suitable memorials for the bereaved. Shall pro­vide suitable remembrance for the sick and shut-in at appro­priate times. Shall administer the Courtesy Fund.
3. **Communications Committee** - Shall consist of at least two members selected by the Chairperson and approved by the Board of Directors. Shall maintain current membership files. Shall disseminate necessary mailings in cooperation with Officers and Committee Chairpersons. Shall notify Corpo­ration members of the time and place of meetings.
4. **District Liaison Committee** - Shall consist of at least two members selected by the Chairperson and approved by the Board of Directors. Shall act as liaison between The Northeast New York Professional Nurses’ Organization, Inc. and the Corporation. Shall bring to the atten­tion of the Corporation all bills and newly enacted laws and other pertinent information affecting the nursing profession.
5. **Finance Committee** - Shall consist of at least two members selected by the Chairperson and approved by the Board of Directors. Shall be accountable for the earnings of the permanent funds of the Corporation.
6. **Mosley Fund Committee** - Shall consist of at least two members selected by the Chairperson and approved by the Board of Directors. Shall administer all earnings thereof of the Mosley Fund.
7. **Seber Fund Committee** - Shall consist of the Treasurer and at least one additional member selected by the Chairperson and approved by the Board of Directors. Shall administer all earnings thereof of the Seber Fund.
8. **Welsh Fund Committee** - Shall consist of at least two members selected by the Chairperson and approved by the Board of Directors. Shall administer all earnings thereof of the Welsh Fund.
9. **Belknap Fund Committee** - Shall consist of at least two members selected by the Chairperson and approved by the Board of Directors. Shall administer all earning thereof of the Belknap Fund.
10. **History Committee** - Shall consist of at least two members selected by the Chairperson and approved by the Board of Directors. Said committee will provide progress reports on request of the President
11. From time to time the President may appoint from the mem­bership, **ad hoc committees** for the purpose of social, fund­raising or other activities as an occasion may deem neces­sary. Said committee will provide progress reports on request of the President and submit a written report to the Secretary, for the permanent record, upon completion of the assignment.
12. That no such committee shall have authority as to the fol­lowing matters:
13. The submission to members of any action requiring members' approval.
14. The filling of vacancies in the Board of Directors or in any committee.
15. The fixing of compensation of the Directors for serving on the Board or on any committee.
16. The amendment or repeal of the by-laws or the adoption of new by-laws.
17. The amendment or repeal of any resolution of the Board which by its terms shall not be so amendable or able to be repealed.

*Revised 2015*

**ARTICLE IV - OFFICERS**

1. **Offices, Election, Term**
2. The Board shall elect or appoint from its members a Presi­dent, a Vice President, a Secretary, a Treasurer, who shall have such duties, powers and functions as hereinafter provided.
3. All officers shall be elected or appointed to hold office for two (2) years.
4. Each officer shall hold office for the term as elected and or appointed and until a successor has been elected or appointed and qualified.
5. **Removal, Resignation, Salary, etc.**
6. Any officer elected or appointed by the Board may be removed by the Board with just cause.
7. In the event of the death, resignation or removal of an officer, the Board in its discretion may elect or appoint a successor to fill the unexpired term.
8. Any two or more offices may be held by the same per­son, except the offices of President and Secretary.
9. The Directors may require any officer to give security for the faithful performance of his duties.
10. **The President** shall**:**
11. Be the chief executive officer of the Corporation.
12. Preside at all meetings of the members and of the Board.
13. Have the management of the business of the Corporation.
14. See that all orders and resolutions of the Board are car­ried into effect.
15. **The Vice President** shall**:**
16. Assume all the powers and functions of the President during any absence or disability.
17. Complete arrangements for the annual and regular mem­bership meeting.
18. Serve as a member of the Mosley Fund Committee.
19. **The Secretary** shall:
20. Attend all meetings of the Board and of the members.
21. Maintain a permanent record of all votes and minutes of all proceedings.
22. Give or cause to be given notice of all meetings of the Board.
23. Keep in safe custody the seal of the Corporation and af­fix it to any instrument when authorized by the Board.
24. When required, prepare or cause to be prepared and avail­able at each meeting of members a certified list in alpha­betical order of the names of members entitled to vote thereat.
25. Keep all the documents and records of the Corporation as required by law or otherwise in a proper and safe man­ner.
26. **The Treasurer** shall:
27. Have the custody of Corporation Funds and maintain record of all Corporation Securities and Assets.
28. Keep full and accurate accounts of receipts and disburse­ments in the Corporation books.
29. Deposit all money and other valuables in the name and to the credit of the Corporation in such depositories as may be designated by the Board.
30. Disburse the funds of the Corporation as may be ordered or authorized by the Board and preserve proper vouchers for such disbursements.
31. Render to the President and Board at the regular meet­ings of the Board, or whenever they require it, an ac­count of all transactions as Treasurer and of the finan­cial condition of the Corporation.
32. Render a full financial report at the annual meeting of the members if so requested.
33. Be furnished by all Corporation officers and agents at request, with such reports and statements as may be re­quired as to all financial transactions of the Corporation.
34. **Sureties and Bonds**

In case the Board shall so require, any officer or agent of the Corporation shall execute to the Corporation a bond in such sum and with such surety or sureties as the Board may di­rect, conditioned upon the faithful performance of said officer's or agent's duties to the Corporation; and including responsibility for negligence and for the accounting for all property, funds or securities of the Corporation, which may come into said officer's or agent's hands.

**ARTICLE V - CORPORATE SEAL**

The seal of the Corporation shall be circular in form and bear the name of the Corporation. The seal may be used by causing it to be impressed directly on the instrument or writing to be sealed, or upon adhesive substance affixed thereto.

**ARTICLE VI- EXECUTION OF INSTRUMENTS**

All Corporation instruments and documents shall be signed or counter-signed, executed, verified or acknowledged by such of­ficer or officers or other person or persons as the Board may from time to time designate.

**ARTICLE V11 - FISCAL YEAR**

The fiscal year shall begin the first day of January in each year.

