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** January 1 **, 2009, and ending** December 31 **, 20** 09

| B Check if applicable | Please use IRS label or print or type. See Specific Instructions. | C Name of organization | | D Employer identification number |
|---|---|---|---|---|
| ☐ Address change | | Vestibular Disorders Association | | 93-0914340 |
| ☐ Name change | | Number and street (or P O box, if mail is not delivered to street address) | Room/suite | E Telephone number |
| ☐ Initial return | | PO Box 13305 | | (503) 294-90 |
| ☐ Terminated | | City or town, state or country, and ZIP + 4 | | F Group Exemption Number ▶ |
| ☐ Amended return | | Portland, OR 97213-0305 | | |
| ☐ Application pending | | | | |

● *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) ▶

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

**I Website: ▶** www.vestibular.org

**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 ▶ $

**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 | 55969 |
| | 2 | Program service revenue including government fees and contracts | | | 2 | 23092 |
| | 3 | Membership dues and assessments | | | 3 | 124903 |
| | 4 | Investment income | | | 4 | 4193 |
| | 5a | Gross amount from sale of assets other than inventory | 5a | 0 | | |
| | b | Less: cost or other basis and sales expenses | 5b | 0 | | |
| | c | Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a) | | | 5c | 0 |
| | 6 | Special events and activities (complete applicable parts of Schedule G). If any amount is from **gaming**, check here ▶ ☐ | | | | |
| | a | Gross revenue (not including $ ______ of contributions reported on line 1) | 6a | 0 | | |
| | b | Less: direct expenses other than fundraising expenses | 6b | 0 | | |
| | c | Net income or (loss) from special events and activities (Subtract line 6b from line 6a) | | | 6c | 0 |
| | 7a | Gross sales of inventory, less returns and allowances | 7a | 0 | | |
| | b | Less: cost of goods sold | 7b | 0 | | |
| | c | Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a) | | | 7c | 0 |
| | 8 | Other revenue (describe ▶ ) | | | 8 | 0 |
| | 9 | **Total revenue.** Add lines 1, 2, 3, 4, 5c, 6c, 7c, and 8 ▶ | | | 9 | 208157 |
| Expenses | 10 | Grants and similar amounts paid (attach schedule) | | | 10 | 0 |
| | 11 | Benefits paid to or for members | | | 11 | 0 |
| | 12 | Salaries, other compensation, and employee benefits | | | 12 | 144587 |
| | 13 | Professional fees and other payments to independent contractors | | | 13 | 3855 |
| | 14 | Occupancy, rent, utilities, and maintenance | | | 14 | 19298 |
| | 15 | Printing, publications, postage, and shipping | | | 15 | 37124 |
| | 16 | Other expenses (describe ▶ (See Attachment 1) ) | | | 16 | 15848 |
| | 17 | **Total expenses.** Add lines 10 through 16 ▶ | | | 17 | 220712 |
| Net Assets | 18 | Excess or (deficit) for the year (Subtract line 17 from line 9) | | | 18 | (12555) |
| | 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 | 339752 |
| | 20 | Other changes in net assets or fund balances (attach explanation) | | | 20 | 0 |
| | 21 | Net assets or fund balances at end of year. Combine lines 18 through 20 ▶ | | | 21 | 327197 |

**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 | 320690 | 22 | 312254 |
| 23 | Land and buildings | 0 | 23 | 0 |
| 24 | Other assets (describe ▶ (See Attachment 1) ) | 19062 | 24 | 14943 |
| 25 | **Total assets** | 339752 | 25 | 327197 |
| 26 | **Total liabilities** (describe ▶ ) | 0 | 26 | 0 |
| 27 | **Net assets or fund balances** (line 27 of column (B) **must** agree with line 21) | 339752 | 27 | 327197 |

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OGDEN, UT
IRS-OSC

SCANNED JUN 22 2010

## Part III Statement of Program Service Accomplishments (See the instructions for Part III.)

What is the organization's primary exempt purpose? **Public education/support for vestibular disorders**

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, and other relevant information for each program title.

