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Form 990

Department of the Treasury
Internal Revenue Service

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)

The organization may have to use a copy of this return to satisfy state reporting requirements

OMB No 1545-0047

2011

Open to Public Inspection

A For the 2011 calendar year, or tax year beginning 01-01-2011 and ending 12-31-2011

B Check if applicable

☐ Address change

☐ Name change

☐ Initial return

☐ Terminated

☐ Amended return

☐ Application pending

C Name of organization

ASSOCIATION OF AVIAN VETERINARIANS INC

Doing Business As

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

90 MADISON STREET NO 403

Room/suite

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

DENVER, CO 80206

F Name and address of principal officer

SHARMAN HOPPES
90 MADISON STREET SUITE 403
DENVER,CO 80206

H(a) Is this a group return for affiliates?

☐ Yes ☒ No

H(b) Are all affiliates included?

☐ Yes ☐ No

If "No," attach a list (see instructions)

H(c) Group exemption number

I Tax-exempt status

☒ 501(c)(3) ☐ 501(c) () ☐ (insert no) ☐ 4947(a)(1) or ☐ 527

J Website:

WWW.AAV.ORG

K Form of organization

☒ Corporation ☐ Trust ☐ Association ☐ Other

L Year of formation

1982

M State of legal domicile

MA

Part I

Summary

Activities & Governance	<div>1</div> <div>Briefly describe the organization's mission or most significant activities</div> <div>ADVANCING AND PROMOTING AVIAN MEDICINE, STEWARDSHIP, AND CONSERVATION THROUGH EDUCATION OF ITS MEMBERS, THE VETERINARY COMMUNITY AND THOSE THEY SERVE</div>																																
	<div>2</div> <div>Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets</div>																																
	<table><tr><td>3</td><td>Number of voting members of the governing body (Part VI, line 1a)</td><td>3</td><td>5</td></tr><tr><td>4</td><td>Number of independent voting members of the governing body (Part VI, line 1b)</td><td>4</td><td>5</td></tr><tr><td>5</td><td>Total number of individuals employed in calendar year 2011 (Part V, line 2a)</td><td>5</td><td>2</td></tr><tr><td>6</td><td>Total number of volunteers (estimate if necessary)</td><td>6</td><td>0</td></tr><tr><td>7a</td><td>Total unrelated business revenue from Part VIII, column (C), line 12</td><td>7a</td><td>10,372</td></tr><tr><td>7b</td><td>Net unrelated business taxable income from Form 990-T, line 34</td><td>7b</td><td>-14,228</td></tr></table>	3	Number of voting members of the governing body (Part VI, line 1a)	3	5	4	Number of independent voting members of the governing body (Part VI, line 1b)	4	5	5	Total number of individuals employed in calendar year 2011 (Part V, line 2a)	5	2	6	Total number of volunteers (estimate if necessary)	6	0	7a	Total unrelated business revenue from Part VIII, column (C), line 12	7a	10,372	7b	Net unrelated business taxable income from Form 990-T, line 34	7b	-14,228								
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Revenue	<table><tr><td>8</td><td>Contributions and grants (Part VIII, line 1h)</td><td>Prior Year</td><td>Current Year</td></tr><tr><td>9</td><td>Program service revenue (Part VIII, line 2g)</td><td>0</td><td>239,198</td></tr><tr><td>10</td><td>Investment income (Part VIII, column (A), lines 3, 4, and 7d)</td><td>700,648</td><td>596,918</td></tr><tr><td>11</td><td>Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)</td><td>1,012</td><td>1,036</td></tr><tr><td>12</td><td>Total revenue—add lines 8 through 11 (must equal Part VIII, column (A), line 12)</td><td>73,609</td><td>0</td></tr><tr><td></td><td></td><td>775,269</td><td>837,152</td></tr></table>	8	Contributions and grants (Part VIII, line 1h)	Prior Year	Current Year	9	Program service revenue (Part VIII, line 2g)	0	239,198	10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	700,648	596,918	11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	1,012	1,036	12	Total revenue—add lines 8 through 11 (must equal Part VIII, column (A), line 12)	73,609	0			775,269	837,152								
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Expenses	<table><tr><td>13</td><td>Grants and similar amounts paid (Part IX, column (A), lines 1–3)</td><td>14,254</td><td>19,792</td></tr><tr><td>14</td><td>Benefits paid to or for members (Part IX, column (A), line 4)</td><td>0</td><td>0</td></tr><tr><td>15</td><td>Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10)</td><td>121,642</td><td>48,097</td></tr><tr><td>16a</td><td>Professional fundraising fees (Part IX, column (A), line 11e)</td><td>0</td><td>0</td></tr><tr><td>b</td><td>Total fundraising expenses (Part IX, column (D), line 25) <input type="checkbox"/> 0</td><td></td><td></td></tr><tr><td>17</td><td>Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e)</td><td>660,555</td><td>844,657</td></tr><tr><td>18</td><td>Total expenses Add lines 13–17 (must equal Part IX, column (A), line 25)</td><td>796,451</td><td>912,546</td></tr><tr><td>19</td><td>Revenue less expenses Subtract line 18 from line 12</td><td>-21,182</td><td>-75,394</td></tr></table>	13	Grants and similar amounts paid (Part IX, column (A), lines 1–3)	14,254	19,792	14	Benefits paid to or for members (Part IX, column (A), line 4)	0	0	15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10)	121,642	48,097	16a	Professional fundraising fees (Part IX, column (A), line 11e)	0	0	b	Total fundraising expenses (Part IX, column (D), line 25) <input type="checkbox"/> 0			17	Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e)	660,555	844,657	18	Total expenses Add lines 13–17 (must equal Part IX, column (A), line 25)	796,451	912,546	19	Revenue less expenses Subtract line 18 from line 12	-21,182	-75,394
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Net Assets or Fund Balances	<table><tr><td></td><td>Beginning of Current Year</td><td>End of Year</td></tr><tr><td>20</td><td>Total assets (Part X, line 16)</td><td>297,582</td><td>218,369</td></tr><tr><td>21</td><td>Total liabilities (Part X, line 26)</td><td>35,155</td><td>6,341</td></tr><tr><td>22</td><td>Net assets or fund balances Subtract line 21 from line 20</td><td>262,427</td><td>212,028</td></tr></table>		Beginning of Current Year	End of Year	20	Total assets (Part X, line 16)	297,582	218,369	21	Total liabilities (Part X, line 26)	35,155	6,341	22	Net assets or fund balances Subtract line 21 from line 20	262,427	212,028																	
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Part II