**ARTICLE VIII - REFERENCES TO
CERTIFICATE OF INCORPORATION**

Reference to the certificate of incorporation in these By-Laws shall include all amendments thereto or changes thereof unless specifically excepted.

**ARTICLE IX - PERMANENT FUNDS**

The Blanche E. Welsh Fund, the William F. and Josephine H. Seber Scholarship Fund, the Winifred A. Mosley Fund and the Belknap Scholarship Fund shall constitute the Permanent Funds of the Corporation and no part of the principal thereof shall be expended. The Finance Committee shall be accountable for the earnings of these Funds.

**ARTICLE X - WILLS AND OTHER**

**MONETARY DONATIONS**

The funds donated to the Corporation by will or other monetary donations, unless specifically designated, shall be placed in a temporary account until the next membership meeting at which time the membership will decide on its deposition.

**ARTICLE XI - BYLAW CHANGES**

A. Amendment, Repeal, Adoption

The By Laws may be adopted, amended or repealed by the members at the time they are entitled to vote in the election of Directors. By Laws may also be adopted, amended or re­pealed by the Board of Directors but any By Law adopted, amended or repealed by the Board may be amended by the members entitled to vote thereon as herein before provided. *Revised 2015*

**CHARTER MEMBERS**Mrs. Charles Sweet, R.N., Deceased
Miss Emma Decker, R.N., Deceased
Mrs. Ward E. Grant, R.N., Deceased
Miss Katherine Lanning, R.N., Deceased
Miss Catherine E. Newton, R.N., Deceased
Miss Betzy Schjoren, R.N., Deceased
Mrs. Alice E. Smith, R.N., Deceased
Mrs. Frank T. Smith, R.N., Deceased
Mrs. Surse Taylor, R.N., Deceased
Miss Rose Wagner, R.N., Deceased

**HONORARY MEMBERS**Mrs. Henry Colvin, R.N., Deceased
Miss Grace E. Allison, R.N., Deceased
Mrs. Walter P. Warren, Deceased
Miss Gertrude S. Norton, Deceased
Miss Marline M. Lander, R.N. Deceased

Mrs. Ruth Brelsford, Deceased
Elizabeth Palmer, M.D., Deceased
Miss Leora E. Belknap, R.N., Deceased

Susan Birkhead DNS MPH RN

**ARTICLE XII – FUNDS AND COMMITTEES**

**COURTESY FUND**

The Courtesy Fund was created to provide suitable memori­als for the bereaved and to provide suitable remembrances for the sick and shut in at appropriate times. Monies for the Cour­tesy Fund are obtained from annual dues and donations made by alumni or other

interested persons. Specific donations intended it the Courtesy Fund must be so specified by the donor.

All donations will be used following the prevailing rules and under the Courtesy Fund name. All donor names will be recorded in the Courtesy Fund ledger.

**COURTESY COMMITTEE RULES**

1. The Courtesy Committee will be responsible for the ad­ministration of the Courtesy Fund.
2. The Courtesy Fund is a separate financial account of Sa­maritan Hospital School of Nursing Alumni, Inc. to pro­vide:
	1. Suitable memorials for the bereaved.
	2. Suitable remembrances for the sick and shut-in at ap­propriate times.
3. Meetings will be held twice a year.
4. The Chairperson is to notify each member of the Com­mittee one week previous to the meetings.
5. Three members of the committee must be present to con­stitute a quorum for any decision.
6. Ten dollars will be contributed to the Leora Belknap Scholarship Fund as a memorial for the bereaved for the following:
7. Any graduate of the Samaritan Hospital School of Nursing.
8. The spouse of any graduate.
9. The parents of any graduate.
10. The child of any graduate.
11. The sibling of any graduate.
12. Any honorary member of the Corporation.

The Alumni Treasurer, upon notification by the committee will send the contribution to the "Leora Belknap Scholarship Fund" account. The Chairperson of the Courtesy Committee will also send an appropriate note to the bereaved family notifying them of this contribution. The Courtesy Chairperson will inform the chairperson of the Leora Belknap Scholarship Fund for the permanent record with the name of the person in whose memory the contribution is being made.

1. Fiscal year of the Courtesy Committee is January 1st to December 31st.
2. Donations for the Courtesy Fund must be so specified by the donor; all donations will be used

following the prevailing rules and under the Courtesy Fund name. All donors' names will be recorded in the Courtesy Fund led­ger.

1. The above rules will be reviewed on a yearly basis, subject to change upon approval of the Directors of the Cor­poration. Rules and revisions thereof will be filed with the Alumni Secretary as a permanent record

*Revised 2015*

**WINIFRED A. MOSLEY FUND**

The Winifred A. Mosley Fund was created in 1985 through funds left to the Corporation in the last will and testament of Winifred A. Mosley 1926. The Mosley Funds are permanent funds and only the earnings may be used therefrom. Earnings of the fund are used for communication activities, to improve atten­tive and participation in the membership meetings and for charita­ble donations.

**WINIFRED A. MOSLEY FUND COMMITTEE RULES**

1. Mosley Funds are permanent funds and only the earn­ings may be used therefrom.
2. Meetings will be held twice yearly before the annual and regular Alumni meetings. Special meetings will be held as required.
3. The Committee Chairperson will notify each member of the Committee one week prior to each meeting.
4. The purposes of the Mosley Fund include:
5. Administration of funds for communication activities.
6. Administration of funds to improve attendance and participation in the membership meetings.
7. Administration of funds for charitable donations.
8. Up to one half of the earnings of the Fund may be used to pay expenses incurred by the Communications Com­mittee in the performance of its routine functions.
9. Up to one half of the earnings of the Fund may be used to pay expenses associated with the annual and regular membership meetings.
10. Any remaining funds will be used for charitable dona­tions, the recipients of which will be chosen by the Com­mittee with approval of the Board of Directors.
11. The Committee will, in cooperation with the Vice Presi­dent, plan the annual and regular membership meetings.
12. The representative from the Communications Committee will report communication expenses at each Mosley Fund Committee meeting.
13. Funds from the Mosley Fund account will be dispersed by the Alumni Treasurer.

