



See a Social Security Number? Say Something!
Report Privacy Problems to <https://public.resource.org/privacy>
Or call the IRS Identity Theft Hotline at 1-800-908-4490



Form **990-EZ**Department of the Treasury
Internal Revenue Service**Short Form
Return of Organization Exempt From Income Tax**Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code
(except black lung benefit trust or private foundation)

- Sponsoring organizations of donor advised funds and controlling organizations as defined in section 512(b)(13) must file Form 990. All other organizations with gross receipts less than \$500,000 and total assets less than \$1,250,000 at the end of the year may use this form.
- The organization may have to use a copy of this return to satisfy state reporting requirements.

OMB No 1545-1150

2009**Open to Public
Inspection****A** For the 2009 calendar year, or tax year beginning , and ending**B** Check if applicable

- ☐ Address change
- ☐ Name change
- ☐ Initial return
- ☐ Termination
- ☐ Amended return
- ☐ Application pending

Please
use IRS
label or
print or
type
See
Specific
Instruc-
tions**C** Name of organization**CAPITOL CITY MEDICAL TEAMS**

Number and street (or P.O. box, if mail is not delivered to street address)

4950 CHAUNCEY CT SE

Room/suite

City or town, state or country, and ZIP + 4

SALEM**OR 97302****D** Employer identification number**20-4758238****E** Telephone number**503-378-7343****F** Group Exemption

Number

• Section 501(c)(3) organizations and 4947(a)(1) nonexempt charitable trusts must attach a completed Schedule A (Form 990 or 990-EZ).

G Accounting method ☒ Cash ☐ Accrual

Other (specify) ►

I Website: ► **NONE****J** Tax-exempt status (check only one) — ☒ 501(c) (**3**) (insert no) ☐ 4947(a)(1) or ☐ 527**H** Check ☐ if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF)**K** Check ☐ if the organization is not a section 509(a)(3) supporting organization and its gross receipts are normally not more than \$25,000. A Form 990-EZ or Form 990 return is not required, but if the organization chooses to file a return, be sure to file a complete return.**L** Add lines 5b, 6b, and 7b, to line 9 to determine gross receipts. If \$500,000 or more, file Form 990 instead of Form 990-EZ. ► \$ **276,816****Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (See the instructions for Part I)**

Revenue	1	Contributions, gifts, grants, and similar amounts received	1	276,816
	2	Program service revenue including government fees and contracts	2	
	3	Membership dues and assessments	3	
	4	Investment income	4	
	5a	Gross amount from sale of assets other than inventory	5a	
	5b	Less cost or other basis and sales expenses	5b	
	5c	Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)	5c	
	6	Special events and activities (complete applicable parts of Schedule G) If any amount is from gaming, check here ☐		
	6a	Gross revenue (not including \$ of contributions reported on line 1)	6a	
6b	Less direct expenses other than fundraising expenses	6b		
6c	Net income or (loss) from special events and activities (Subtract line 6b from line 6a)	6c		
7a	Gross sales of inventory, less returns and allowances	7a		
7b	Less cost of goods sold	7b		
7c	Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)	7c		
8	Other revenue (describe ►)	8		
9	Total revenue. Add lines 1, 2, 3, 4, 5c, 6c, 7c, and 8	9	276,816	
Expenses	10	Grants and similar amounts paid (attach schedule)	10	
	11	Benefits paid to or for members	11	
	12	Salaries, other compensation, and employee benefits	12	
	13	Professional fees and other payments to independent contractors	13	2,364
	14	Occupancy, rent, utilities, and maintenance	14	
	15	Printing, publications, postage, and shipping	15	
	16	Other expenses (describe ► SEE STATEMENT 1)	16	230,041
	17	Total expenses. Add lines 10 through 16	17	232,405
	18	Excess or (deficit) for the year (Subtract line 17 from line 9)	18	44,411
19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	19	68,960	
20	Other changes in net assets or fund balances (attach explanation)	20		
21	Net assets or fund balances at end of year Combine lines 18 through 20	21	113,371	

Part II Balance Sheets. If Total assets on line 25, column (B) are \$1,250,000 or more, file Form 990 instead of Form 990-EZ

(See the instructions for Part II)

	(A) Beginning of year	(B) End of year
Cash, savings, and investments	68,960	113,371
Land and buildings		
Other assets (describe ► SEE STATEMENT 2)		
Total assets	68,960	113,371
Total liabilities (describe ►)	0	0
27 Net assets or fund balances (line 27 of column (B) must agree with line 21)	68,960	113,371

For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions

Form **990-EZ** (2009)

Expenses

(Required for section 501(c)(3) and 501(c)(4) organizations and section 4947(a)(1) trusts, optional for others)

Describe what was achieved in carrying out the organization's exempt purposes. In a clear and concise manner, describe the services provided, the number of persons benefited, or other relevant information for each program title.