Signature Block

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.

Sign Here

Signature of officer

2012-11-15

Date

SHARMAN HOPPES PRESIDENT

Type or print name and title

Preparer's signature

TERRI RUPERT

Date

Check if self-employed ☐

Preparer's taxpayer identification number (see instructions)
P00320807

Firm's name (or yours if self-employed), address, and ZIP + 4

HANSON & CO CPAS
4100 E MISSISSIPPI AVENUE 17TH FLOOR
DENVER, CO 80246

EIN ☐ 84-1046243

Phone no ☐ (303) 388-1010

May the IRS discuss this return with the preparer shown above? (see instructions)

☒ Yes ☐ No

For Paperwork Reduction Act Notice, see the separate instructions.

Cat No 11282Y

Form 990 (2011)

Part III

Statement of Program Service Accomplishments

Check if Schedule O contains a response to any question in this Part III

1

Briefly describe the organization's mission

ADVANCING AND PROMOTING AVIAN MEDICINE, STEWARDSHIP, AND CONSERVATION THROUGH EDUCATION OF ITS MEMBERS, THE VETERINARY COMMUNITY AND THOSE THEY SERVE

2

Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ?

Yes

☒ No

If "Yes," describe these new services on Schedule O

3

Did the organization cease conducting, or make significant changes in how it conducts, any program services?

Yes

☒ No

If "Yes," describe these changes on Schedule O

4

Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations and section 4947(a)(1) trusts are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported

4a

(Code) (Expenses \$ 524,929 including grants of \$) (Revenue \$ 564,789)

CONFERENCES & SEMINARS - EDUCATING MEMBERS AND OTHER INTERESTED PARTIES AS TO ALL ASPECTS OF AVIAN MEDICINE AND SURGERY, INCLUDING PUBLICATION OF LATEST PROCEDURES

4b

(Code) (Expenses \$ 190,737 including grants of \$) (Revenue \$ 8,822)

NEWSLETTERS & PUBLICATIONS - DISTRIBUTION OF SCIENTIFIC INFORMATION PERTINENT TO AVIAN MEDICINE

4c

(Code) (Expenses \$ 30,117 including grants of \$) (Revenue \$ 12,935)

GRANTS & SCHOLARSHIPS - GRANTS FOR RESEARCH PROJECTS AWARDED TO RECIPIENTS AS DETERMINED BY BOARD OF DIRECTORS BASED UPON MERIT OF STUDY

(Code) (Expenses \$ 11,110 including grants of \$) (Revenue \$)

4d

Other program services (Describe in Schedule O)

(Expenses \$ 11,110 including grants of \$) (Revenue \$)
















4e

Total program service expenses

\$ 756,893

Form 990 (2011)

