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Short Form

Return of Organization Exempt From Income Tax

OMB No 1545-1150

2009

Form 990-EZ

Department of the Treasury
Internal Revenue Service

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.

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 ☐ Terminated ☐ Amended return ☐ Application pending	C Please use IRS label or print or type. See Specific Instructions.	C Name of organization		D Employer identification number
		SOCIETY FOR EDUCATION IN ANESTHESIA		91-1237012
		Number and street (or P.O. box, if mail is not delivered to street address)		E Telephone number
		520 NORTH NORTHWEST HIGHWAY		847.825.5586
City or town, state or country, and ZIP + 4		F Group Exemption Number		
PARK RIDGE, IL 60068-2573				

• 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: ▶ WWW.SEAHQ.ORG

H Check ☐ if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF)

J Tax-exempt status (check only one) — ☒ 501(c) (3) (insert no.) ☐ 4947(a)(1) or ☐ 527

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. ▶ \$ 261,165.

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	15,650.
	2	Program service revenue including government fees and contracts	2	145,443.
	3	Membership dues and assessments	3	96,810.
	4	Investment income	4	3,262.
	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 ☐	6	
	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	261,165.
	Expenses	10	Grants and similar amounts paid (attach explanation)	10
11		Benefits paid to or for members	11	
12		Salaries, other compensation, and employee benefits	12	5,500.
13		Professional fees and other payments to independent contractors	13	42,993.
14		Occupancy, rent, utilities, and maintenance	14	
15		Printing, publications, postage, and shipping	15	15,754.
16		Other expenses (describe ▶ SEE STATEMENT 1)	16	139,007.
17		Total expenses. Add lines 10 through 16	17	210,254.
Net Assets	18	Excess or (deficit) for the year (Subtract line 17 from line 9)	18	50,911.
	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	401,341.
	20	Other changes in net assets or fund balances (attach explanation) SEE STATEMENT 3	20	6,164.
	21	Net assets or fund balances at end of year. Combine lines 18 through 20	21	458,416.

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
22 Cash, savings, and investments	430,695.	503,716.
23 Land and buildings		
24 Other assets (describe ▶ PREPAID EXPENSES)	11,904.	929.
25 Total assets	442,599.	504,645.
26 Total liabilities (describe ▶ SEE STATEMENT 2)	41,258.	46,229.
27 Net assets or fund balances (line 27 of column (B) must agree with line 21)	401,341.	458,416.

932171 02-08-10 LHA For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions.

Form 990-EZ (2009)

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	33	X
34 Were any changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the changes	34	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?	35a	X
b If "Yes," has it filed a tax return on Form 990-T for this year?	35b	N/A
36 Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Sch. N	36	X
37a Enter amount of political expenditures, direct or indirect, as described in the instructions. ▶ 37a 0.	37a	
b Did the organization file Form 1120-POL for this year?	37b	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?	38a	X
b If "Yes," complete Schedule L, Part II and enter the total amount involved	38b	N/A
39 Section 501(c)(7) organizations. Enter:		
a Initiation fees and capital contributions included on line 9	39a	N/A
b Gross receipts, included on line 9, for public use of club facilities	39b	N/A
40a Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911 ▶ 0.; section 4912 ▶ 0.; section 4955 ▶ 0.		
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 ▶ 0.		
d Section 501(c)(3) and 501(c)(4) organizations. Enter amount of tax on line 40c reimbursed by the organization ▶ 0.		
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 ▶ IL		
42a The organization's books are in care of ▶ BRENDA SOUTHARD Telephone no. ▶ (847) 268-9194 Located at ▶ 520 NORTH NORTHWEST HIGHWAY, PARK RIDGE, IL ZIP + 4 ▶ 60068-2573		
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: ▶		
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: ▶		
43 Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 - Check here ▶ ☐ and enter the amount of tax-exempt interest received or accrued during the tax year ▶ 43 N/A		
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

Form 990-EZ (2009)

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.

- 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. ☐ Yes ☒ No
- 47 Did the organization engage in lobbying activities? If "Yes," complete Schedule C, Part II. ☐ Yes ☒ No
- 48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E. ☐ Yes ☒ No
- 49a Did the organization make any transfers to an exempt non-charitable related organization? ☒ Yes ☐ No
- b If "Yes," was the related organization a section 527 organization? ☐ Yes ☒ No
- 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 Date		S H	
Paid Preparer's Use Only	Signature of Preparer Date		Check if self-employed ☐ Preparer's identifying number (See Instr.)	
	Firm's name (or yours, if self-employed), address and ZIP + 4		EIN Phone no	
	BLACKMAN KALLICK, LLP 10 S. RIVERSIDE PLAZA, 9TH FLOOR CHICAGO, ILLINOIS 60606		(312) 207-1040	
	May the IRS discuss this return with the preparer shown above? See instructions. ☒ Yes ☐ No			

Form 990-EZ (2009)

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.