| | | | Expenses (Required for section 501(c)(3) and 501(c)(4) organizations and section 4947(a)(1) trusts, optional for others.) |
|---|---|---|---|
| 28 | The Vestibular Disorders Assoc. (VEDA) writes, edits, publishes, & distributes articles, newsletters, DVD, & books about these disorders & related health impacts. 17,029 of these low-cost pubs were provided this year to people with vestibular disorders, their families, & medical professionals. (Grants $ ) If this amount includes foreign grants, check here . . . . ▶ ☐ | 28a | 95702 |
| 29 | The Vestibular Disorders Association (VEDA) builds & maintains support networks that this year included 30 support groups, a member-to-member linking service for its 2525 members, introduction of a Facebook page (1,000 fans), and a provider directory of vestibular disorder specialists (requested 190,800 times this year). (Grants $ ) If this amount includes foreign grants, check here . . . . ▶ ☐ | 29a | 74637 |
| 30 | The Vestibular Disorders Assoc. (VEDA) builds, manages, and maintains a Web site with information and resource links. This year visitors viewed more than 2 million pages of our information about vestibular disorders, the human balance, system, & diagnosis and treatment options and resources. (Grants $ ) If this amount includes foreign grants, check here . . . . ▶ ☐ | 30a | 21674 |
| 31 | Other program services (attach schedule) . . . . (Grants $ ) If this amount includes foreign grants, check here . . . . ▶ ☐ | 31a | |
| 32 | **Total program service expenses** (add lines 28a through 31a) . . . . ▶ | 32 | 192013 |

## Part IV List of Officers, Directors, Trustees, and Key Employees. List each one even if not compensated. (See the instructions for Part IV.)

| (a) Name and address | (b) Title and average hours per week devoted to position | (c) Compensation (If not paid, enter -0-.) | (d) Contributions to employee benefit plans & deferred compensation | (e) Expense account and other allowances |
|---|---|---|---|---|
| Deanne Bonnar, PhD<br>PO Box 13305, Portland, OR 97213-0305 | Officer: President, 2 hrs. | -0- | -0- | |
| Al Bowman, DPT<br>PO Box 13305, Portland, OR 97213-0305 | Officer: Vice President,1hr. | -0- | -0- | |
| Claire Haddad, CFA<br>PO Box 13305, Portland, OR 97213-0305 | Officer: Treasurer, 2 hrs. | -0- | -0- | |
| Steven Johnson, MSME<br>PO Box 13305, Portland, OR 97213-0305 | Officer: Secretary, 1 hr. | -0- | -0- | |
| Gaye W. Cronin, OTD, OTR<br>PO Box 13305, Portland, OR 97213-0305 | Director: Board member, 1 hr. | -0- | -0- | |
| Laurie Swan, PhD, DPT, PT<br>PO Box 13305, Portland, OR 97213-0305 | Director: Board member, .5 hr. | -0- | -0- | |
| Natalie E. Pusateri, MPT<br>PO Box 13305, Portland, OR 97213-0305 | Director: Board member, .5 hr. | -0- | -0- | |
| Margaret Fitzpatrick, DPT, OCS<br>PO Box 13305, Portland, OR 97213-0305 | Director: Board member, .5 hr. | -0- | -0- | |
| Bridgett Wallace, PT<br>PO Box 13305, Portland, OR 97213-0305 | Director: Board member, .5 hr. | -0- | -0- | |
| Lisa Haven, PhD<br>PO Box 13305, Portland, OR 97213-0305 | Key employee: Executive Director, 60 hrs. | 65862 | 3097 | |

**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 | | ✓ |
| 34 | Were any changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the changes | 34 | ✓ | |
| 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 | | ✓ |
| b | If "Yes," has it filed a tax return on **Form 990-T** for this year? | 35b | | ✓ |
| 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 | 36 | | |
| 37a | Enter amount of political expenditures, direct or indirect, as described in the instructions. ▶ 37a | | | |
| b | Did the organization file **Form 1120-POL** for this year? | 37b | | ✓ |
| 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 | | ✓ |
| 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 ▶ ______ ; section 4912 ▶ ______ ; section 4955 ▶ ______ | | | |
| 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 | | ✓ |
| 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 ▶ | | | |
| d | Section 501(c)(3) and 501(c)(4) organizations. Enter amount of tax on line 40c reimbursed by the organization ▶ | | | |
| 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 | | ✓ |