Part IV Checklist of Required Schedules

		Yes	No
1	Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? If "Yes," complete Schedule A 	1	Yes
2	Is the organization required to complete Schedule B, Schedule of Contributors (see instructions)? 	2	Yes
3	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	3	No
4	Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II	4	No
5	Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? If "Yes," complete Schedule C, Part III	5	No
6	Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? If "Yes," complete Schedule D, Part I 	6	No
7	Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas or historic structures? If "Yes," complete Schedule D, Part II 	7	No
8	Did the organization maintain collections of works of art, historical treasures, or other similar assets? If "Yes," complete Schedule D, Part III 	8	No
9	Did the organization report an amount in Part X, line 21, serve as a custodian for amounts not listed in Part X, or provide credit counseling, debt management, credit repair, or debt negotiation services? If "Yes," complete Schedule D, Part IV 	9	No
10	Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent endowments, or quasi-endowments? If "Yes," complete Schedule D, Part V 	10	Yes
11	If the organization's answer to any of the following questions is 'Yes,' then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable		
a	Did the organization report an amount for land, buildings, and equipment in Part X, line 10? If "Yes," complete Schedule D, Part VI. 	11a	No
b	Did the organization report an amount for investments—other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VII. 	11b	No
c	Did the organization report an amount for investments—program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VIII. 	11c	No
d	Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part IX. 	11d	No
e	Did the organization report an amount for other liabilities in Part X, line 25? If "Yes," complete Schedule D, Part X. 	11e	No
f	Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? If "Yes," complete Schedule D, Part X. 	11f	No
12a	Did the organization obtain separate, independent audited financial statements for the tax year? If "Yes," complete Schedule D, Parts XI, XII, and XIII 	12a	Yes
b	Was the organization included in consolidated, independent audited financial statements for the tax year? If "Yes," and if the organization answered 'No' to line 12a, then completing Schedule D, Parts XI, XII, and XIII is optional 	12b	No
13	Is the organization a school described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E	13	No
14a	Did the organization maintain an office, employees, or agents outside of the United States?	14a	No
b	Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? If "Yes," complete Schedule F, Part I	14b	No
15	Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or assistance to any organization or entity located outside the U S? If "Yes," complete Schedule F, Part II and IV	15	No
16	Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or assistance to individuals located outside the U S? If "Yes," complete Schedule F, Part III and IV	16	No
17	Did the organization report a total of more than \$15,000, of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? If "Yes," complete Schedule G, Part I	17	No
18	Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? If "Yes," complete Schedule G, Part II	18	No
19	Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? If "Yes," complete Schedule G, Part III	19	No
20a	Did the organization operate one or more hospitals? If "Yes," complete Schedule H	20a	No
b	If "Yes" to line 20a, did the organization attach its audited financial statement to this return? Note. All Form 990 filers that operated one or more hospitals must attach audited financial statements	20b	

Part IV

Checklist of Required Schedules (continued)

21	Did the organization report more than \$5,000 of grants and other assistance to governments and organizations in the United States on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II</i>	21	Yes	
22	Did the organization report more than \$5,000 of grants and other assistance to individuals in the United States on Part IX, column (A), line 2? <i>If "Yes," complete Schedule I, Parts I and III</i>	22	Yes	
23	Did the organization answer "Yes" to Part VII, Section A, questions 3, 4, or 5, about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If "Yes," complete Schedule J</i>	23		No
24a	Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If "Yes," answer questions 24b–24d and complete Schedule K. If "No," go to line 25</i>	24a		No
b	Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?	24b		
c	Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?	24c		
d	Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?	24d		
25a	Section 501(c)(3) and 501(c)(4) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If "Yes," complete Schedule L, Part I</i>	25a		No
b	Is the organization 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? <i>If "Yes," complete Schedule L, Part I</i>	25b		No
26	Was a loan to or by a current or former officer, director, trustee, key employee, highly compensated employee, or disqualified person outstanding as of the end of the organization's tax year? <i>If "Yes," complete Schedule L, Part II</i>	26		No
27	Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor, or a grant selection committee member, or to a person related to such an individual? <i>If "Yes," complete Schedule L, Part III</i>	27		No
28	Was the organization a party to a business transaction with one of the following parties? (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions)			
a	A current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i>	28a		No
b	A family member of a current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i>	28b		No
c	An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or owner? <i>If "Yes," complete Schedule L, Part IV</i>	28c		No
29	Did the organization receive more than \$25,000 in non-cash contributions? <i>If "Yes," complete Schedule M</i>	29		No
30	Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M</i>	30		No
31	Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I</i>	31		No
32	Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II</i>	32		No
33	Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If "Yes," complete Schedule R, Part I</i>	33		No
34	Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Parts II, III, IV, and V, line 1</i>	34		No
35a	Is any related organization a controlled entity of the filing organization within the meaning of section 512(b)(13)?	35a		No
b	Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If "Yes," complete Schedule R, Part V, line 2</i>	35b		No
36	Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2</i>	36		No
37	Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If "Yes," complete Schedule R, Part VI</i>	37		No
38	Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11 and 19? Note. All Form 990 filers are required to complete Schedule O	38	Yes	

Part V Statements Regarding Other IRS Filings and Tax Compliance			
Check if Schedule O contains a response to any question in this Part V <input type="checkbox"/>			
		Yes	No
1a	Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable.	1a11	
b	Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable.	1b0	
c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	1c	
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements filed for the calendar year ending with or within the year covered by this return	2a2	
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns? Note. If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions).	2b	Yes
3a	Did the organization have unrelated business gross income of \$1,000 or more during the year?	3a	Yes
b	If "Yes," has it filed a Form 990-T for this year? If "No," provide an explanation in Schedule O	3b	Yes
4a	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 or securities account)?	4a	No
b	If "Yes," enter the name of the foreign country <input type="text"/> See instructions for filing requirements for Form TD F 90-22.1, Report of Foreign Bank and Financial Accounts		
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year? . . .	5a	No
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	5b	No
c	If "Yes" to line 5a or 5b, did the organization file Form 8886-T?	5c	
6a	Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible?	6a	No
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	6b	
7	Organizations that may receive deductible contributions under section 170(c).		
a	Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?	7a	No
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?	7b	
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?	7c	No
d	If "Yes," indicate the number of Forms 8282 filed during the year	7d	
e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	7e	No
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract? . . .	7f	No
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?	7g	
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	7h	
8	Sponsoring organizations maintaining donor advised funds and section 509(a)(3) supporting organizations. Did the supporting organization, or a donor advised fund maintained by a sponsoring organization, have excess business holdings at any time during the year?	8	
9	Sponsoring organizations maintaining donor advised funds.		
a	Did the organization make any taxable distributions under section 4966?	9a	
b	Did the organization make a distribution to a donor, donor advisor, or related person?	9b	
10	Section 501(c)(7) organizations. Enter		
a	Initiation fees and capital contributions included on Part VIII, line 12	10a	
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	10b	
11	Section 501(c)(12) organizations. Enter		
a	Gross income from members or shareholders	11a	
b	Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them)	11b	
12a	Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041?	12a	
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year	12b	
13	Section 501(c)(29) qualified nonprofit health insurance issuers.		
a	Is the organization licensed to issue qualified health plans in more than one state? Note. All 501(c)(29) organizations must list in Schedule O each state in which they are licensed to issue qualified health plans, the amount of reserves required by each state, and the amount of reserves the organization allocated to each state.	13a	
b	Enter the aggregate amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	13b	
c	Enter the aggregate amount of reserves on hand	13c	
14a	Did the organization receive any payments for indoor tanning services during the tax year?	14a	No
b	If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O . . .	14b	