*Revised 2015*

**WILLIAM F. AND JOSEPHINE H. SEBER
SCHOLARSHIP FUND**

The William F. and Josephine H. Seber Scholarship Fund was created in 1973 through funds left to the Samaritan Hospital School of Nursing Alumni, Inc. in the last will and testament of Sarah Etola Peck, 1918. Miss Peck's will states that the Fund is “*to be used to provide scholarships for the study of nursing. This fund is to be made available, from time to time, at the discretion of said Corporation to young women who desire to become regis­tered nurses or to registered nurses who desire to do graduate study in nursing, but who need financial assistance in order to do so.*” Male graduates of Samaritan Hospital School of Nursing, enrolled in graduate study in nursing, are eligible for Seber funds.

**WILLIAM F. AND JOSEPHINE H. SEBER
SCHOLARSHIP FUND RULES**

1. The William F. and Josephine H. Seber Scholarship Fund inheritance are permanent funds and only the earnings may be used therefrom.
2. Meetings are held following the Spring and Fall se­mesters. Special meeting are held as required.
3. The Fund Chairperson shall notify each member of the Committee at least one week prior to any meeting. Spe­cial meetings shall require a minimum of 48 hours’ notice.
4. Three members must be present at any meeting to con­stitute a quorum.
5. Applicants shall be:
6. Any Samaritan graduate who is a member of the Alumni, Inc. in good standings i.e. Has paid yearly dues for the current year prior to February 1st of said year OR
7. A female student in the Registered Nurse program of the Samaritan Hospital School of Nursing upon recom­mendation of the Director of the School of Nursing. First consideration will be given to students who are daugh­ters of members in good standings in the Alumni, Inc.
8. Applicants must be matriculated into a nursing program.
9. Applications may be obtained from the financial aid officer at the School of Nursing or downloaded from the alumni/school of nursing website.
10. Applications must be received by the Seber Fund Com­mittee at least one month prior to the beginning of the semester or course. **Applications are for one semester only.** Reapplication is necessary for any ensuing semes­ter. Applications for retroactive payment cannot be hon­ored. Information received on the application will be held in confidence by the Seber Fund committee.
11. Scholarship awards will be based on financial need, num­ber of eligible candidates and total funds available. *Ev­ery effort will be made to utilize all available funds.* A lifetime total of $2,500.00 in award money shall be set as a limit for any one applicant. If an applicant presents an unusual situation, the application may receive special consideration.
12. Scholarship awards will be made payable to the awardee. The awardee will:
13. Sign a statement verifying the funds will be solely for educational purposes.
14. Return any refunds derived from the Seber Scholar­ship award on withdrawal from the program or courses.
15. Return award receipt and evidence of course enroll­ment verified by bursar/registrar.

Failure to adhere to any of the above will eliminate eligibility for future Seber Fund Awards.

1. Applicants will be notified of the decision of the Seber Fund Committee following the application evaluation meeting. All awards to scholarship recipients enrolled in the Samaritan Hospital School of Nursing will be made directly to the bursar’s office. Other scholarship applicants (graduate students) will receive their award by mail.
2. Seber Scholarship Fund books are to be reviewed each January with Alumni books.
3. Fiscal year of the Seber Scholarship Fund is January 1st to December 31st.
4. Donations intended for the Seber Scholarship Fund must be so specified by the donor. These donations will be used following the prevailing rules and under the Seber Scholarship Fund name. All donors’ names will be re­corded in the Seber Scholarship Fund ledger.
5. The above rules will be reviewed on a yearly basis, sub­ject to change and upon approval of the Directors of the Corporation; rules and any revision thereof will be filed with the Alumni Secretary as a permanent record.

*Revised 2015*

**BLANCH E. WELSH FUND**

The Blanch E. Welsh Fund was created in 1968 through funds left to the Corporation in the last will and testament of Blanche E. Welsh, 1906. The membership voted to "establish a fund for the sick and/or disabled nurses which shall henceforth be referred to as the Blanch E. Welsh Fund."

The Fund has been designated as a permanent fund of the Corporation and no part of the principal thereof shall be expended. The Finance Committee is accountable for the earnings of the Fund.

**BLANCH E. WELSH FUND RULES**

1. Welsh Fund inheritance is a permanent fund and only the earnings may be used therefrom.
2. Meetings will be held at least biannually with additional meetings scheduled as necessary.
3. Fund Chairperson is to notify each member of the Com­mittee one week previous to meeting.
4. Three applications or more require a meeting. Two or less may be done by phone.
5. Three members must be present at a meeting to consti­tute a quorum for any decision including passing appli­cations.
6. All applications will be verified to ensure the applicant is an alumni member in good standing.
7. All checks and applications are to be signed by Fund Chairperson and Fund Treasurer.
8. The Fund will pay a maximum of $200.00 to a member in any one calendar year. The number of applications received and available funds will be held in confidence by the Welsh Fund Committee.
9. Applications for the yearly fund will be required for our files and eligibility of all will be determined by the Com­mittee and the applicant will be notified of the decision of the Committee. Information received in the applica­tion form will be held in confidence by the Welsh Fund Committee.
10. Each application must be accompanied by a copy of the doctor's or hospital bill. This is required by our accoun­tant.
11. Applications may be obtained from any member of the Welsh Fund committee. Correspondence should ad­dressed to:

Welsh Fund Chairperson

Samaritan Hospital School of Nursing

Alumni Office @ St. Mary's Hospital

1300 Massachusetts Ave.

Troy, NY 12180

1. Welsh Fund books are to be reviewed each January with Alumni books.
2. Fiscal year of Welsh Fund is January 1st to December 31st.
3. Welsh Fund payment will be retroactive for one year.
4. Donations intended for the Welsh Fund must be so specified by the donor. These donations will be used follow­ing the prevailing rules and under the Welsh Fund name. All donor names will be recorded in the Welsh Fund led­ger.
5. The above rules will be reviewed on a yearly basis, sub­ject to change and upon approval of the directors of the Corporation; rules and any revisions thereof will be filed with the Alumni Secretary as a permanent record.