41 List the states with which a copy of this return is filed. ▶ Oregon

42a The organization's books are in care of ▶ Lisa Haven Telephone no. ▶ 503-294-9085

Located at ▶ 4035 NE Sandy Blvd., Ste. 207, Portland, OR ZIP + 4 ▶ 97212-5331

| | | | Yes | No |
|---|---|---|---|---|
| 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 | | ✓ |
| | If "Yes," enter the name of the foreign country: ▶ ______<br>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 | | ✓ |
| | 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

| | | | Yes | No |
|---|---|---|---|---|
| 44 | Did the organization maintain any donor advised funds? If "Yes," Form 990 must be completed instead of Form 990-EZ | 44 | | ✓ |
| 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 | | ✓ |

**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 | 46 | | ✓ |
| 47 | Did the organization engage in lobbying activities? If "Yes," complete Schedule C, Part II | 47 | | ✓ |
| 48 | Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E | 48 | | ✓ |
| 49a | Did the organization make any transfers to an exempt non-charitable related organization? | 49a | | ✓ |
| b | If "Yes," was the related organization a section 527 organization? | 49b | | |

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 ▶ 0

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 ▶ 0

**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] Signature of officer | Date 5/7/2010

▶ Lisa Haven, Executive Director
Type or print name and title

**Paid Preparer's Use Only**

| Preparer's signature ▶ | Date | Check if self-employed ▶ ☐ | Preparer's identifying number (See instructions) |
|---|---|---|---|
| Firm's name (or yours if self-employed), address, and ZIP + 4 ▶ | | EIN ▶ | |
| | | Phone no ▶ | |

May the IRS discuss this return with the preparer shown above? See instructions ▶ ☐ Yes ☐ No

**SCHEDULE A**
**(Form 990 or 990-EZ)**

Department of the Treasury
Internal Revenue Service

# Public Charity Status and Public Support

**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.**

OMB No 1545-0047

**2009**

**Open to Public Inspection**

**Name of the organization**
Vestibular Disorders Association

**Employer identification number**
93 0914340

**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 33⅓ % 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 33⅓ % 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?

| | | Yes | No |
|---|---|---|---|
| **(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? | 11g(i) | | |
| **(ii)** A family member of a person described in (i) above? | 11g(ii) | | |
| **(iii)** A 35% controlled entity of a person described in (i) or (ii) above? | 11g(iii) | | |

**h** Provide the following information about the supported organization(s).

| (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** | | | | | | | | | |

**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 **33⅓ % support test—2009.** If the organization did not check the box on line 13, and line 14 is 33⅓ % or more, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶ ☐

b **33⅓ % support test—2008.** If the organization did not check a box on line 13 or 16a, and line 15 is 33⅓ % 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.") | 141753 | 188122 | 177112 | 176577 | 180872 | 864436 |
| 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 | 35204 | 29389 | 35808 | 30658 | 23092 | 154151 |
| 3 Gross receipts from activities that are not an unrelated trade or business under section 513 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf | 0 | 0 | 0 | 0 | 0 | 0 |
| 5 The value of services or facilities furnished by a governmental unit to the organization without charge | 0 | 0 | 0 | 0 | 0 | 0 |
| 6 **Total.** Add lines 1 through 5 | 176957 | 217511 | 212920 | 207235 | 203964 | 1018587 |
| 7a Amounts included on lines 1, 2, and 3 received from disqualified persons | 2124 | 2045 | 2365 | 2200 | 5145 | 13879 |
| 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 | 0 | 6000 | 0 | 0 | 6000 |
| c Add lines 7a and 7b | 2124 | 2045 | 8365 | 2200 | 5145 | 19879 |
| 8 **Public support** (Subtract line 7c from line 6 ) | | | | | | 998708 |