Part VI

Governance, Management, and Disclosure

For each "Yes" response to lines 2 through 7b below, and for a "No" response to lines 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See instructions.
Check if Schedule O contains a response to any question in this Part VI

Section A. Governing Body and Management

		Yes	No
1a	Enter the number of voting members of the governing body at the end of the tax year		
1b	Enter the number of voting members included in line 1a, above, who are independent		
2	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?		No
3	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors or trustees, or key employees to a management company or other person?	Yes	
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?	Yes	
5	Did the organization become aware during the year of a significant diversion of the organization's assets?		No
6	Did the organization have members or stockholders?	Yes	
7a	Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?	Yes	
7b	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?		No
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following		
8a	The governing body?	Yes	
8b	Each committee with authority to act on behalf of the governing body?	Yes	
9	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses in Schedule O		No

Section B. Policies

(This Section B requests information about policies not required by the Internal Revenue Code.)

		Yes	No
10a	Did the organization have local chapters, branches, or affiliates?		No
10b	If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?		
11a	Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?		No
11b	Describe in Schedule O the process, if any, used by the organization to review the Form 990		
12a	Did the organization have a written conflict of interest policy? If "No," go to line 13		No
12b	Were officers, directors or trustees, and key employees required to disclose annually interests that could give rise to conflicts?		
12c	Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe in Schedule O how this was done		
13	Did the organization have a written whistleblower policy?		No
14	Did the organization have a written document retention and destruction policy?		No
15	Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
15a	The organization's CEO, Executive Director, or top management official		No
15b	Other officers or key employees of the organization		No
	If "Yes," to line 15a or 15b, describe the process in Schedule O (see instructions)		
16a	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?		No
16b	If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?		

Section C. Disclosure

17	List the States with which a copy of this Form 990 is required to be filed
18	Section 6104 requires an organization to make its Form 1023 (or 1024 if applicable), 990, and 990-T (501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply. <input type="checkbox"/> Own website <input type="checkbox"/> Another's website <input checked="" type="checkbox"/> Upon request
19	Describe in Schedule O whether (and if so, how), the organization made its governing documents, conflict of interest policy, and financial statements available to the public. See Additional Data Table.
20	State the name, physical address, and telephone number of the person who possesses the books and records of the organization. SUMMIT MEETINGS INC 90 MADISON STREET SUITE 403 DENVER, CO 80206 (303) 756-8380

Check if Schedule O contains a response to any question in this Part VII ☒

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation, and **current** key employees Enter -0- in columns (D), (E), and (F) if no compensation was paid
- List all of the organization's **current** key employees, if any See instructions for definition of "key employee "
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations
- List all of the organization's **former** officers, key employees, or highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations

List persons in the following order: individual trustees or directors; institutional trustees; officers; key employees; highest compensated employees; and former such persons

☒ Check this box if neither the organization nor any related organizations compensated any current or former officer, director, or trustee

[illegible]

Part VII

1b	Sub-Total			
c	Total from continuation sheets to Part VII, Section A			
d	Total (add lines 1b and 1c)	0	0	0

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization 0

		Yes	No
3	Did the organization list any former officer, director or trustee, key employee, or highest compensated employee on line 1a? <i>If "Yes," complete Schedule J for such individual</i>	3	No
4	For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? <i>If "Yes," complete Schedule J for such individual</i>	4	No
5	Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? <i>If "Yes," complete Schedule J for such person</i>	5	No

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation
SUMMIT MEETINGS INC 90 MADISON STREET SUITE 403 DENVER, CO 80206	SEE SCHEDULE O	386,656