*Revised: 2015*

**LEORA E. BELKNAP SCHOLARSHIP FUND**

The Leora E. Belknap Scholarship Fund was created in 1991 through funds given to the Samaritan Hospital School of Nursin­g Alumni, Inc. to establish a lasting memorial to Miss Belknap. The original donor stated that the fund should be used "*as schol­arship assistance for a Samaritan graduate of the Registered Nursing Program of the Samaritan Hospital School of Nursing who is matriculated into the Masters level program in nursing*". Scholarship assistance is available to a Samaritan graduate matriculated into a Doctoral program in Nursing.

**LEORA E. BELKNAP SCHOLARSHIP RULES**

1. The Leora E. Belknap Scholarship fund are permanent
funds and only the earnings may be used therefrom.

2. Meetings will be held twice annually. Special meetings will be held as required.

3. Three (3) members must be present at a meeting to con­stitute a quorum for any decision including passing of applications.

4. Applicants must be:

1. Graduates of the Registered Nursing Program of the Samaritan Hospital School of Nursing, either life mem­bers of the Alumni or sustaining members who have paid dues by February 1st of the current membership year AND
2. Matriculated into a Master’s program in nursing OR
3. Matriculated into a Doctoral program in nursing.

 5. Scholarship grants will be made payable to the awardee

* who shall sign a statement that the funds will be used solely for educational purposes.
* who receives an official grade of B or better.

If the awardee withdraws from the program, any refunds derived from the Belknap scholarship will be returned to the Belknap Scholarship Fund.

6. The Leora E. Belknap Scholarship Fund books are to be reviewed each January.

7. Fiscal year of the Belknap Scholarship Fund is January 1st to December 31st.

8. Donations intended for the Belknap Scholarship Fund must be so specified by the donor. These donations will be used following the prevailing rules under the Belknap Scholarship Fund name. All donor names will be re­corded in the Belknap Scholarship Fund ledger. Acknowl­edgments will be sent to the donors by the Chairperson of the Committee.

9. The total estimated operational expense budget should be sent to the Alumni Treasurer in November of each year.

10. The above rules will be reviewed on a yearly basis, sub­ject to change and approval of the Directors of the Alumni, Inc. rules and any revisions thereof will be filled with the Alumni Secretary as a permanent record.

*Revised: 2015*

**HISTORY COMMITTEE**

The History Committee became a permanent standing committee in August 2011. This committee will identify and take steps to evaluate and preserve memorabilia and artifacts that are donated to the Samaritan Hospital School of Nursing Alumni, Inc.

**HISTORY COMMITTEE RULES**

1. Meetings are to be held at least biannually with additional meetings as necessary.
2. The Chairperson is to notify each member of the Committee one week previous to the meeting.
3. This Committee will have at least three members consisting of Alumni members who have an interest in history. The Chairperson shall be a member of the Board and report to the board the History Committee’s activities.
4. A complete accounting of our holdings and acquisitions will be logged into the Archival Record.
5. Any cultural items may be displayed during gatherings of the Alumni Membership or the School of Nursing to further acquaint the public and membership with our School’s historical past.

*Implemented 2015*

**ARTICLE XIII – REGULATORY POLICIES**

**FORM 990 REVIEW POLICY**

All members of the Board of Samaritan Hospital School of Nursing Alumni, Inc., will receive a copy of the Federal form 990 and the accompanying financial statements prior to the filing deadline for their review. This copy can be delivered electronically or in paper form. The directors will direct any questions to the Treasurer within 5 business days of receipt.

**PUBLIC DISCLOSURE OF DOCUMENTS**

The general public is welcome to examine the governing documents of Samaritan Hospital School of Nursing Alumni, Inc., including the Form 990, annual financial statements, and bylaws including the conflict of interest

policy. These documents are available for inspection by a request to the President of the Board.

**JOINT VENTURES**

Samaritan Hospital School of Nursing Alumni, Inc., has never participated in joint ventures with taxable entities. If a situation arises where that might be a possibility, the Corporation will take the necessary steps to safeguard the organization’s 501(c)(3) exempt status.

**CONFLICT OF INTEREST POLICY**

All directors and officers will disclose annually any interest that could give rise to conflicts. This includes having a direct business relationship with Samaritan Hospital School of Nursing Alumni, Inc., an indirect business relationship through ownership of more than 35% of another entity that has a direct business relationship with Samaritan Hospital School of Nursing Alumni, Inc., a family member with such a relationship, or a director who serves as an officer, director or member of an entity doing business with Samaritan Hospital School of Nursing Alumni, Inc. The President of the Board will regularly and consistently monitor and enforce compliance with this policy.

No conflicted person may be present at or participate in Board or committee deliberations or vote on any matter relating to the conflict, or seek to influence improperly the deliberations or vote on the matter.

The existence and resolution of the conflict shall be documented in the corporation’s records, including minutes of any meeting where the conflict is discussed or voted on.

Prior to the initial election of any director and annually thereafter, each director shall submit to the Board of Directors a signed written statement identifying, to the best of the director’s knowledge, (1) any entity of which the director is an officer, director, trustee, member, owner or employee, with which the alumni association has a relationship and (2) any transaction in which the alumni association is a participant and in which the director might have a conflicting interest.

The Board shall oversee the adoption and implementation of, and compliance with, any conflict of interest policy adopted by the Samaritan Hospital School of Nursing Alumni, Inc.

*Implemented 2015*

**DOCUMENT RETENTION AND DESTRUCTION POLICY**

Purpose

In accordance with the Sarbanes-Oxley Act, which makes it a crime to alter, cover up, falsify, or destroy any document with the intent of impeding or obstructing any official proceeding, this policy provides for the systematic review, retention and destruction of documents received or created by Samaritan Hospital School of Nursing Alumni, Inc. in connection with the transaction of organization business. This policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept and how records should be destroyed. The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records and to facilitate Samaritan Hospital School of Nursing Alumni, Inc. operations by promoting efficiency.