## 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 | 176957 | 217511 | 212920 | 207235 | 203964 | 1018587 |
| 10a Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources | 1146 | 4322 | 8258 | 9470 | 4193 | 27389 |
| b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975 | 0 | 0 | 0 | 0 | 0 | 0 |
| c Add lines 10a and 10b | 1146 | 4322 | 8258 | 9470 | 4193 | 27389 |
| 11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on | 0 | 0 | 0 | 0 | 0 | 0 |
| 12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part IV.) | 0 | 0 | 0 | 0 | 0 | 0 |
| 13 **Total support.** (Add lines 9, 10c, 11, and 12.) | 178103 | 221833 | 221178 | 216705 | 208157 | 1045976 |

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 | 95.48 %

16 Public support percentage from 2008 Schedule A, Part III, line 15 . . . 16 | 95.78 %

## 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 %

18 Investment income percentage from 2008 Schedule A, Part III, line 17 . . . 18 | 2 %

19a **33⅓ % support tests—2009.** If the organization did not check the box on line 14, and line 15 is more than 33⅓ %, and line 17 is not more than 33⅓ %, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶ ☑

b **33⅓ % support tests—2008.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33⅓ %, and line 18 is not more than 33⅓ %, 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.

Attachment 1 to Form 990EZ-2009
Vestibular Disorders Association 93-0914340

Form 990EZ, Part I, Line 16: Other expenses
Other expenses include credit card fees for revenue transactions ($3429), directors' liability insurance ($1432), meeting, travel, and conferencing costs ($2818), royalties paid to book author ($784), depreciation ($1146), cost of goods sold ($5372), office supplies ($220), and miscellaneous ($647).

Form 990EZ, Part II, Line 24: Other assets
Other assets include equipment ($636), publication product inventory ($8407), prepaid postage and insurance ($5862), and accounts receivable ($38).

# VESTIBULAR DISORDERS ASSOCIATION VEDA

PO Box 13305 • Portland, OR 97213 • fax: (503) 229-8064 • (800) 837-8428 • veda@vestibular.org • www.vestibular.org

# Bylaws

## ARTICLE I: Name and Principal Office

**SECTION 1 Name and Office** The name of this Corporation is the VESTIBULAR DISORDERS ASSOCIATION. The principal office shall be 4035 NE Sandy Blvd., Suite 207, Portland Oregon 97212, and mail should be addressed to PO Box 13305, Portland, OR 97213-0305 or such other address as the board designates.

## ARTICLE II: Purpose

**SECTION 1 Objectives** This Corporation is organized exclusively to serve people with vestibular disorders by providing access to information, offering a support network, and elevating awareness of the challenges associated with these disorders.

## ARTICLE III: Membership

**SECTION 1 Membership** The corporation may grant membership to supporters of VEDA, and such membership shall be open to the following:

(1) Persons with vestibular disorders.
(2) Persons with interest in and with empathy for persons with vestibular disorders.
(3) Health care professionals providing treatment and care to persons with vestibular disorders.

**SECTION 2 Members in Good Standing** A member whose dues are current (or whom the Executive Director has exempted from paying dues) and who supports VEDA is a member in good standing. The Board of Directors may vote at any time about the status of an individual's membership.

## ARTICLE IV: Board of Directors

**SECTION 1 Number** The Board of Directors shall consist of a minimum of seven (7) and a maximum of twelve (12) members elected by the membership at large by ballot.

**SECTION 2 Term** Directors shall serve a term of three (3) years beginning at the annual meeting at which they are elected. Any member in good standing may be a director. Directors may serve no more than six consecutive years.