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization ▶1

Part VIII

Statement of Revenue

				(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512, 513, or 514
Contributions, gifts, grants and other similar amounts	1a	Federated campaigns . . .	1a				
	b	Membership dues	1b	211,742			
	c	Fundraising events	1c				
	d	Related organizations	1d				
	e	Government grants (contributions)	1e				
	f	All other contributions, gifts, grants, and similar amounts not included above	1f	27,456			
	g	Noncash contributions included in lines 1a-1f \$ _____					
	h	Total. Add lines 1a-1f		239,198			
Program Service Revenue			Business Code				
	2a	CONFERECE & SEMINARS	611710	564,789	564,789		
	b	PUBLICATIONS & ADVERTI	511120	19,194	8,822	10,372	
	c	RESEARCH, EDUCATION, &	611710	12,935	12,935		
	d						
	e						
	f	All other program service revenue					
	g	Total. Add lines 2a-2f		596,918			
Other Revenue	3	Investment income (including dividends, interest and other similar amounts)		1,036			1,036
	4	Income from investment of tax-exempt bond proceeds . .					
	5	Royalties					
	6a	(i) Real					
		(ii) Personal					
	b	Less rental expenses					
	c	Rental income or (loss)					
	d	Net rental income or (loss)					
	7a	(i) Securities					
		(ii) Other					
	b	Less cost or other basis and sales expenses					
	c	Gain or (loss)					
	d	Net gain or (loss)					
	8a	Gross income from fundraising events (not including \$ _____ of contributions reported on line 1c) See Part IV, line 18					
	a						
	b	Less direct expenses					
	b						
	c	Net income or (loss) from fundraising events . .					
c							
9a	Gross income from gaming activities See Part IV, line 19						
a							
b	Less direct expenses						
b							
c	Net income or (loss) from gaming activities . .						
c							
10a	Gross sales of inventory, less returns and allowances						
a							
b	Less cost of goods sold						
b							
c	Net income or (loss) from sales of inventory . .						
c							
Miscellaneous Revenue		Business Code					
11a							
b							
c							
d	All other revenue						
e	Total. Add lines 11a-11d						
12	Total revenue. See Instructions		837,152	586,546	10,372	1,036	

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns
All other organizations must complete column (A) but are not required to complete columns (B), (C), and (D)
Check if Schedule O contains a response to any question in this Part IX ☒

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.		(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1	Grants and other assistance to governments and organizations in the United States See Part IV, line 21	17,267	17,267		
2	Grants and other assistance to individuals in the United States See Part IV, line 22	2,525	2,525		
3	Grants and other assistance to governments, organizations, and individuals outside the United States See Part IV, lines 15 and 16				
4	Benefits paid to or for members				
5	Compensation of current officers, directors, trustees, and key employees				
6	Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7	Other salaries and wages	40,608	5,378	35,230	
8	Pension plan contributions (include section 401(k) and section 403(b) employer contributions)				
9	Other employee benefits				
10	Payroll taxes	7,489	2,742	4,747	
11	Fees for services (non-employees)				
a	Management				
b	Legal	3,064		3,064	
c	Accounting	26,300		26,300	
d	Lobbying				
e	Professional fundraising See Part IV, line 17				
f	Investment management fees				
g	Other				
12	Advertising and promotion	12,823	8,147	4,676	
13	Office expenses	2,590	1,374	1,216	
14	Information technology				
15	Royalties				
16	Occupancy	42,231	31,836	10,395	
17	Travel	46,410	38,328	8,082	
18	Payments of travel or entertainment expenses for any federal, state, or local public officials				
19	Conferences, conventions, and meetings				
20	Interest				
21	Payments to affiliates				
22	Depreciation, depletion, and amortization	3,039		3,039	
23	Insurance	7,446	2,378	5,068	
24	Other expenses Itemize expenses not covered above (List miscellaneous expenses in line 24f If line 24f amount exceeds 10% of line 25, column (A) amount, list line 24f expenses on Schedule O)				
a	OUTSIDE SERVICES	232,560	193,262	39,298	
b	PRINTING & REPRODUCTION	169,211	167,703	1,508	
c	REVENUE SHARING EXPENSE	89,492	89,492		
d	MEALS & ENTERTAINMENT	63,031	63,031		
e					
f	All other expenses	146,460	133,430	13,030	
25	Total functional expenses. Add lines 1 through 24f	912,546	756,893	155,653	0
26	Joint costs. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720) Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation				

Part X

Balance Sheet

					(A)		(B)
					Beginning of year		End of year
Assets	1	Cash—non-interest-bearing			119,570	1	107,125
	2	Savings and temporary cash investments			161,109	2	101,154
	3	Pledges and grants receivable, net				3	
	4	Accounts receivable, net				4	
	5	Receivables from current and former officers, directors, trustees, key employees, and highest compensated employees. Complete Part II of Schedule L				5	
	6	Receivables from other disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B). Complete Part II of Schedule L				6	
	7	Notes and loans receivable, net				7	
	8	Inventories for sale or use				8	
	9	Prepaid expenses and deferred charges			10,824	9	7,050
	10a	Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a				
	b	Less: accumulated depreciation	10b			10c	
	11	Investments—publicly traded securities				11	
	12	Investments—other securities. See Part IV, line 11				12	
	13	Investments—program-related. See Part IV, line 11				13	
	14	Intangible assets			6,079	14	3,040
	15	Other assets. See Part IV, line 11				15	
	16	Total assets. Add lines 1 through 15 (must equal line 34)			297,582	16	218,369
Liabilities	17	Accounts payable and accrued expenses			755	17	1,246
	18	Grants payable				18	
	19	Deferred revenue			34,400	19	5,095
	20	Tax-exempt bond liabilities				20	
	21	Escrow or custodial account liability. Complete Part IV of Schedule D				21	
	22	Payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons. Complete Part II of Schedule L				22	
	23	Secured mortgages and notes payable to unrelated third parties				23	
	24	Unsecured notes and loans payable to unrelated third parties				24	
	25	Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D				25	
	26	Total liabilities. Add lines 17 through 25			35,155	26	6,341
Net Assets or Fund Balances	Organizations that follow SFAS 117, check here <input checked="" type="checkbox"/> and complete lines 27 through 29, and lines 33 and 34.						
	27	Unrestricted net assets			262,427	27	199,702
	28	Temporarily restricted net assets				28	12,326
	29	Permanently restricted net assets				29	
	Organizations that do not follow SFAS 117, check here <input type="checkbox"/> and complete lines 30 through 34.						
	30	Capital stock or trust principal, or current funds				30	
	31	Paid-in or capital surplus, or land, building or equipment fund				31	
	32	Retained earnings, endowment, accumulated income, or other funds				32	
	33	Total net assets or fund balances			262,427	33	212,028
	34	Total liabilities and net assets/fund balances			297,582	34	218,369