QMB No. 1545-0047

2009

Open to Public Inspection

Name of the organization

SOCIETY FOR EDUCATION IN ANESTHESIA

Employer identification number

91-1237012

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

[illegible]

LHA 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.")						
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						
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)						
6 Public support. Subtract line 5 from line 4						

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						
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						
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						
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	%
15 Public support percentage from 2008 Schedule A, Part II, line 14	15	%
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 ☐		

Schedule A (Form 990 or 990-EZ) 2009

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.")	105,500.	101,750.	119,603.	104,416.	112,460.	543,729.
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	118,778.	118,179.	140,459.	145,103.	145,443.	667,962.
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	224,278.	219,929.	260,062.	249,519.	257,903.	1211691.
7a Amounts included on lines 1, 2, and 3 received from disqualified persons	17,500.	10,150.	20,000.	5,000.	12,535.	65,185.
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						0.
c Add lines 7a and 7b	17,500.	10,150.	20,000.	5,000.	12,535.	65,185.
8 Public support (Subtract line 7c from line 6)						1146506.

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	224,278.	219,929.	260,062.	249,519.	257,903.	1211691.
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources	5,908.	12,237.	17,778.	10,211.	3,262.	49,396.
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b	5,908.	12,237.	17,778.	10,211.	3,262.	49,396.
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.)		410.		3,288.		3,698.
13 Total support (Add lines 9, 10c, 11, and 12)	230,186.	232,576.	277,840.	263,018.	261,165.	1264785.

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	90.65 %
16 Public support percentage from 2008 Schedule A, Part III, line 15	16	90.83 %

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2009 (line 10c, column (f) divided by line 13, column (f))	17	3.91 %
18 Investment income percentage from 2008 Schedule A, Part III, line 17	18	4.01 %

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 ☐

**BYLAWS OF THE
SOCIETY FOR EDUCATION IN ANESTHESIA**
Revised June 2009

ARTICLE I – NAME

The name of the organization shall be the Society for Education in Anesthesia.

ARTICLE II – PURPOSES

The purposes of the organization are:

1. To provide a forum for discussion of matters relating to anesthesia education
2. To stimulate improvements in anesthesia education of anesthesiologists, residents and medical students.
3. To encourage research in anesthesia education.
4. To collect and disseminate information relating to anesthesia education
5. To cooperate with other organizations in matters relating to anesthesia education

ARTICLE III – MEMBERSHIP

Section 1 Any person with a medical degree (MD, DO, or equivalent degree) or student currently enrolled for a medical degree (MD, DO, or equivalent degree) may be a member after receipt of annual dues. Any other person with a demonstrated interest in the education of physicians or medical students in anesthesiology may apply for membership by special consideration of the Membership Committee.

Section 2 All members may vote and hold office, with the exception of medical student resident, emeritus and honorary members.

Section 3 Membership dues shall be determined by the Board of Directors

Section 4 Members may be expelled for (1) failure to pay dues for one year, (2) failure to abide by the provisions of these bylaws or (3) persistent disruption of the general or committee meetings of this organization. Members who fail to pay dues and who have been notified of their delinquent status will lose membership automatically. Expulsion of a member due to (2) or (3) shall be determined by an affirmative vote of the Board of Directors after a hearing at which the member in question may be present. Restoration of membership after expulsion may be given only by an affirmative vote of the Board of Directors, after application by the expelled person.

Section 5 For purposes of transacting business during a business meeting a quorum shall consist of at least 20 members

Section 6 Any member may resign from the organization by giving notice to the Board of Directors in writing or by fax, e-mail, or other electronic media. Resignation shall take effect at the time of acceptance by the Board.

Section 7 Any member who has been a member for ten continuous years and is retired may request a change in status from "Member" to "Emeritus Member." This may be done by giving notice to the Board of Directors in writing or by fax, e-mail, or other electronic media. Approval shall be by separate majority votes of both the Membership Committee and the Board of Directors. "Emeritus Members" shall not pay dues nor hold office, but shall have all other rights and privileges of members

ARTICLE IV – OFFICERS

Section 1 The officers of the organization shall be, President, Vice President/Elect, Treasurer and Secretary

Section 2 All officers and committee members shall be members of the organization.