Document Retention

Samaritan Hospital School of Nursing Alumni, Inc. follows the document retention procedures outlined below. Documents that are not listed, but are substantially similar to those listed in the schedule, will be retained for the defined length of time.

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Emergency Planning

Samaritan Hospital School of Nursing Alumni, Inc. records will be stored in a safe, secure and accessible manner. Documents and financial files that are essential to keeping Samaritan Hospital School of Nursing Alumni, Inc. operating in an emergency will be duplicated or backed up at least every week and maintained off site.

Document Destruction

Samaritan Hospital School of Nursing Alumni, Inc. Treasurer is responsible for the ongoing process of identifying its records, which have met the required retention period and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appear imminent. Destruction will be reinstated upon conclusion of the investigation.

Compliance

Failure on the part of any director or officer to follow this policy can result in possible civil and criminal sanctions against Samaritan Hospital School of Nursing Alumni, Inc. and possible disciplinary action against responsible individuals. The Treasurer will periodically review these procedures with legal counsel or the organization’s certified public accountant to ensure that they are in compliance with new or revised regulations.

*Implemented 2016*

**WHISTLEBLOWER POLICY**

Purpose

Samaritan Hospital School of Nursing Alumni, Inc. is committed to high standards of ethical, moral and legal business conduct. It is the intent of Samaritan Hospital School of Nursing Alumni, Inc. to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization’s goal of legal compliance. The support of all directors is necessary to achieving compliance with various laws and regulations. In line with this commitment, and the commitment of Samaritan Hospital School of Nursing Alumni, Inc. to open communications, this policy aims to provide an avenue for directors and members to raise concerns and reassurance that they will be protected from reprisals for whistle blowing.

This whistle blowing policy is intended to cover protections for a director, officer or member who raises concerns regarding Samaritan Hospital School of Nursing Alumni, Inc. such as concerns regarding: incorrect financial reporting; unlawful activity; activities that are not in line with any Samaritan Hospital School of Nursing Alumni, Inc. policy; or activities which otherwise amount to serious improper conduct.

Procedure

If any director or employee reasonably believes that some policy, practice, or activity of Samaritan Hospital School of Nursing Alumni, Inc. is in violation of law, a written complaint must be filed with the Board President, unless the Board President is a party to the complaint, then to the next appropriate officer.

A director or member is protected from retaliation only if the director or member brings the alleged unlawful activity, policy, or practice to the attention of Samaritan Hospital School of Nursing Alumni, Inc. and provides the organization with a reasonable opportunity to investigate and correct the alleged unlawful activity.

Samaritan Hospital School of Nursing Alumni, Inc. will not retaliate against a director or member who in good faith, has made a protest or raised a complaint against some practice of Samaritan Hospital School of Nursing Alumni, Inc. or of another individual or entity with whom Samaritan Hospital School of Nursing Alumni, Inc. has a business relationship, on the basis of a reasonable belief that the practice is in violation or law, or a clear mandate of public policy.

*Implemented 2015*

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**SAMARITAN HOSPITAL SCHOOL OF NURSING ALUMNI ASSOCIATION CHARITABLE FOUNDATION**

The Samaritan Hospital School of Nursing Alumni Association Charitable Foundation was established in September, 1986.

By-Laws state the Foundation was organized to receive and administer funds for scientific, educational and charitable pur­poses within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1954.

Information pertaining to tax exempt status may be obtained by writing to the Alumni Office

**BY-LAWS of
SAMARITAN HOSPITAL**

**SCHOOL OF NURSING ALUMNI ASSOCIATION
CHARITABLE FOUNDATION**

**ARTICLE I - OFFICES**

The principal office of the corporation shall be in the City of Troy, County of Rensselaer, State of New York. The Corporation may also have offices at such other places within or without this state as the board may from time to time determine or the busi­ness of the corporation may require.

**ARTICLE II - PURPOSES**

The purposes for which this corporation has been organized are as follows:

To receive and administer funds for scientific, educational, and charitable purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code of 1954 and to that end to hold any property, or any undivided interest therein, without limitation as to amount of value; to dispose of any such property and to invest, reinvest, or deal with the principal or the income in such manner as, in the judgment of the directors, will best promote the pur­poses of the Corporation without limitation, except such limita­tions, if any, as may be contained in the instrument under which such property is received, this Certificate of Incorporation, the By-Laws of the Corporation, or any applicable laws; to do any other act or thing incidental to or connected with the foregoing purposes or in advancement thereof, but not for the pecuniary profit or financial gain of its directors or officers except as per­mitted under the Not-for-Profit Corporation Law.

No part of the net earnings of the Corporation shall inure to the benefit of any member, trustee, officer of the Corporation, or any private individual (except that reasonable compensation may be paid for services rendered to or for the Corporation affecting one or more of its purposes), and no member, trustee, officer of the Corporation, or any private individual shall be entitled to share in the distribution of any of the corporation assets or dissolution of the Corporation. No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting, to influence legislation, and the Corporation shall not participate in or intervene in (including the publication or distribution of statements) any political campaign on behalf of my candidate for public office.

The Corporation shall distribute its income for each taxable year at such time and in such manner as not to become subject to the tax on undistributed income imposed by Section 4942 of the Internal Revenue Code of 1954, or corresponding provisions of my subsequent federal tax laws.

The Corporation shall not engage in any act of self-dealing as defined in Section 4941 (d) of the Internal Revenue Code of 1954, or corresponding provisions of any subsequent federal tax laws.

The Corporation shall not retain any excess business holdings a defined in Section 4943(c) of the Internal Revenue Code of 954, or corresponding provisions of any subsequent federal laws.

The Corporation shall not make any investments in such manner as to subject it to tax under Section 4944 of the Internal Revenue Code of 1954, or corresponding provisions of any subsequent federal tax laws.