28a	160,196
-----	---------

29a	66,529
-----	--------

32	226,725
----	---------

(e) Expense
account and
other allowances

VAL BELL	SALEM	TREASURER			
4950 CHAUNCEY CT SE	OR 97302	1.00	0	0	0
ERIC MILLER	SALEM	PRESIDENT			
4950 CHAUNCEY CT SE	OR 97302	15 00	0	0	0
PAT MONSON	SALEM	VICE PRES			
4950 CHAUNCEY CT SE	OR 97302	2.00	0	0	0
CHARLOTTE SMITH	SALEM	SECRETARY			
4950 CHAUNCEY CT SE	OR 97302	1.00	0	0	0
JIM TRETT	SALEM	DIRECTOR			
4950 CHAUNCEY CT SE	OR 97302	1 00	0	0	0

Part V Other Information (Note the statement requirements in the instructions for Part V.)

	Yes	No
33 Did the organization engage in any activity not previously reported to the IRS? If "Yes," attach a detailed description of each activity		X
34 Were any changes made to the organizing or governing documents? If "Yes," attached a conformed copy of the changes	X	
35 If the organization had income from business activities, such as those reported on lines 2, 6a, and 7a (among others), but not reported on Form 990-T, attach a statement explaining why the organization did not report the income on Form 990-T		
a Did the organization have unrelated business gross income of \$1,000 or more or was it subject to section 6033(e) notice, reporting, and proxy tax requirements?		X
b If "Yes," has it filed a tax return on Form 990-T for this year?		
36 Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N		X
37a Enter amount of political expenditures, direct or indirect, as described in the instr 37a		
b Did the organization file Form 1120-POL for this year?		X
38a Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still outstanding at the end of the period covered by this return?		X
b If "Yes," complete Schedule L, Part II and enter the total amount involved 38b		
39 Section 501(c)(7) organizations Enter		
a Initiation fees and capital contributions included on line 9 39a		
b Gross receipts, included on line 9, for public use of club facilities 39b		
40a Section 501(c)(3) organizations Enter amount of tax imposed on the organization during the year under section 4911 40a , section 4912 40a , section 4955 40a		
b Section 501(c)(3) and 501(c)(4) organizations Did the organization engage in any section 4958 excess benefit transaction during the year or is it aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I 40b		X
c Section 501(c)(3) and 501(c)(4) organizations Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 40c		
d Section 501(c)(3) and 501(c)(4) organizations Enter amount of tax on line 40c reimbursed by the organization 40d		
e All organizations At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T 40e		X
41 List the states with which a copy of this return is filed 41 OR		
42a The organization's books are in care of ERIC MILLER Telephone no 503-378-7343 4950 CHAUNCEY CT SE Located at SALEM, OR ZIP + 4 97302		
b At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? 42b		X
If "Yes," enter the name of the foreign country 42b See the instructions for exceptions and filing requirements for Form TD F 90-22.1, Report of Foreign Bank and Financial Accounts.		
c At any time during the calendar year, did the organization maintain an office outside of the U S ? 42c		X
If "Yes," enter the name of the foreign country 42c		
43 Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 —Check here 43		
and enter the amount of tax-exempt interest received or accrued during the tax year 43		
44 Did the organization maintain any donor advised funds? If "Yes," Form 990 must be completed instead of Form 990-EZ 44		X
45 Is any related organization a controlled entity of the organization within the meaning of section 512(b)(13)? If "Yes," Form 990 must be completed instead of Form 990-EZ 45		X

Part VI Section 501(c)(3) organizations and section 4947(a)(1) nonexempt charitable trusts only. All section 501(c)(3) organizations and section 4947(a)(1) nonexempt charitable trusts must answer questions 46-49b and complete the tables for lines 50 and 51

	Yes	No
46 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I		X
47 Did the organization engage in lobbying activities? If "Yes," complete Schedule C, Part II		X
48 Is the organization operating a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E		X
49a Did the organization make any transfers to an exempt non-charitable related organization?		X
b If "Yes," was the related organization a section 527 organization?		

50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

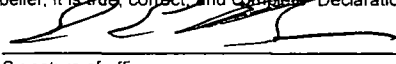
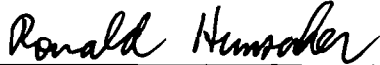
(a) Name and address of each employee paid more than \$100,000	(b) Title and average hours per week devoted to position	(c) Compensation	(d) Contributions to employee benefit plans & deferred compensation	(e) Expense account and other allowances
NONE				

f Total number of other employees paid over \$100,000 ▶

51 Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and address of each independent contractor paid more than \$100,000	(b) Type of service	(c) Compensation
NONE		

d Total number of other independent contractors each receiving over \$100,000 ▶

Sign Here	Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.			
	 Signature of officer ERIC MILLER Type or print name and title		Date 6-23-10 PRESIDENT C E D	
Paid Preparer's Use Only	Preparer's signature	 RONALD HUNSAKER Date JUN 21 2010		Preparer's identifying number (See instr.) P00150034
	Firm's name (or yours if self-employed), address, and ZIP + 4	COMPTON, ENGLISH & HUNSAKER, P.C. 1845 FAIRGROUNDS ROAD NE SALEM, OR 97301-7132		EIN ▶ 93-0955378 Phone no ▶ 503-399-1778
	Check if self-employed ☐			

May the IRS discuss this return with the preparer shown above? See instructions

☒ Yes ☐ No

Department of the Treasury
Internal Revenue Service

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

▶ **Attach to Form 990 or Form 990-EZ.** ▶ **See separate instructions.**

2009

Open to Public Inspection

Name of the organization

CAPITOL CITY MEDICAL TEAMS

Employer identification number
20-4758238

Part I Reason for Public Charity Status (All organizations must complete this part) See instructions

The organization is not a private foundation because it is (For lines 1 through 11, check only one box.)