Section 3 All officers shall be elected for a two-year term by a majority vote of the members present at the annual business meeting. Terms of office shall begin at the end of the election process. In the event that a physical annual meeting can not take place, due to extraordinary circumstances, the Board of Directors, by majority vote, may conduct the

election process by electronic or mail ballot. No officer may serve more than three consecutive terms in any one office

- Section 4** Any officer may be removed, with or without cause, by an affirmative vote of two thirds of the Board of Directors after a hearing at which the officer in question may be present
- Section 5** Any officer may resign by giving formal notice to the Board of Directors in writing or by fax, e-mail, or other electronic media. Resignation shall take effect on the date of acceptance by the Board of Directors. Acceptance shall be by an affirmative vote of the Board of Directors
- Section 6** A vacancy in the office of the President shall be filled for the unexpired term by the Vice President/President-Elect. A vacancy in any other office shall be filled for the unexpired term by an organization member selected by the Board of Directors then in office.
- Section 7** The President shall be the chief administrative officer of the organization, chairman of the Board of Directors, ex-officio member of all other committees and chairman of the business meetings of the organization. The President shall have all power and duties as are conferred upon him/her by the Bylaws and shall perform such other duties as may be assigned by the Board of Directors
- Section 8** The President serves only one two-year term. The Vice President/President-Elect is elected by the general membership to serve in this capacity for two years before becoming President. The Vice President/President-Elect, shall assume the duties of the President if the President is absent or unable to perform the duties of the office.
- Section 9** The Vice President/President-Elect shall become familiar with the current issues in the society and the people doing its work.
- Section 10** The Secretary shall ensure that a record of official business meetings of the organization and of the Board of Directors is kept and will ascertain that all other documents and records required by law, are maintained and are available for inspection by any member of the organization. Further there shall be maintained a register of names and addresses of all members. Further, the Secretary shall perform such other duties as may be assigned by the Board of Directors.
- Section 11** The Treasurer shall be the general financial officer of the organization, shall keep full and accurate accounts of all receipts and disbursements, and shall ensure the deposit of all monies and other valuables in the name of and to the credit of the organization in such depositories as may be directed by a majority vote of the Board of Directors. The Treasurer shall make available for inspection by any member all financial records of the organization and shall perform such other duties as may be assigned by the Board of Directors
- Section 12** The President or officer of the organization with approval of the President shall sign any contracts with other organizations or persons
- Section 13** There may be an Executive Director appointed to act on behalf of the Society. The Executive Director shall be appointed and may be removed from office by the Board of Directors. Except as stated in this section, the Executive Director is not an officer of the Society.

ARTICLE V – COMMITTEES

Section 1 Board of Directors

The Board of Directors shall act on behalf of this organization on matters pertaining to the purposes of the organization and shall prepare the annual budget. The Board may appoint ad hoc committees to further its purposes. The Vice President, after board approval, is authorized to form, direct, and terminate ad hoc committees and to appoint or replace ad hoc committee chairpersons. Ad hoc committee chairpersons will recommend to the Vice President an appropriate number of individuals for committee membership who will be appointed formally by the Vice President on an annual basis. Members of ad hoc committees will be appointed formally by the Vice President/President-Elect annually. The chairperson of the ad hoc committee will appoint a member of the committee to serve as vice-chairperson, with the approval of the

Vice President/President-Elect. The Board shall consist of the President, President-Elect/Vice-President, Secretary, Treasurer, Immediate Past president, the Editor-in-Chief of JEPM, six general members elected by a majority vote of all organization members present at the annual meeting. General members shall be elected for a term of two years; three directors being elected each year. General members may be elected for a maximum of three consecutive terms, not including filling an unexpired term.

Section 2 Bylaws Committee

The committee shall consist of at least three members and shall prepare or recommend amendments to the Bylaws to maintain the purposes of the organization. Members shall be appointed by the Board of Directors for staggered two-year terms and may be reappointed. The chairman shall be the immediate past President.

Section 3 Nominating Committee

The committee shall consist of five people appointed by the Board of Directors for a term of one year. The chairman of the committee shall provide a list of nominees for all offices, board or other positions required by the bylaws to be filled by election at the next annual business meeting. The list of nominees should be presented at the Board of Directors Meeting prior to the Business Meeting when elections will be conducted, for discussion and approval by the Board. Other nominations may be made by any member at the time of the meeting.