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response to any question in this Part XI

1	Total revenue (must equal Part VIII, column (A), line 12)	1	837,152
2	Total expenses (must equal Part IX, column (A), line 25)	2	912,546
3	Revenue less expenses Subtract line 2 from line 1	3	-75,394
4	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	4	262,427
5	Other changes in net assets or fund balances (explain in Schedule O)	5	24,995
6	Net assets or fund balances at end of year Combine lines 3, 4, and 5 (must equal Part X, line 33, column (B))	6	212,028

Part XII Financial Statements and Reporting

Check if Schedule O contains a response to any question in this Part XII

		Yes	No
1	Accounting method used to prepare the Form 990 <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O		
2a	Were the organization's financial statements compiled or reviewed by an independent accountant?		No
b	Were the organization's financial statements audited by an independent accountant?	Yes	
c	If "Yes," to 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O		No
d	If "Yes" to line 2a or 2b, check a box below to indicate whether the financial statements for the year were issued on a separate basis, consolidated basis, or both <input checked="" type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separated basis		
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?		No
b	If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits		

SCHEDULE A

(Form 990 or 990EZ)

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

2011

Open to Public
Inspection

Name of the organization ASSOCIATION OF AVIAN VETERINARIANS INC	Employer identification number 11-2651082
--	--

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 **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 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)






(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 IRC 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 or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support						
Calendar year (or fiscal year beginning in)	(a) 2007	(b) 2008	(c) 2009	(d) 2010	(e) 2011	(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) 2007	(b) 2008	(c) 2009	(d) 2010	(e) 2011	(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 (Explain in Part IV) Do not include gain or loss from the sale of capital assets						
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 501(c)(3) organization, check this box and stop here						

Section C. Computation of Public Support Percentage			
14	Public Support Percentage for 2011 (line 6 column (f) divided by line 11 column (f))	14	
15	Public Support Percentage for 2010 Schedule A, Part II, line 14	15	
16a	33 1/3% support test—2011. 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—2010. If the organization did not check the 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—2011. 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—2010. 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 IIISupport Schedule for Organizations Described in IRC 509(a)(2)

(Complete only if you checked the box on line 9 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support						
Calendar year (or fiscal year beginning in)	(a) 2007	(b) 2008	(c) 2009	(d) 2010	(e) 2011	(f) Total
1Gifts, grants, contributions, and membership fees received (Do not include any "unusual grants.")	252,111	273,212	273,079	268,489	252,133	1,319,024
2Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose	774,927	441,414	545,380	505,768	583,983	2,851,472
3Gross receipts from activities that are not an unrelated trade or business under section 513						
4Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5The value of services or facilities furnished by a governmental unit to the organization without charge						
6Total. Add lines 1 through 5	1,027,038	714,626	818,459	774,257	836,116	4,170,496
7aAmounts included on lines 1, 2, and 3 received from disqualified persons						0
bAmounts 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
cAdd lines 7a and 7b						0
8Public Support (Subtract line 7c from line 6)						4,170,496

Section B. Total Support						
Calendar year (or fiscal year beginning in)	(a) 2007	(b) 2008	(c) 2009	(d) 2010	(e) 2011	(f) Total
9Amounts from line 6	1,027,038	714,626	818,459	774,257	836,116	4,170,496
10aGross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources	8,334	4,063	2,356	1,012	1,036	16,801
bUnrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
cAdd lines 10a and 10b	8,334	4,063	2,356	1,012	1,036	16,801
11Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12Other income. Do not include gain or loss from the sale of capital assets (Explain in Part IV.)						
13Total support (Add lines 9, 10c, 11 and 12.)	1,035,372	718,689	820,815	775,269	837,152	4,187,297
14First Five Years If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a 501(c)(3) organization, check this box and stop here	<input type="checkbox"/>					

Section C. Computation of Public Support Percentage			
15Public Support Percentage for 2011 (line 8 column (f) divided by line 13 column (f))	15	99.600 %	
16Public support percentage from 2010 Schedule A, Part III, line 15	16	99.420 %	

Section D. Computation of Investment Income Percentage			
17	Investment income percentage for 2011 (line 10c column (f) divided by line 13 column (f))	17	0.400 %
18	Investment income percentage from 2010 Schedule A, Part III, line 17	18	
19a	33 1/3% support tests—2011. 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—2010. 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.** Supplemental Information. Complete this part to provide the explanation required by Part II, line 10; Part II, line 17a or 17b; or Part III, line 12. Also complete this part for any additional information. (See instructions).