- ☐ 1 A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i)**.
 - ☐ 2 A school described in **section 170(b)(1)(A)(ii)**. (Attach Schedule E)
 - ☐ 3 A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii)**.
 - ☐ 4 A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii)**. Enter the hospital's name, city, and state
 - ☐ 5 An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv)**. (Complete Part II)
 - ☐ 6 A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v)**.
 - ☒ 7 An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi)**. (Complete Part II)
 - ☐ 8 A community trust described in **section 170(b)(1)(A)(vi)**. (Complete Part II)
 - ☐ 9 An organization that normally receives (1) more than 33 1/3 % of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions—subject to certain exceptions, and (2) no more than 33 1/3 % of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2)**. (Complete Part III)
 - ☐ 10 An organization organized and operated exclusively to test for public safety. See **section 509(a)(4)**.
 - ☐ 11 An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2). See **section 509(a)(3)**. Check the box that describes the type of supporting organization and complete lines 11e through 11h.

☐ a Type I	☐ b Type II	☐ c Type III—Functionally integrated	☐ d Type III—Other
-----------------------------------	------------------------------------	---	---
 - ☐ e By checking this box, I certify that the organization is not controlled directly or indirectly by one or more disqualified persons other than foundation managers and other than one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2).
 - ☐ f If the organization received a written determination from the IRS that it is a Type I, Type II, or Type III supporting organization, check this box.
 - ☐ g Since August 17, 2006, has the organization accepted any gift or contribution from any of the following persons?

☐ (i) A person who directly or indirectly controls, either alone or together with persons described in (ii) and (iii) below, the governing body of the supported organization?
☐ (ii) A family member of a person described in (i) above?
☐ (iii) A 35% controlled entity of a person described in (i) or (ii) above?
 - ☐ h Provide the following information about the supported organization(s):

	Yes	No
11g(i)		
11g(ii)		
11g(iii)		

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1–9 above or IRC section (see instructions))	(iv) Is the organization in col (i) listed in your governing document?		(v) Did you notify the organization in col (i) of your support?		(vi) Is the organization in col (i) organized in the U S ?		(vii) Amount of support
			Yes	No	Yes	No	Yes	No	
Total									

For Privacy Act and Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule A (Form 990 or 990-EZ) 2009

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ►	(a) 2005	(b) 2006	(c) 2007	(d) 2008	(e) 2009	(f) Total
1 Gifts, grants, contributions, and membership fees received (Do not include any "unusual grants.")		58,409	80,189	256,005	276,816	671,419
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 Total. Add lines 1 through 3		58,409	80,189	256,005	276,816	671,419
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						179,315
6 Public support. Subtract line 5 from line 4						492,104

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2005	(b) 2006	(c) 2007	(d) 2008	(e) 2009	(f) Total
7 Amounts from line 4		58,409	80,189	256,005	276,816	671,419
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources						
9 Net income from unrelated business activities, whether or not the business is regularly carried on					0	
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part IV.)						
11 Total support. Add lines 7 through 10						671,419
12 Gross receipts from related activities, etc. (see instructions)					12	
13 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here ► ☐						

Section C. Computation of Public Support Percentage

14 Public support percentage for 2009 (line 6, column (f) divided by line 11, column (f))	14	73.29%
15 Public support percentage from 2008 Schedule A, Part II, line 14	15	67.60%
16a 33 1/3 % support test—2009. If the organization did not check the box on line 13, and line 14 is 33 1/3 % or more, check this box and stop here. The organization qualifies as a publicly supported organization ► ☒		
b 33 1/3 % support test—2008. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3 % or more, check this box and stop here. The organization qualifies as a publicly supported organization ► ☐		
17a 10%-facts-and-circumstances test—2009. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part IV how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization ► ☐		
b 10%-facts-and-circumstances test—2008. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part IV how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization ► ☐		
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions ► ☐		

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 9 of Part I.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ►	(a) 2005	(b) 2006	(c) 2007	(d) 2008	(e) 2009	(f) Total
1 Gifts, grants, contributions, and membership fees received (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 Public support (Subtract line 7c from line 6)						

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2005	(b) 2006	(c) 2007	(d) 2008	(e) 2009	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part IV.)						
13 Total support. (Add lines 9, 10c, 11, and 12)						

14 **First five years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ☐

Section C. Computation of Public Support Percentage

15 Public support percentage for 2009 (line 8, column (f) divided by line 13, column (f))	15	%
16 Public support percentage from 2008 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2009 (line 10c, column (f) divided by line 13, column (f))	17	%
18 Investment income percentage from 2008 Schedule A, Part III, line 17	18	%

19a **33 1/3 % support tests—2009.** If the organization did not check the box on line 14, and line 15 is more than 33 1/3 %, and line 17 is not more than 33 1/3 %, check this box and **stop here**. The organization qualifies as a publicly supported organization ☐

b **33 1/3 % support tests—2008.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3 %, and line 18 is not more than 33 1/3 %, check this box and **stop here**. The organization qualifies as a publicly supported organization ☐

20 **Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ☐

Part IV **Supplemental Information.** Complete this part to provide the explanations required by Part II, line 10, Part II, line 17a or 17b, and Part III, line 12. Provide any other additional information. See instructions.