The Corporation shall not make any taxable expenditures as defined in Section 4945 (d) of the Internal Revenue Code of 1954 or corresponding provisions of any subsequent federal tax laws.

Notwithstanding any other provision of this certificate, the Corporation shall not carry on any activities not permitted by an organization exempt under Section 501(c) (3) of the Internal Revenue Code and its Regulations as they now exist or as they may be amended, or by an organization, contributions to which re deductible under Section 170(c) (2) of such Code and Regulations as they now exist or as they may be amended.

Upon the dissolution of the Corporation or the winding up of is affairs, the assets of the Corporation shall be distributed exclusively to charitable, religious, scientific, testing for public safety, literary, or educational organizations which would then Ratify under the provisions of Section 501 (c) (3) of the Internal Revenue Code and its Regulations as they now exist or as they may be amended.

The Corporation is formed for charitable purposes.

**ARTICLE III - MEMBERSHIP**

**1. Qualifications for Membership**

Must be a member in good standing of the Samaritan Hospital

School of Nursing Alumni, Inc.

**2. Membership Meetings**

The annual membership meeting of the corporation shall be held on the 2nd Tuesday of May. Each year except that if such day be a legal holiday then in that event the directors shall fix a day not more than two weeks from the date fixed by these by-laws. The secretary shall cause to be mailed to every member in good standing at his address as it appears on the mem­bership roll book of the corporation a notice stating the time and place of the annual meeting.

Regular meetings of the corporation shall be held on the 2nd Tuesday of November. In each year and at such place as the Board may from time to time select.

The presence at any membership meeting of not less than Ten percent (10%) members shall constitute a quorum and shall be necessary to conduct the business of the corporation; however, a lesser number may adjourn the meeting for a period of not more than three (3) weeks from the date scheduled by the by-laws and the secretary shall cause a notice of the rescheduled date of the meeting to be sent to those members who were not present at the meeting originally called. A quorum as hereinbefore set forth shall be required at any adjourned meeting.

A membership roll showing the list of members as of the record date, certified by the secretary of the corporation, shall be pro­duced at any meeting of members upon the request therefor of any member who has given written notice to the corporation that such request will be made at least ten days prior to such meeting. All persons appearing on such membership roll shall be entitled to vote at the meeting.

**3. Special Meetings**

Special meetings of the corporation may be called by the di­rectors. The secretary shall cause a notice of such meeting to be mailed to all members at their addresses as they appear in the membership roll book at least ten days but not more than fifty days before the scheduled date of such meeting. Such notice shall state the date, time, place and purpose of the meeting and by whom called.

No other business but that specified in the notice may be trans­acted at such special meeting without the unanimous consent of all present at such meeting.

**4. Fixing Record Date**

For the purpose of determining the members entitled to notice of or to vote at any meeting of members or any adjournment thereof, or to express consent to or dissent from any proposal without a meeting, or for the purpose of determining the mem­bers entitled to receive any distribution or any allotment of any rights, or for the purpose of any other action, the board shall fix, in advance, a date as the record date for any such determination of members. Such date shall not be more than fifty nor less than ten days before any such meeting, nor more than fifty days prior to any other action.

**5. Action by Members with a Meeting**

 Whenever members are required or permitted to take any action by

 vote, such action may be taken without a meeting by written

 consent, setting forth the action so taken, signed by all he

 members entitled to vote thereon.

**6. Proxies**

Every member entitled to vote at a meeting of members or to express consent or dissent without a meeting may authorize an­other person or persons to act for him by proxy.

Every proxy must be signed by the member or his attorney-in­-act. No proxy shall be valid after the expiration of eleven months from the date thereof unless otherwise provided in the proxy. Every proxy shall be revocable at the pleasure of the member executing it, except as otherwise provided by law.

**7. Order of Business**

The order of business at all meetings of members shall be as

 follows:

1. Roll call
2. Reading of the minutes of the preceding meeting
3. Reports of committees
4. Reports of officers
5. Old and unfinished business
6. New business
7. Adjournments

**8. Membership Dues**

 There will be no membership dues.

*Revised 2015*

**ARTICLE IV - DIRECTORS**

1. **Management** **of** **the** **Corporation**

The corporation shall be managed by the board of directors which shall consist of not less than three directors. Each director shall be at least nineteen years of age.

1. **Election and Term of Office**

At each annual meeting of members the membership shall elect directors to hold office until the next annual meeting. Each di­rector shall hold office until the expiration of the term for which he/she was elected and until his/her successor has been elected and shall lave qualified, or until his prior resignation or removal.

1. **Increase or decrease in Number of Directors**

The number of directors may be increased or decreased by vote of the members or by a vote of a majority of all of the direc­tors. No decrease in number of directors shall shorten the term of my incumbent director.

1. **Newly** **Created** **Directorships** **and** **Vacancies**

Newly created directorships resulting from an increase in the number of directors and vacancies occurring in the board for any reason except the removal of directors without cause may be filled by a vote of a majority of the directors then in office, although less than a quorum exists, unless otherwise provided in the cer­tificate of incorporation. Vacancies occurring by reason of the removal of directors without cause shall be filled by vote of the members. A director elected to fill a vacancy caused by resigna­tion, death or removal shall be elected to hold office for the un­expired term of his predecessor.

1. **Removal** **of** **Directors**

Any or all of the directors may be removed for cause by vote of the members or by action of the board. Directors may be removed without cause only by vote of the members.

1. **Resignation**

A director may resign at any time by giving written notice to the board, the president or the secretary of the corporation. Un­less otherwise specified in the notice, the resignation shall take effect upon receipt thereof by the board or such officer, and the acceptance of the resignation shall not be necessary to make it effective.

1. **Quorum** **of** **Directors**

Unless otherwise provided in the certificate of incorporation, a majority of the entire board shall constitute a quorum for the transaction of business or of any specified item of business.

1. **Action** **of** **Board**

Unless otherwise required by law, the vote of a majority of the directors present at the time of the vote, if a quorum is present at such time, shall be the act of the board. Each director present shall have one vote.