Facts And Circumstances Test

Explanation

Additional Data

Software ID:
Software Version:
EIN: 11-2651082
Name: ASSOCIATION OF AVIAN VETERINARIANS INC

Form 990, Special Condition Description:

Special Condition Description

Form 990, Part III - 4 Program Service Accomplishments (See the Instructions)

4d. Other program services
(Code) (Expenses \$ 11,110 including grants of \$) (Revenue \$)

SCHEDULE D

(Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Financial Statements

▶ **Complete if the organization answered "Yes," to Form 990, Part IV, line 6, 7, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b**
▶ **Attach to Form 990. ▶ See separate instructions.**

OMB No 1545-0047

2011

Open to Public
Inspection

Name of the organization
ASSOCIATION OF AVIAN VETERINARIANS INC

Employer identification number

11-2651082

Part I

Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts. Complete if the organization answered "Yes" to Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1	Total number at end of year	
2	Aggregate contributions to (during year)	
3	Aggregate grants from (during year)	
4	Aggregate value at end of year	
5	Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? <div><input type="checkbox"/> Yes<input type="checkbox"/> No</div>	
6	Did the organization inform all grantees, donors, and donor advisors in writing that grant funds may be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit <div><input type="checkbox"/> Yes<input type="checkbox"/> No</div>	

Part II

Conservation Easements. Complete if the organization answered "Yes" to Form 990, Part IV, line 7.

1

Purpose(s) of conservation easements held by the organization (check all that apply)

☐ Preservation of land for public use (e g , recreation or pleasure)

☐ Preservation of an historically importantly land area

☐ Protection of natural habitat

☐ Preservation of a certified historic structure

☐ Preservation of open space

2

Complete lines 2a–2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year

	Held at the End of the Year
a	Total number of conservation easements
b	Total acreage restricted by conservation easements
c	Number of conservation easements on a certified historic structure included in (a)
d	Number of conservation easements included in (c) acquired after 8/17/06

3

Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the taxable year ▶ _____

4

Number of states where property subject to conservation easement is located ▶ _____

5

Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds?

☐ Yes☐ No

6

Staff and volunteer hours devoted to monitoring, inspecting and enforcing conservation easements during the year ▶ _____

7

Amount of expenses incurred in monitoring, inspecting, and enforcing conservation easements during the year
▶ \$ _____

8

Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and 170(h)(4)(B)(ii)?

☐ Yes☐ No

9

In Part XIV, describe how the organization reports conservation easements in its revenue and expense statement, and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements

Part III

Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets. Complete if the organization answered "Yes" to Form 990, Part IV, line 8.

1a

If the organization elected, as permitted under SFAS 116, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education or research in furtherance of public service, provide, in Part XIV, the text of the footnote to its financial statements that describes these items

b

If the organization elected, as permitted under SFAS 116, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items

(i) Revenues included in Form 990, Part VIII, line 1

▶ \$ _____

(ii) Assets included in Form 990, Part X

▶ \$ _____

2

If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under SFAS 116 relating to these items

a

Revenues included in Form 990, Part VIII, line 1

▶ \$ _____

b

Assets included in Form 990, Part X

▶ \$ _____

For Privacy Act and Paperwork Reduction Act Notice, see the Intructions for Form 990

Cat No 52283D

Schedule D (Form 990) 2011

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets (continued)

3

Using the organization's accession and other records, check any of the following that are a significant use of its collection items (check all that apply)

a

☐ Public exhibition

b

☐ Scholarly research

c

☐ Preservation for future generations

d

☐ Loan or exchange programs

e

☐ Other

4

Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIV

5

During the year, did the organization solicit or receive donations of art, historical treasures or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection?

☐ Yes

☐ No

Part IV Escrow and Custodial Arrangements. Complete if the organization answered "Yes" to Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a

Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X?

☐ Yes

☐ No

b

If "Yes," explain the arrangement in Part XIV and complete the following table

	Amount
1c	
1d	
1e	
1f	

c

Beginning balance

d

Additions during the year

e

Distributions during the year

f

Ending balance

2a

Did the organization include an amount on Form 990, Part X, line 21?

☐ Yes

☐ No

b

If "Yes," explain the arrangement in Part XIV

Part V Endowment Funds. Complete if the organization answered "Yes" to Form 990, Part IV, line 10.

	(a)Current Year	(b)Prior Year	(c)Two Years Back	(d)Three Years Back	(e)Four Years Back
1a	Beginning of year balance	38,683			
b	Contributions	14,678			
c	Investment earnings or losses				
d	Grants or scholarships				
e	Other expenditures for facilities and programs				
f	Administrative expenses				
g	End of year balance	53,361			

2

Provide the estimated percentage of the year end balance held as

a

Board designated or quasi-endowment ▶ 100 000 %

b

Permanent endowment ▶

c

Term endowment ▶

3a

Are there endowment funds not in the possession of the organization that are held and administered for the organization by

(i)

unrelated organizations

(ii)

related organizations

b

If "Yes" to 3a(ii), are the related organizations listed as required on Schedule R?