Federal Statements

Statement 1 - Form 990-EZ, Part I, Line 16 - Other Expenses

Description		Amount
EXPENSES		\$
OFFICE		41
LODGING	861	6,771
MEALS	865	3,565
TRAVEL	944	47,393
MEDICAL SUPPLIES		99,490
OTHER TRIP SUPPLIES		2,936
ADMINISTRATION		642
DUES, FEES, LICENSES		35
FUNDRAISING		1,444
PROJECT PERU ADMIN		1,195
CONTRIBUTIONS-DESEA		15,607
CONTRIBUTIONS-KAUSAY WASI		50,922
TOTAL		\$ 230,041

Statement 2 - Form 990-EZ, Part II, Line 24 - Other Assets

Description	Beginning of Year	End of Year
	\$ 1,000	\$ 1,000
LESS ACCUMULATED DEPRECIATION	1,000	1,000

BYLAWS

FOR

CAPITOL CITY

MEDICAL TEAMS

approved 5-16-06
revised 12-30-09

TABLE OF CONTENTS

1. Corporate Purpose
 - 1.1 Purpose
2. Voting Members/Council of Electors
 - 2.1 Power of Voting Members
 - 2.2 Records of Members
 - 2.3 Dues
 - 2.4 Selection and Tenure of Voting Members
 - 2.5 Number of Voting Members
 - 2.6 Qualification of Voting Members
 - 2.7 Suspension or Removal of Voting Members
 - 2.8 Resignation of Voting Members
 - 2.9 Quorum for Voting Membership Meetings
 - 2.10 Decision-Making by Voting Members
 - 2.11 Proxy Voting
 - 2.12 Voting by Mail, Fax or E-mail
 - 2.13 Annual Voting Membership Meetings
 - 2.14 Other Voting Membership Meetings
 - 2.15 Content of Notice
 - 2.16 Waiver of Notice
 - 2.17 Record Date
3. Board of Directors
 - 3.1 General Powers
 - 3.2 Number, Tenure, and Qualifications
 - 3.3 Regular Meetings
 - 3.4 Special Meetings
 - 3.5 Notice
 - 3.6 Quorum
 - 3.7 Manner of Acting
 - 3.8 Vacancies
 - 3.9 Presumption of Assent
 - 3.10 Removal
 - 3.11 Resignation
 - 3.12 Annual Election of Directors
 - 3.13 Informal Action by Directors
4. Officers
 - 4.1 Number
 - 4.2 Election and Term of Office
 - 4.3 Removal and Resignation
 - 4.4 Vacancies
 - 4.5 Salaries
 - 4.6 President
 - 4.7 Vice-President
 - 4.8 Secretary
 - 4.9 Treasurer
 - 4.10 Chair of Board
5. Fiscal Year

6. Amendments
 - 6.1 Amendments
7. Indemnification of Directors and Officers
8. Transactions Between Corporations, Interested Directors
 - 8.1 Conflict of Interest
9. Committees
 - 9.1 Executive Committee
 - 9.2 Nominating Committee
 - 9.3 Selection Committee
10. Special Grant Making Procedures

BYLAWS OF CAPITOL CITY MEDICAL TEAM

1. CORPORATE PURPOSE

1.1 Purpose The purpose of Capitol City Medical Teams is to provide assistance to people in impoverished areas to help them meet basic human needs such as health care, health education, clean water, safety, food, and shelter.

2. VOTING MEMBERS/COUNCIL OF ELECTORS

2.1 Powers of Voting Members The Voting Members will be known as the Council of Electors. Voting Members have the power to elect and to remove the members of the Board of Directors of Capitol City Medical Teams, to elect and remove voting members, to vote on any amendments to the bylaws or articles which would alter the qualification, selection, removal, obligations, rights or powers of the voting members, and to vote on any other matters properly put before them by the Board of Directors.

2.2 Records of Members The secretary shall ensure that the organization maintains a current, formal, alphabetical record of the names, addresses, dues payments and status of voting members and non-voting members.

2.3 Dues There may be annual dues required for voting membership. The Voting Members may by resolution set or alter the amount of membership dues for voting members, and may waive or reduce dues for low income members or for members who make some other form of contribution to the organization.

2.4 Selection and Term of Voting Members of the Council of Electors The initial voting members shall be appointed by the Incorporator. Subsequent voting members shall be selected by the then-current voting members. Nominations for new voting members may be made by the Board of Directors, by individual Board members, by voting members, or by nonvoting members.