Section 4 Standing and Ad Hoc Committees

The Vice President, and as applicable, the President-elect, shall be responsible for liaison with the standing and ad hoc committees of the society. The standing committees are Membership, Educational Meetings, Research in Education; Finance, Newsletter, and Education Resources. The committee liaison will ensure continuity of committees by seeking appropriate individuals for committee appointments and shall encourage nominations. Self-nomination by society members is highly encouraged. Committee chairs and members are appointed.

Section 5 Committee on Finance

The Committee on Finance shall study and recommend means of strengthening the financial status of the Society, make recommendations concerning investment of Society funds, and assist the Treasurer in the preparation of the annual budget, which shall be submitted by the Treasurer to the Board of Directors at the Fall meeting of the Board of Directors, prior to the beginning of each fiscal year, or at such other time as the Board of Directors may direct. The Committee from time to time will review, update and present to the Board of Directors an investment policy that will allocate the investment of the Society's endowment in stocks, bonds, cash and strategic investments in order to maximize gain and to minimize risk. The Board of Directors will retain the ultimate authority to determine the Society's investment strategy.

Section 6 Resignation from Committees

Any member may resign from a committee by giving written notice to the Board of Directors. Resignation shall take effect at the time of acceptance by the Board. Upon recommendation by the chairperson of the committee the Vice President/President Elect may terminate a committee member's appointment for lack of participation.

Section 7 Journal of Education in Perioperative Medicine (JEPM)

The Board of Directors shall appoint the Editor-in-Chief of JEPM who will serve a term of five years. The Editor-in-Chief of JEPM shall be a member of the SEA Board. The Editor-in-Chief will, in turn, appoint Associate Editors for three-year terms, as required. The Editor-in-Chief (with Associate Editors) will publish the electronic journal of SEA and negotiate relationships on behalf of SEA with other related organizations. All negotiated arrangements with organizations external to SEA require SEA Board approval.

ARTICLE VI – MEETINGS AND ELECTIONS

There shall be one business meeting per year at a place chosen by the Board of Directors. In the event a physical meeting can not be held, this meeting may be held by an alternative method, as approved by the Board of Directors. Regular business, elections and reporting shall take place at the October meeting. Notice of place and time of the meeting shall be published in the membership at least forty days prior to the

meeting There shall be one education meeting per year at a place and time chosen by the Board of Directors Special meetings may be called by the Board of Directors

Election of officers and general members of the Board of Directors shall be held at the annual meeting or by mail or electronic method, at the discretion of the Board of Directors. Terms of office for officers and directors shall begin at the end of the next business meeting. Certification of the validity and accuracy of the results of the election shall be performed by the Secretary and submitted in writing to the Board of Directors by the next meeting Appeal of any election shall be decided by the Board of Directors.

ARTICLE VII - FUNDS AND EXPENDITURES

Funds for the organization may be derived from dues, special assessments, voluntary contributions, fees or income from publications Expenditures shall be made only within the limits of funds available The fiscal year of the organization shall end on the last day of December.

ARTICLE VIII - REPORTS

Each committee shall prepare a detailed account of its activities and recommendations and submit it to the administrative office of the Society not later than thirty days prior to the annual business meeting. At the annual business meeting there shall be an oral report of each committee. The Board of Directors shall present the annual budget at the business meeting.

ARTICLE IX - PARLIAMENTARY PROCEDURE

The latest edition of Robert's Rules of Order shall govern all questions of parliamentary procedure

ARTICLE X - AMENDMENTS

The Bylaws may be amended by a two-thirds vote of the members in attendance at the annual business meeting only after the proposed amendment has been presented to the organization at the previous annual business meeting or had been recommended by the Board of directors and mailed/emailed to each member at least forty days prior to the annual business meeting. The requirement for a mailing of a proposed amendment at least forty days prior to the annual business meeting may be waived by a unanimous vote of the members present at the annual business meeting

ARTICLE XI - TERMINATION OR DISSOLUTION

In the event of termination, liquidation or dissolution of this organization, the remaining assets of the corporation, after paying or adequately providing for the debts and obligations of this corporation, shall be distributed to the Wood Library-Museum of Anesthesiology. If the assets cannot be distributed to the Wood Library-Museum of Anesthesiology, the Board of Directors shall determine the recipients of the assets Notwithstanding the above, the remaining assets shall be distributed only for one or more exempt purposes within the meaning of IRC Section 501 (c) (3) or corresponding section of any future Federal Tax code. Any assessment so distributed by the Board shall be disposed of by the appropriate court of the country in which the principal office of the corporation is then located, exclusively for exempt purposes.