**SECTION 3 Vacancies** Vacancies on the Board may be filled by the Board as they occur. No vacancy may be filled within eight (8) weeks of the annual meeting. If a Board member is appointed to fill a term that expires more than one (1) year from the date of appointment, that appointment shall be ratified by a majority of the membership casting ballots at the next annual election of Board members.

| | |
|---|---|
| SECTION 4 Nominations | Nominations shall be accepted in writing by the Board in January and February of each year. Each nominating petition shall be signed by the nominee, signifying acceptance of the nomination and acknowledging understanding of the related responsibilities. At its next regularly scheduled meeting following March 1, the Board shall discuss and approve the slate of nominees and shall have the right to disapprove a nominee determined to be not qualified or not appropriate for the position of Board member. At this meeting, the Board may also accept additional nominations for Board members.<br><br>No fewer than seven and no more than 60 days prior to the date of the Annual Meeting of members, the Board shall mail notice of the meeting to all members, which notice shall include information regarding ratification and election of Board members. The notice shall contain a request for ratification of appointed board members, if any, and shall list the nominees approved by the Board, in alphabetical order, and their city and state of residence. The notice shall state the number of nominees to be elected. Ballots for voting by the members shall be distributed in a manner that ensures the integrity of the voting process. |
| SECTION 5 Ratification Procedure | Members whose appointments are to be ratified shall be listed separately from the nominees three (3) year terms as follows: "Shall ___________, who was appointed to the Board of Directors on __________, continue to serve until the 20__ Annual Meeting? Yes _____ No _____."<br><br>If an appointed member receives a "Yes" vote from a majority of the ballots cast, that member shall serve the remainder of the unexpired term. If the member does not receive a majority of "Yes" votes, the Board shall appoint a new board member after the Annual Meeting to serve the unexpired term.<br><br>The ballot shall be returned to a representative of the Board so that it arrives at the headquarters of the Corporation by 5 p.m. on the day prior to the Annual Meeting, or at such other time determined by the Board and specified in the notice of Annual Meeting. |
| SECTION 6 Election Procedure | Each voter may vote for no more than one (1) nominee for each vacancy on the Board. Ballots containing votes for more than that number shall be disqualified. To be elected, a nominee must receive a majority of votes cast. |
| SECTION 7 Election Results | The President shall announce the results at the Annual Meeting, and the report of the tellers shall be entered in the minutes book of the Corporation. The number of votes that each nominee receives shall not be disclosed. In the case of a tie, a runoff election shall be conducted at the Annual Meeting. |

The nominee with the largest majority of votes is elected to fill one (1) vacancy, and likewise until all vacancies are filled. If there are fewer nominees than vacancies, the Board shall fill the vacancies as provided elsewhere in the bylaws after the Annual Meeting.

SECTION 8 Quorum
In order to expedite the regular business of the Board, except as otherwise provided in these Bylaws, a quorum of the Board of Directors shall consist of a number equal to a majority of the Regional Board. Regional Board members shall include those directors whose residence is in the Portland, Oregon, metropolitan area and may include any other Board members who are willing and able to attend Board meetings regularly. Regional Board members shall be designated by the Board at its annual meeting coinciding with the annual meeting of the members. The National Board shall consist of all Board members.

On any issue arising at a meeting of the Board, the Board President or any three Board members may request at that time that the issue be voted on by the National Board. That vote shall be held within 14 days after the meeting. When the National Board votes on that issue, a majority of the National Board serving at the time of the vote shall be a quorum. The decision of the National Board on that issue shall be controlling.

SECTION 9 Compensation
Directors shall not receive any compensation for their services as Directors or otherwise, but the Board may, by resolution, authorize reimbursement of expenses incurred in the performance of their duties. Such authorization may prescribe procedures for approval and payment of such expenses by designated officers of the Corporation.

Salaried staff members may not serve on the Board of Directors or have voting privileges.

Members of the Board of Directors and staff shall scrupulously avoid any conflict between their respective individual interests and the interests of Vestibular Disorders Association in any and all actions taken by them on behalf of the Association. Any possible conflict of interest on the part of such person or persons shall be disclosed to the Board of Directors, and such person or persons shall abstain from voting. In addition, such interested Directors must be absent during the Board's vote on the decisions in question. The disclosure, as well as the Director's abstention from voting, shall be made a matter of record within the minutes of the appropriate meeting. In addition, each member of the Board of Directors and the Executive Director is required to sign an annual written update and disclosure.