1. **Place** **and** **Time** **of** **Meetings**

The board may hold its meetings at the office of the corpora­tion or at such other places, either within or without the state, as it may from time to time determine.

1. **Regular** **Annual** **Meeting**

A regular annual meeting of the board shall be held immedi­ately following the annual meeting of members at the place of such annual meeting of members.

1. **Notice** **of** **Meetings** **of** **the** **Board**, **Adjournment**

Regular meetings of the board may be held without notice at such time and place as it shall from time to time determine. Spe­cial meetings of the board shall be held upon notice to the direc­tors and may be called by the president upon three days' notice to each director either personally or by mail or by Email; special meetings shall be called by the president or by the secretary in a like manner on written request of two directors. Notice of a meet­ing need not be given to any director who submits a waiver of notice whether before or after the meeting or who attends the meeting without protesting prior thereto or at its commencement, the lack of notice to him.

A majority of the directors present, whether or not a quorum is present, may adjourn any meeting to another time and place. Notice of the adjournment shall be given to all directors who were absent at the time of the adjournment and, unless such time and place are announced at the meeting, to the other directors.

1. **Chairman**

At all meetings of the board the president, or in his absence, a chairman chosen by the board shall preside.

1. **Executive and Other Committees**

The board, by resolution adopted by a majority of the entire board, may designate from among its members an executive committee and other committees, each consisting of three or more directors. Each such committee shall serve at the pleasure of the board.

**ARTICLE V - OFFICERS**

1. **Offices**, **Election**, **Term**

Unless otherwise provided for in the certificate of incorporation, the board may elect or appoint a president, one or more vice-presidents, a secretary and a treasurer, and such other officers as it may determine, who shall have such duties, powers and functions as hereinafter provided. All officers shall be elected or appointed to hold office until the meeting of the board following the annual meeting of members. Each officer shall hold office or the term for which he is elected or appointed and until his successor has been elected or appointed and qualified.

1. **Removal**, **Resignation**, **Salary**

Any officer elected or appointed by the board may be removed by the board with or without cause. In the event of the death, resignation or removal of an officer, the board in its discretion may elect or appoint a successor to fill the unexpired term. Any two or more offices may be held by the same person, except the offices of president and secretary.

The salaries of all officers shall be fixed by the board.

1. **President**

The president shall be the chief executive officer of the corpo­ration; he shall preside at all meetings of the members and of the board; he shall have the general management of the affairs of the corporation and shall see that all orders and resolutions of the board are carried into effect.

1. **Vice**-**President**

During the absence or disability of the president, the vice-president, or if there are more than one, the executive vice-president, shall have all the powers and functions of the president. Each vice-president shall perform such other duties as the board shall prescribe.

1. **Treasurer**

The treasurer shall have the care and custody of all the funds and securities of the corporation, and shall deposit said funds in the name of the corporation in such bank or trust company as the directors may elect; he/she shall, when duly authorized by the board of directors, sign and execute all contracts in the name of the corporation, when countersigned by the president; he/she shall also sign all checks, drafts, notes, and orders for the payment of money; which shall be duly authorized by the board of directors and shall be countersigned by the president; he/she shall at all reasonable times exhibit his books and accounts to any director or member of the corporation upon application at the office of the corporation dur­ing ordinary business hours. At the end of each corporate year, he/she shall have a review of the accounts of the corporation made by a committee appointed by the president, and shall present the results of such review in writing at the annual meeting of the members, at which time he/she shall also present an annual report setting in full the fi­nancial conditions of the corporation.

1. **Secretary**

The secretary shall keep the minutes of the board of directors and also the minutes of the members. He shall have the custody of the seal of the corporation and shall affix and attest the same to documents when duly authorized by the board of directors. He shall attend to the giving and serving of all notices of the corpo­ration, and shall have charge of such books and papers as the board of directors may direct; he shall attend to such correspon­dence as may be assigned to him, and perform all the duties inci­dental to his office. He shall keep a membership roll containing the names, alphabetically arranged, of all persons who are mem­bers of the corporation, showing their places of residence and the time when they became members.

1. **Sureties** **and** **Bonds**

In case the board shall so require, any officer or agent of the corporation shall execute to the corporation a bond in such sum and with such surety or sureties as the board may direct, condi­tioned upon the faithful performance of his duties to the corpora­tion and including responsibility for negligence and for the ac­counting for all property, funds or securities of the corporation which may come into his hands.

**ARTICLE VI SEAL**

The seal of the corporation shall be as follows:



**ARTICLE VII - CONSTRUCTION**

If there be any conflict between the provisions of the certificate of incorporation and these by-laws, the provisions of the certificate of incorporation shall govern.

**ARTICLE VIII - AMENDMENTS**

The by-laws may be adopted, amended or repealed by the members at the time they are entitled to vote in the election of directors. By-laws may also be adopted, amended or repealed by the board of directors but any by-law adopted, amended or re­pealed by the board may be amended by the members entitled to vote thereon as hereinbefore provided.

If any by-law regulating an impending election of directors is adopted, amended or repealed by the board, there shall be set forth in the notice of the next meeting of members for the election of directors the by-law so adopted, amended or repealed, together with a concise statement of the changes made.

*Revised 2015*

**ARTICLE IX - COMMITTEES**

1. Finance Committee - Shall consist of at least two members selected by the Chairperson and approved by the Board of Directors. Shall be accountable for the earnings of the permanent funds if the Association. Shall yearly provide the Board of Directors with a copy of current committee rules and guide lines.
2. Doris Sheldon Fund - The Doris Sheldon Fund was established in 1986 by a gift from Doris Sheldon Collins and her hus­band, Robert Collins to the Samaritan Hospital School of Nursing Alumni Association Charitable Foundation. Per direction of Mr. and Mrs. Collins, the Fund was created to provide financial assistance based on need to graduates of and others associated with the Samaritan Hospital School of Nursing in their retired or more mature years. The intent is to help those with limited resources enjoy a fuller life, particularly when they are no longer gainfully employed.