Voting membership shall be for a term of five years with no limit on successive terms so long as the required dues are paid or waived, any other requirements are met, and the member has not resigned, been removed or suspended. Voting members shall continue to serve until their successors are properly elected by the remaining voting members, even if that requires them to continue serving as voting members after their term of office expires. Voting membership in this corporation is not transferable.

2.5 Number of Voting Members The number of voting members shall be at least as large as the Board of Directors.

2.6 Qualifications of Voting Members Criteria for the qualification of voting members, including representation of certain constituencies or required participation in the activities of Capitol City Medical Teams may be set by a resolution of the voting members.

2.7 Suspension or Removal of Voting Members A voting member's voting privileges will be suspended if his or her dues are delinquent and may be reinstated if payment of the overdue dues is received. A voting member may be expelled by the voting members for serious misconduct which adversely affects the interests or reputation of the corporation.

Before the voting members can suspend or remove a voting member there must be not less than fifteen (15) days prior written notice of the suspension or expulsion, to the voting members, giving the reasons therefore. Further, there must be an opportunity for the member to be heard, orally or in writing, not less than five (5) days before the effective date of the suspension or removal by the voting members, or by a person or persons authorized to decide that the suspension or removal not take place.

2.8 Resignation of Voting Members Any voting member may resign at any time by sending or delivering a written resignation to the Secretary of the Corporation.

2.9 Quorum for Voting Membership Meetings A quorum will consist of the presence, participation by conference call, email, or voting by mail, where that is allowed, of at least a majority of the voting members.

2.10 Decision-Making by Voting Members The affirmative vote of at least a majority of the voting members present at or participating by phone, mail or e-mail in a properly called meeting, for which a quorum has been achieved, is necessary and sufficient to make decisions or pass resolutions by the voting members, unless a greater proportion is required by law, the Articles or Bylaws. All decisions require a clearly stated motion, a second, and a vote. All motions which are successfully adopted must be recorded in the written minutes.

2.11 Proxy Voting Proxy voting will not be allowed at any meeting of the voting members or as part of reaching any decision by the voting members.

2.12 Voting by Mail, Fax, E-mail, or Personal Delivery Unless prohibited or limited by the Articles or Bylaws, any action which may be taken at any annual, regular or special meeting of the voting members may be taken without a meeting if the corporation delivers a written ballot to every member entitled to vote on the matter by mail, fax, e-mail, or personal delivery, as directed by the individual member. The written ballot will: a) set forth each nominee or proposed action; and b) provide an opportunity to vote for each vacant board position, and for or against each proposed action. Approval by written ballot will be valid only when the number of votes cast by ballot equals or exceeds any quorum required to be present at a meeting authorizing the action. The vote is limited to the subject specified on the ballot.

2.13 Annual Voting Membership Meeting There must be an annual meeting of the voting members which will be held to elect members to the Board of Directors. It will be held during the first quarter of the calendar year at a time and location determined by resolution of the Voting Members or by the Board of Directors.

Written notice of the Annual Meeting must be sent by first class mail, fax, or e-mail, as directed by the individual member, to all voting members entitled to receive notice, at the address, e-mail, or fax number provided by the member or as it appears in the corporate records, at least 15 days in advance of the meeting.

At the annual meeting voting members will hear and consider reports from the Board of Directors, officers and staff concerning the activities, management and budget of the corporation. Voting members will then elect persons nominated to fill any vacancies on the Board of Directors, and also vote on any other matters for which proper notice was given. Voting will be by secret ballot if any person so requests. Members may be given the option to vote by mail, fax, or e-mail rather than in person. The failure to hold an annual meeting does not affect the validity of any corporate action.

2.14 Other Voting Membership Meetings

2.14.1 Regular Meetings The corporation may hold a series of regular meetings of the voting members at times and locations set by the Board of Directors or Officers. A single notice sent by first class mail, e-mail, fax, or personal delivery, as directed by the individual voting member, at least seven days in advance of the beginning of the series of regular meetings will be sufficient and no further notice is required so long as the meeting dates and times which were announced do not change.

2.14.2 Special Meetings Special meetings of the voting members may be called by the President, the Board of Directors or a quorum of the voting members. Notice for a special meeting must be mailed by first class mail, e-mail, or fax, as directed by the individual voting member, at least seven days in advance of the meeting and must specify the purpose(s) for which the meeting is called. Only the business for which a Special meeting is called may be considered at the meeting.

2.15 Content of Notice The notice must contain the date, time, location and when required, the purpose of the meeting. Notices of special meetings always require a statement of the purpose(s) for which the meeting is called. If amendments to the Bylaws or the Articles of Incorporation will be considered, the notice must state this fact and either the exact wording or a summary of the amendments to be considered must be included with the notice.

2.16 Waiver of Notice Any voting member may waive the right to receive full advance notice of any meeting. Waivers of notice will be in writing, signed by the person entitled to notice, and will be given to the Secretary to be placed in the corporate records. Waivers may be signed before or after the meeting has taken place. The attendance of a voting member at any meeting without specific objection to improper notice will constitute a waiver of the full notice of that meeting.

2.17 Record Date The record date for determining the members entitled to receive notice of a meeting will be the day before the day on which the notice is mailed. The record date to determine the members entitled to vote at a member's meeting will be the date of the meeting.