SECTION 10 Meetings
The Board of Directors shall hold regular meetings monthly, or as it otherwise may determine, with a minimum of four (4) meetings annually, at such place and at such time and upon such notice as it may in its discretion determine. Special meetings of the Board of Directors may be called at any time by the President of the Corporation or by any two of its Board members, either personally or by mail, e-mail, fax, or

telephone with at least a 24 hour notice to all Directors.

SECTION 11 Resignation and Removal — Directors may resign by submitting a written resignation to the Board of Directors. This resignation is effective upon submission, unless otherwise specified. A Board member may be removed with or without cause by a vote of a majority of the Board of Directors. For purposes of this Article IV, Section 11, a quorum shall consist of a majority of the National Board. If a Board member fails to attend two consecutive regular meetings of the Board, and without notification, she or he shall be removed from the Board and notified of this action by certified mail.

## ARTICLE V: Officers

SECTION 1 Officers — Elected officers of this Corporation shall be President, Vice President, Secretary, and Treasurer.

SECTION 2 Eligibility — Officers shall be elected by and from the Board of Directors at the first Board meeting after the Annual Meeting.

SECTION 3 Terms of Office — The terms of office shall be one year. The President and Vice President shall not serve for more than two consecutive terms. A vacancy in any office may be filled by the Board of Directors from its membership at any meeting for the unexpired term of office.

SECTION 4 Duties of the President — The President will be the principal officer and official representative of the organization and shall preside at all meetings of the Board of Directors, General Membership Meetings, and meetings of the Advisory Board. The President shall perform the usual duties pertaining to the office of President and such duties as may be assigned by the Board of Directors.

SECTION 5 Duties of the Vice President — The Vice President shall assist the President and shall assume duties as assigned by the President of the Corporation. In the absence of the President, the Vice President will assume the duties of the President at meetings of the Corporation.

SECTION 6 Duties of the Secretary — The Secretary shall record and publish minutes of all Board of Directors' meetings, General Membership meetings when necessary, and all Advisory Board meetings and shall give all notices of meetings to potential attenders. The Secretary shall perform other duties as assigned by the President.

SECTION 7 Duties of the Treasurer — The Treasurer shall be the chief financial officer of the Corporation and is charged with the safeguarding of all assets of the Corporation as follows:

A. Ensure the prompt deposit of all funds received or collected by the Corporation in a depository as designated by the Board of Directors and which is subject to withdrawal in accordance with Article VII, Section (2).

B. Keep and regularly maintain books of his or her account with the use of an appropriate accounting system.

C. Be charged with the responsibility for the proper disbursement of the funds of the Corporation in accordance with the authorities, restrictions, and budgetary requirements authorized by the Board of Directors.

D. Render a statement of account of the Corporation whenever required by the Board of Directors and perform all duties incident to the office of Treasurer subject to the control of the Board of Directors.

SECTION 8 Resignation — Officers may resign by submission in writing to the President.

## ARTICLE VI: Dues

SECTION 1 Dues — Dues shall be payable in amounts and categories as determined from time to time by the Board of Directors.

## ARTICLE VII: Finances

SECTION 1 Fiscal Year — The Fiscal Year of the Corporation shall begin on Jan. 1 and end on Dec. 31.

SECTION 2 Authorization for Disbursements — Two (2) signatures, as authorized from time to time by the Board and recorded in the minutes of its meetings, will be required on each check issued by the Corporation of $500 or more according to disbursement policy. The Board may authorize up to four (4) of its members, in addition to the Treasurer, to sign checks.

Disbursement policy will be established by the Board and recorded in the minutes of its meetings.

## ARTICLE VIII: Membership Meetings

SECTION 1 Annual Meeting — The Annual Meeting of the members of the Corporation shall be held on the second Wednesday in June at a time and place established by the Board of Directors. Notice of the Annual Meeting will be mailed to members with their ballots.

SECTION 2 Special Meetings — The Special Meetings of the membership may be called by the President or Board of Directors at any time by giving the same notice as required in Section 1, above.

SECTION 3 Voting — All members in good standing are entitled to one (1) vote on all matters brought before the general membership of the Corporation.