The Fund is designed as a Permanent Fund of the Foundation and no part of the principal may be expended. The Finance Committee is responsible for the earnings of the Fund.

**DORIS SHELDON FUND RULES**

1. Doris Sheldon Fund monies are permanent funds and only the earnings may be used therefrom.
2. Meetings will be held twice yearly. Special meetings will be held as required.
3. The Committee shall consist of at least three members, two of whom shall be Directors.
4. The Committee Chairperson shall notify each member of the Committee one week prior to meetings
5. Two members shall be present at each meeting to consti­tute a quorum.
6. Applicants to the Doris Sheldon Fund shall be graduates of and others associated with the Samaritan Hospital School of Nursing who are in their retired or more mature years.
7. Application to the Fund may be made by the applicant or by any member of the Alumni Association. Referring in­dividuals must state his/her association with the appli­cant.
8. If a grant is requested for medical reasons, a statement from a doctor explaining the medical need must be pre­sented.
9. Awards are based on need and are not restricted in dura­tion or amount but must be reaffirmed by the Committee at least annually.
10. Documentation of information utilized by the commit­tee in determining need and as the basis for granting re­quests will be kept on file with applications.
11. If a grant is awarded for specific purchases (i.e. medical devices, prostheses, medications) copies of receipts will be requested of the recipient.
12. Awards may be in the form of a monthly or quarterly stipend; a lump sum; the purchase of a prosthesis; or to cover other such need as determined by the Committee.
13. Award checks are to be signed by the Alumni/Founda­tion President and Treasurer.
14. Applications may be obtained from any member of the Committee or by writing to:

Sheldon Fund Chairperson

Samaritan Hospital School of Nursing

Alumni Office @ St. Mary's Hospital

1300 Massachusetts Ave.

Troy, NY 12180

1. Applicants will be notified of awards following review of the application.
2. Sheldon Fund books will be reviewed each January.
3. The fiscal year of the Sheldon Fund will be January 1st to December 31st.
4. The Chairperson of the Committee shall each January notify the original donors of the Fund of the total num­ber of awards and the total funds dispersed during the previous year.
5. Donations to the Doris Sheldon Fund must be so speci­fied by the donor. These donations will be used follow­ing the prevailing rules and under the Doris Sheldon Fund name. All donor names will be recorded in the Doris Sheldon ledger. The original donors shall be notified of such donations by the Chairperson of the Committee.
6. The above rules will be reviewed on a yearly basis, sub­ject to change upon approval of the Directors of the Foun­dation; rules and any revisions thereof will be filed with the Foundation Secretary as a permanent record.
7. The Committee will comply with Section 53.4945-4 (c) (2) of the income tax regulations.

*Revised 2015*

**ARTICLE X – REGULATORY POLICIES**

**FORM 990 REVIEW POLICY**

All members of the Board of Samaritan Hospital School of Nursing Alumni Association Charitable Foundation will receive a copy of the Federal form 990 and the accompanying financial statements prior to the filing deadline for their review. This copy can be delivered electronically or in paper form. The directors will direct any questions to the Treasurer with 5 business days of receipt.

**PUBLIC DISCLOSURE OF DOCUMENTS**

The general public is welcome to examine the governing documents of Samaritan Hospital School of Nursing Alumni Association Charitable Foundation including the Form 990, annual financial statements, and bylaws including the conflict of interest policy. These documents are available for inspection by a request to the President of the Board.

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No conflicted person may be present at or participate in Board or committee deliberations or vote on any matter relating to the conflict, or seek to influence improperly the deliberations or vote on the matter.

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Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appear imminent. Destruction will be reinstated upon conclusion of the investigation.

Compliance

Failure on the part of any director or officer to follow this policy can result in possible civil and criminal sanctions against the Samaritan Hospital School of Nursing Alumni Association Charitable Foundation and possible disciplinary action against responsible individuals. The Treasurer will periodically review these procedures with legal counsel or the organization’s certified public accountant to ensure that they are in compliance with new or revised regulations.

*Implemented 2015*

**WHISTLEBLOWER POLICY**

Purpose

Samaritan Hospital School of Nursing Alumni Association Charitable Foundation is committed to high standards of ethical, moral and legal business conduct. It is the intent of Samaritan Hospital School of Nursing Alumni Association Charitable Foundation to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization’s goal of legal compliance. The support of all directors is necessary to achieving compliance with various laws and regulations. In line with this commitment, and Samaritan Hospital School of Nursing Alumni Association Charitable Foundation’s commitment to open communications, this policy aims to provide an avenue for directors and members to raise concerns and reassurance that they will be protected from reprisals for whistle blowing.

This whistle blowing policy is intended to cover protections for a director, officer or member who raises concerns regarding Samaritan Hospital School of Nursing Alumni Association Charitable Foundation, such as concerns regarding: incorrect financial reporting; unlawful activity; activities that are not in line with any Samaritan Hospital School of Nursing Alumni Association Charitable Foundation policy; or activities which otherwise amount to serious improper conduct.

Procedure

If any director or employee reasonably believes that some policy, practice, or activity of Samaritan Hospital School of Nursing Alumni Association Charitable Foundation is in violation of law, a written complaint must be filed with the Board President, unless the Board President is a party to the complaint, then to the next appropriate officer.

A director or member is protected from retaliation only if the director or member brings the alleged unlawful activity, policy, or practice to the attention of Samaritan Hospital School of Nursing Alumni Association Charitable Foundation and provides the organization with a reasonable opportunity to investigate and correct the alleged unlawful activity.

Samaritan Hospital School of Nursing Alumni Association Charitable Foundation will not retaliate against a director or member who in good faith, has made a protest or raised a complaint against some practice of Samaritan Hospital School of Nursing Alumni Association Charitable Foundation, or of another individual or entity with whom Samaritan Hospital School of Nursing Alumni Association Charitable Foundation has a business relationship, on the basis of a reasonable belief that the practice is in violation or law, or a clear mandate of public policy.

*Implemented 2016*