3. BOARD OF DIRECTORS

3.1 General Powers Its Board Directors shall manage the business and affairs of the Corporation.

3.2 Number, Tenure, and Qualifications

3.2.1 The number of directors of the Corporation shall be neither less than three nor more than ten. The initial Board shall consist of five directors. The Board is authorized to increase or decrease the number of directors serving by action of a majority of directors then serving, provided that no action to decrease the numbers of directors shall be effective other than at the end of a director's office.

3.2.2 Each Director shall serve for a term of three years with no limit on successive terms. The initial expiration of terms of office shall be staggered as follows. One position shall expire in 2008, two positions will expire in 2009, and two positions shall expire in 2010.

3.3 Regular Meetings The Board of Directors or the Executive Committee shall meet at least once each quarter of the calendar year.

3.4 Special Meetings Special meetings of the Board of Directors may be called by or at the request of the president or any three directors. The person or persons authorized to call special meetings of the Board of Directors may fix any place, within the state of Oregon, as the place for holding any special meeting of the Board of Directors called by them.

3.5. Notice Notice of any special meeting shall be delivered at least 1 week previously thereto and notice of any regular meeting shall be delivered either orally by telephone or in person, or by written notice delivered personally or emailed to each director at the director's address. If mailed, such notice shall be deemed to be delivered on the second day following deposit in the United States mail. Any director may waive notice of any meeting. The attendance of a director at a meeting shall constitute a waiver of notice of such meeting, except where a director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted nor the purpose of any special meeting of the Board of Directors must be specified in the notice or waiver of notice of such meeting.

3.6 Quorum A majority of the number of directors in office immediately before the commencement of the meeting shall constitute a quorum for the transaction of business at any meeting of Board of Directors.

3.7 Manner of Acting Unless expressly provided otherwise in these Bylaws, the act of a majority of the directors present at a meeting at which a quorum is present shall be the act of the Board of Directors. Directors shall be deemed to be present at a regular or special meeting where all directors participating may simultaneously hear each other during the meeting, irrespective of whether or not they are present in the same location, as by a telephonic conference.

3.8 Vacancies Any vacancy occurring on the Board of Directors may be filled by the affirmative vote of the majority of the remaining directors. If there is only one remaining director, the remaining director may appoint the person or persons required to fill any vacancies. A director elected to fill a vacancy shall be elected for the unexpired term of that director's predecessor in office.

3.9 Presumption of Assent A director of the Corporation who is present at a meeting of the Board of Directors at which action on any corporate matter is taken, shall be presumed to have assented to the action taken unless his dissent shall be entered in the minutes of the meeting or unless he or she shall file his or her written dissent to such action with the person acting as the secretary of the meeting before the adjournment thereof or shall forward such dissent by registered mail to the secretary of the Corporation immediately after the adjournment of the meeting. The right to dissent shall not apply to a director who voted in favor of the action.

3.10 Removal At any meeting of the Board of Directors, any individual director may be removed from office with or without cause by a vote of two-thirds of the directors then serving, or by two-thirds of the voting members

3.11 Resignation Any director of the Corporation may resign at any time by giving written notice to the Corporation, to the Board of Directors, or the Board, or the president, or to the secretary of the Corporation. Any such resignation shall take effect at the time specified therein, or, if the time be not specified therein, upon its acceptance by the Board of Directors.

3.12 Annual Election of Directors The Board of Directors shall be elected by the voting members. The Nominating Committee shall present a slate of directors. Other nominations may be made. The person receiving the most votes for each director position vacancy shall be elected to that position.

3.13 Informal Action by Directors Any action required by the Oregon Nonprofit Corporation Act to be taken at a meeting of directors or any other action which may be taken at a meeting of the directors may be taken without a meeting if a consent in writing setting forth the action so taken be signed by all of the directors entitled to vote with respect to the subject matter thereof. Such consent shall have the same force and effect as the unanimous vote of such directors.

4. OFFICERS

4.1 Number The officers of the Corporation shall be a president, vice-president, secretary, and treasurer, each of whom shall be elected by the Board of Directors. The Board of Directors may elect other officers, such as additional vice-presidents, assistant officers, or Chair of the Board.

4.2 Election and Term of Office The officers shall be elected annually by the Board of directors at the first meeting of the Board of Directors. If the election of officers shall not be held at such meeting, such election shall be held as soon thereafter as conveniently may be. Each officer shall hold office until that officer's successor shall have been duly elected and shall have qualified or until that officer's death or until the officer shall resign or shall have been removed in the manner hereinafter provided.

4.3 Removal and Resignation Any officer or agent elected or appointed by the Board of Directors may be removed by an affirmative vote of two-thirds of the directors then serving whenever in its judgment the best interests of the Corporation would be served thereby. Any officer of the Corporation may resign at any time by giving written notice to the Corporation or to any member of the Board of Directors. Any such resignation shall take effect at the time specified therein, or, if the time be not specified therein, upon its acceptance by the Board of Directors.

4.4 Vacancies A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by the Board of Directors for the unexpired portion of the term.