Dary E. Japel MD MHA

FORM 990-EZ	OTHER EXPENSES	STATEMENT	1
DESCRIPTION		AMOUNT	
MEETING EXPENSE		129,109.	
TRAVEL		7,933.	
INSURANCE		1,205.	
MISCELLANEOUS EXPENSE		760.	
TOTAL TO FORM 990-EZ, LINE 16		139,007.	

FORM 990-EZ	OTHER LIABILITIES	STATEMENT	2
DESCRIPTION	BEG. OF YEAR	END OF YEAR	
ACCOUNTS PAYABLE AND ACCRUED EXPENSES	14,773.	45,839.	
DEFERRED DUES AND REGISTRATION FEES	26,485.	390.	
TOTAL TO FORM 990-EZ, LINE 26	41,258.	46,229.	

FORM 990-EZ	OTHER CHANGES IN NET ASSETS OR FUND BALANCES	STATEMENT	3
DESCRIPTION		AMOUNT	
UNREALIZED GAINS ON INVESTMENTS		6,164.	
TOTAL TO FORM 990-EZ, LINE 20		6,164.	

FOOTNOTES	STATEMENT	4
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FORM 990-EZ - LINE 35 - PROGRAM SERVICE REVENUE
PROGRAM SERVICE REVENUE REPORTED IN PART I, LINE 2 REFLECTS
ANNUAL MEETING REVENUE WHICH IS EXEMPT FUNCTION REVENUE
AND IS THEREFORE NOT REPORTED ON FORM 990-T. THE
ANNUAL MEETINGS CONTRIBUTE TO THE ORGANIZATION'S
EXEMPT PURPOSE BY PROVIDING EDUCATION AND PRESENTING
NEW DEVELOPMENTS TO THE MEMBERS.

FORM 990-EZ	CASH GRANTS AND ALLOCATIONS	STATEMENT	5
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CLASS OF ACTIVITY/GRANTEE'S NAME AND ADDRESS	GRANTEE'S RELATIONSHIP	AMOUNT
FAER RESEARCH	AFFILIATED ORGANIZATION	2,000.
FOUNDATION FOR ANESTHESIA EDUC. AND RESEARCH 520 N. NORTHWEST HIGHWAY PARK RIDGE, IL 60068-2573		
DUKE AWARD	NONE	5,000.
TOTAL INCLUDED ON FORM 990-EZ, LINE 10		7,000.

FORM 990-EZ

INFORMATION REGARDING TRANSFERS
ASSOCIATED WITH PERSONAL BENEFIT CONTRACTS

STATEMENT 6

- A) DID THE ORGANIZATION, DURING THE YEAR, RECEIVE ANY FUNDS,
DIRECTLY OR INDIRECTLY, TO PAY PREMIUMS ON A PERSONAL
BENEFIT CONTRACT? [] YES [X] NO
- B) DID THE ORGANIZATION, DURING THE YEAR, PAY PREMIUMS,
DIRECTLY OR INDIRECTLY, ON A PERSONAL BENEFIT CONTRACT? . . [] YES [X] NO

990-EZ PG 2

STATEMENT 7

PROVIDE A FORUM DISCUSSION OF MATTERS RELATING TO ANESTHESIA.

**Application for Extension of Time To File an
Exempt Organization Return**

OMB No. 1545-1709

▶ 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	Name of Exempt Organization	Employer identification number
	SOCIETY FOR EDUCATION IN ANESTHESIA	91-1237012
	Number, street, and room or suite no. If a P.O. box, see instructions	
	520 NORTH NORTHWEST HIGHWAY	
File by the due date for filing your return. See instructions	City, town or post office, state, and ZIP code. For a foreign address, see instructions	
	PARK RIDGE, IL 60068-2573	

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 |

STEVE LOTHARY

- The books are in the care of ▶
- 520 NORTH NORTHWEST HIGHWAY - PARK RIDGE, IL 60068-2573**

Telephone No ▶ **(847) 268-9102**

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 the whole group, check this box ▶ ☐. If it 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 **AUGUST 15, 2010**, 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	\$ N/A

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.

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

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