SECTION 4 Quorum — A quorum shall consist of (10) members in good standing present either at annual meetings or special meetings of the membership.

## ARTICLE IX: Rules of Procedure

SECTION 1 Rules: Robert's Rules of Order, in the latest edition, shall be employed in the conduct of all meetings of the Corporation.

## ARTICLE X: Advisory Board

SECTION 1 Members: Members of the Medical and Scientific Advisory Board and other Advisory Boards shall be persons of influence and stature, the benefits of whose advice is sought by the Corporation and who accept an invitation to serve on the Advisory Board. Members of the Advisory Board may be appointed either as Medical and Scientific Advisors or under such designation as the Board of Directors may determine from time to time.

The Medical and Scientific Advisory Board serves as a required stand-alone Board, and shall consist of a minimum of three (3) members.

Membership invitation shall be suggested by members of the Board and the staff of the Corporation and any member in good standing and shall be approved by the Board of Directors.

SECTION 2 Functions: Members of the Advisory Board shall be informed of their obligations and privileges when invited to serve on the Advisory Board. A position on the Advisory Board is not a position on the Board of Directors and shall not impose on the members of the Advisory Board the duties, obligations, or responsibilities of the Board of Directors for oversight of the affairs of the Corporation. There shall be no officers of the Advisory Board, and its members shall have no formal meetings or duties but may be requested by the Board of Directors or the staff of the Corporation, personally, by telephone, or by letter, to assist in forwarding the program of the Corporation, to develop Chapter leadership, to be available for consultation with the staff of the Corporation commensurate with the individual's training and experiences, and to serve as speakers to appropriate audiences. Members of the Advisory Board are eligible to serve on committees of the Board. Tenure shall be for an indefinite term with the right to resign at any time by written notice to the Board of Directors.

## ARTICLE XI: Standing Committees

SECTION 1 Formation and Purpose: Standing Committees shall be formed at the direction of and to accomplish purposes deemed necessary by the Board of Directors.

SECTION 2 Meetings: Each Standing Committee shall meet at the call of the President or the Chairperson of the committee.

SECTION 3 Membership: Members of the Standing Committees shall be Members appointed by the Board of Directors. At least one member of each Standing Committee shall be a member of the Board of Directors. Each committee chairperson shall be a member of the Board of Directors.

SECTION 3 Membership — Members of the Standing Committees shall be Members appointed by the Board of Directors. At least one member of each Standing Committee shall be a member of the Board of Directors. Each committee chairperson shall be a member of the Board of Directors.

SECTION 4 Quorum — The majority of the committee membership shall constitute a Quorum.

SECTION 5 Rules — Each committee may adopt rules for its own functions not inconsistent with these Bylaws or with rules adopted by the Board of Directors.

## ARTICLE XII: Amendments

SECTION 1 Amendments — These Bylaws may be altered, amended, or repealed, and new Bylaws may be adopted by a two-thirds (2/3) majority of the Board of Directors.

## ARTICLE XIII: Employees

SECTION 1 Staff — The Board of Directors may employ an Executive Director and other staff consistent with terms and conditions of employment as the Board may determine. The Executive Director of the Corporation shall have responsibility for the administration of all affairs of the Corporation under the guidance of the Corporate Board of Directors.

## ARTICLE XIV: Nondiscrimination Policy

SECTION 1 Nondiscrimination policy — The Vestibular Disorders Association shall not discriminate in its staff, board, volunteer committees, or recipients of services on the basis of a person's race, religion, sex, sexual orientation, age, national origin, ancestry, veteran status, or mental or physical disability.

Approved by the Board of Directors by resolution on the 14th day of September 1994. Amended Feb. 12, 1997; Jan. 10, 2001; Dec.10, 2003; June 9, 2004; Dec. 8, 2004; Dec. 14, 2005; June 14, 2006; Mar. 14, 2007; and Mar. 26, 2009.

This copy is a complete and accurate copy of the original document, with all amendments to it reflected in total.

5/7/2010

Lisa Haven, Executive Director 5/7/2010