4.5 Salaries There shall be no salaries for directors.

4.6 President The president shall be the principal officer of the Corporation and, subject to the control of the Board of Directors, shall in general supervise all of the business and affairs of the Corporation. The president shall preside at all meetings of the Board of Directors. The president may sign, with the secretary or any other proper officer of the Corporation authorized by the Board of Directors deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these Bylaws to some other officer or agent of the Corporation, or shall be required by law to be otherwise signed or executed; and in general shall perform all duties incident to the office of president and such other duties as may be prescribed by the Board of Directors.

4.7 Vice-President In the absence of the president or in the event of the president's death, inability or refusal to act, the vice-president (or in the event there be more than one vice-president, the vice-president in the order designated at the time of their election, or in the absence of any designation, then in the order of their election) shall perform the duties of the president. When the vice-president is so acting, he shall have all the powers of and be subject to all the restrictions upon the president. Any vice-president shall perform duties as from time to time may be assigned to the vice-president by the president of the Board of Directors.

4.8. Secretary The secretary shall:

4.8.1 Keep or cause to be kept at the principal office, or such other place as the Board of Directors may order, a book of minutes of all meetings of directors. The minutes shall show the time and place of the meeting, whether the meeting was regular or special and, if a special meeting, how authorized, the notice given, the names of those present at directors meetings, and the proceedings thereof.

4.8.2 In general perform all duties incident to the office of secretary and such other duties as from time to time may be assigned to the secretary by the president or the Board of Directors.

4.9 Treasurer The treasurer shall:

4.9.1 Perform or be responsible for the performance of the following responsibilities: monitor and oversee the accounting of the Corporation, pay authorized expenses only on the checks of the Corporation signed in the manner authorized by the Board of Directors, deposit and withdraw such funds in such depositories as may be authorized by the Board of Directors, and keep full and accurate accounts of receipts and disbursements in books maintained at the Corporation's principal office.

4.9.2 In general perform all of the duties incident to the office of treasurer and the Board of Directors may assign such other duties as from time to time to the treasurer by the president or by the Board of Directors.

4.10 Chair of the Board The Board may elect a Chair whose duties shall be whatever the Board assigns.

5. FISCAL YEAR

The fiscal year of the corporation shall be January 1 to December 31.

6. AMENDMENTS

6.1 Amendments These Bylaws may be altered, amended, or repealed and new Bylaws adopted by two-thirds of the directors of the Corporation; however, amendments which would alter or repeal the qualifications, rights, powers, or obligations of the voting members may only be approved by two-thirds of the voting members.

7. INDEMNIFICATION OF DIRECTORS AND OFFICERS

7.1 Directors and Officers Capitol City Medical Teams will defend and indemnify its directors and officers as permitted by law.

8. TRANSACTIONS BETWEEN CORPORATIONS AND INTERESTED DIRECTORS

8.1 Conflict of Interest A conflict of interest is always present whenever the corporation pays money or other compensation, or provides any tangible benefits, to an officer or member of the Board or to a member of a director's or officer's family. All transactions involving conflicts of interest must be approved using the following procedures:

1) Conflict of interest transactions must be approved by the full Board of Directors; they cannot be approved by staff, the executive director, or by a committee.

2) Directors and officers who have a conflict of interest in any matter must

a) declare the existence of any direct or indirect conflict of interest,

b) disclose its nature on the record, and

c) abstain from voting on that matter. The minutes must record this to show that it was done.

3) The rest of the Board must analyze the transaction and sufficient information to ensure that all transactions involving a conflict of interest are fair to the corporation and that no special benefits are being given to any person. The information relied upon by the Board, and its source, must be recorded in the minutes.

4) All conflict-of-interest transactions must be approved by the affirmative vote of a majority of all of the members of the Board of Directors who do not have a conflict of interest involved in that issue, as long as no less than two disinterested directors vote to approve the transaction.

All Directors and Officers must sign a disclosure of all conflicts of interest, and update it if that disclosure needs to be changed.

9. COMMITTEES

The Board of Directors may establish special committees from time to time, as they deem necessary for the effective management of the Corporation. In addition, there may be the following standing committees, the members of which shall be appointed by the Board.

9.1 Executive Committee The Board may elect an Executive Committee. The Executive Committee will have the power to make decisions between Board meetings, including financial and budgetary decisions. The Executive Committee must comply with the provisions of the Bylaws concerning the full Board as far as those are reasonably applicable to the Executive Committee. All Executive Committee decisions must be recorded in official minutes, which will be submitted to the full Board. Unless the Board of Directors decides otherwise, the Executive Committee will consist of the president, secretary, and treasurer of the organization, so long as they are simultaneously members of the Board of Directors. The Executive Committee must make reasonable efforts to contact all Board members first, to discuss the issues to be dealt with at an Executive Committee meeting.

9.2 Nominating Committee The Nominating Committee may present a slate of directors for election as vacancies occur. The Nominating Committee may consist of three or more persons, all to be appointed by the Board.

9.3 Selection Committee The Selection Committee may review, and approve or disapprove requests for support from the Corporation and shall consist of 3 or more members.

10. SPECIAL GRANT-MAKING PROCEDURES

The Board of Directors shall have the power to make grants to any organization organized and operated for the purposes described in §501(c)(3) of the Internal Revenue Code of the United States (or the corresponding section of any future code). In the event that the organization has not been recognized as exempt under §501(c)(3) by the Internal Revenue Service, the Board shall review all requests for funds from any such organization, which request shall be in writing, and shall require that such requests specify the use to which the funds will be put. Board approval is required for all grants.

The Board shall enter into written agreements with such organizations to ensure that the following compliance provisions are carried out. The Board shall require all grantees to furnish periodic accounting of the grant expenditures. The Board shall have the discretion to refuse to make grants for any and all purposes for which funds are requested. Even after the Board has approved a grant to another organization for a specific purpose or project and has solicited funds for the grant, the Board shall retain at all times the right to withdraw approval of any grant and to use the solicited funds for other charitable purposes if the Board, in its sole discretion, determines that the grant will not comply with the requirements of §501(c)(3) of the Internal Revenue Code of the United States (or the corresponding section of any future code).

The Board shall refuse to accept contributions earmarked by donors that require the funds to be distributed to a foreign organization. The Board shall at all times maintain policies and procedures in connection with its grant-making activities that comply with the requirements of §501(c)(3) of the Internal Revenue Code of the United States (or the corresponding section of any future code).

ADOPTED effective 5-16-06

REVISED at 12-30-09 Board Meeting

Charlotte Smith, Secretary

Application for Extension of Time To File an
Exempt Organization Return

OMB No 1545-1709

Department of the Treasury
Internal Revenue Service

▶ File a separate application for each return.

- If you are filing for an **Automatic 3-Month Extension**, complete only **Part I** and check this box ☒
- If you are filing for an **Additional (Not Automatic) 3-Month Extension**, complete only **Part II** (on page 2 of this form)

Do not complete Part II unless you have already been granted an automatic 3-month extension on a previously filed Form 8868**Part I Automatic 3-Month Extension of Time.** Only submit original (no copies needed).A corporation required to file Form 990-T and requesting an automatic 6-month extension—check this box and complete Part I only ☐

All other corporations (including 1120-C filers), partnerships, REMICs, and trusts must use Form 7004 to request an extension of time to file income tax returns

Electronic Filing (e-file). Generally, you can electronically file Form 8868 if you want a 3-month automatic extension of time to file one of the returns noted below (6 months for a corporation required to file Form 990-T). However, you cannot file Form 8868 electronically if (1) you want the additional (not automatic) 3-month extension or (2) you file Forms 990-BL, 6069, or 8870, group returns, or a composite or consolidated Form 990-T. Instead, you must submit the fully completed and signed page 2 (Part II) of Form 8868. For more details on the electronic filing of this form, visit www.irs.gov/efile and click on e-file for Charities & Nonprofits.

Type or print File by the due date for filing your return. See instructions.	Name of Exempt Organization CAPITOL CITY MEDICAL TEAMS	Employer identification number 20-4758238
	Number, street, and room or suite no. If a P.O. box, see instructions 4950 CHAUNCEY CT SE	
	City, town or post office, state, and ZIP code. For a foreign address, see instructions SALEM OR 97302	

Check type of return to be filed (file a separate application for each return)

- | | | |
|---|---|------------------------------------|
| ☐ Form 990 | ☐ Form 990-T (corporation) | ☐ Form 4720 |
| ☐ Form 990-BL | ☐ Form 990-T (sec. 401(a) or 408(a) trust) | ☐ Form 5227 |
| ☒ Form 990-EZ | ☐ Form 990-T (trust other than above) | ☐ Form 6069 |
| ☐ Form 990-PF | ☐ Form 1041-A | ☐ Form 8870 |

- The books are in the care of ▶ **ERIC MILLER**

Telephone No ▶ **503-378-7343**

FAX No ▶

- If the organization does not have an office or place of business in the United States, check this box ☐

- If this is for a Group Return, enter the organization's four digit Group Exemption Number (GEN) ☐ If this is for part of the group, check this box ☐ and attach a list with the names and EINs of all members the extension will cover

1 I request an automatic 3-month (6 months for a corporation required to file Form 990-T) extension of time until **08/15/10**, to file the exempt organization return for the organization named above. The extension is for the organization's return for

- ▶ ☒ calendar year **2009** or
▶ ☐ tax year beginning _____, and ending _____

2 If this tax year is for less than 12 months, check reason ☐ Initial return ☐ Final return ☐ Change in accounting period

3a If this application is for Form 990-BL, 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions.	3a	\$
b If this application is for Form 990-PF or 990-T, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit.	3b	\$
c Balance Due. Subtract line 3b from line 3a. Include your payment with this form, or, if required, deposit with FTD coupon or, if required, by using EFTPS (Electronic Federal Tax Payment System). See instructions.	3c	\$

Caution. If you are going to make an electronic fund withdrawal with this Form 8868, see Form 8453-EO and Form 8879-EO for payment instructions.

For Privacy Act and Paperwork Reduction Act Notice, see Instructions.

Form **8868** (Rev. 4-2009)