	Yes	No
3a(i)		No
3a(ii)		No
3b		

4

Describe in Part XIV the intended uses of the organization's endowment funds

Part VI Land, Buildings, and Equipment. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b)Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings				
c Leasehold improvements				
d Equipment				
e Other				
Total. Add lines 1a-1e (Column (d) should equal Form 990, Part X, column (B), line 10(c).)				0

Part XI Reconciliation of Change in Net Assets from Form 990 to Financial Statements			
1	Total revenue (Form 990, Part VIII, column (A), line 12)	1	837,152
2	Total expenses (Form 990, Part IX, column (A), line 25)	2	912,546
3	Excess or (deficit) for the year Subtract line 2 from line 1	3	-75,394
4	Net unrealized gains (losses) on investments	4	
5	Donated services and use of facilities	5	
6	Investment expenses	6	
7	Prior period adjustments	7	24,996
8	Other (Describe in Part XIV)	8	-1
9	Total adjustments (net) Add lines 4 - 8	9	24,995
10	Excess or (deficit) for the year per financial statements Combine lines 3 and 9	10	-50,399

Part XII Reconciliation of Revenue per Audited Financial Statements With Revenue per Return			
1	Total revenue, gains, and other support per audited financial statements	1	837,152
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12		
a	Net unrealized gains on investments	2a	
b	Donated services and use of facilities	2b	
c	Recoveries of prior year grants	2c	
d	Other (Describe in Part XIV)	2d	
e	Add lines 2a through 2d	2e	0
3	Subtract line 2e from line 1	3	837,152
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1		
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	
b	Other (Describe in Part XIV)	4b	
c	Add lines 4a and 4b	4c	0
5	Total Revenue Add lines 3 and 4c. (This should equal Form 990, Part I, line 12)	5	837,152

Part XIII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return			
1	Total expenses and losses per audited financial statements	1	912,546
2	Amounts included on line 1 but not on Form 990, Part IX, line 25		
a	Donated services and use of facilities	2a	
b	Prior year adjustments	2b	
c	Other losses	2c	
d	Other (Describe in Part XIV)	2d	
e	Add lines 2a through 2d	2e	0
3	Subtract line 2e from line 1	3	912,546
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:		
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	
b	Other (Describe in Part XIV)	4b	
c	Add lines 4a and 4b	4c	0
5	Total expenses Add lines 3 and 4c. (This should equal Form 990, Part I, line 18)	5	912,546

Part XIV Supplemental Information

Complete this part to provide the descriptions required for Part II, lines 3, 5, and 9, Part III, lines 1a and 4, Part IV, lines 1b and 2b, Part V, line 4, Part X, Part XI, line 8, Part XII, lines 2d and 4b, and Part XIII, lines 2d and 4b. Also complete this part to provide any additional information.

Identifier	Return Reference	Explanation
PART XI, LINE 8 - OTHER ADJUSTMENTS		ROUNDING ADJUSTMENT -1

OMB No 1545-0047

Complete if the organization answered "Yes," to Form 990, Part IV, line 21 or 22.
▶ Attach to Form 990

Open to Public Inspection

Employer identification number
11-2651082


1 Does the organization maintain records to substantiate the amount of the grants or assistance, the grantees' eligibility for the grants or assistance, and the selection criteria used to award the grants or assistance? ☒ Yes ☐ No

2 Describe in Part IV the organization's procedures for monitoring the use of grant funds in the United States

Part II **Grants and Other Assistance to Governments and Organizations in the United States.** Complete if the organization answered "Yes" to Form 990, Part IV, line 21 for any recipient that received more than \$5,000. Check this box if no one recipient received more than \$5,000. Use Part IV and Schedule I-1 (Form 990) if additional space is needed. ▶

[illegible]

2 Enter total number of section 501(c)(3) and government organizations listed in the line 1 table _____

3 Enter total number of other organizations listed in the line 1 table  _____

Part III

Grants and Other Assistance to Individuals in the United States. Complete if the organization answered "Yes" to Form 990, Part IV, line 22.
Use Schedule I-1 (Form 990) if additional space is needed.

(a)Type of grant or assistance	(b)Number of recipients	(c)Amount of cash grant	(d)Amount of non-cash assistance	(e)Method of valuation (book, FMV, appraisal, other)	(f)Description of non-cash assistance
(1) STUDENT SCHOLARSHIPS	25	625			
(2) ROTATION SCHOLARSHIPS	3	1,100			
(3) MANUSCRIPT WINNER SCHOLARSHIPS	2	800			

Part IV

Supplemental Information. Complete this part to provide the information required in Part I, line 2, and any other additional information.

Identifier	Return Reference	Explanation
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SCHEDULE O

(Form 990 or 990-EZ)

Department of the Treasury

Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on
Form 990 or to provide any additional information.
▶ Attach to Form 990 or 990-EZ.

OMB No 1545-0047

2011

Open to Public Inspection

Name of the organization
ASSOCIATION OF AVIAN VETERINARIANS INC

Employer identification number
11-2651082

Identifier	Return Reference	Explanation
	FORM 990, PART VI, SECTION A, LINE 3	IN APRIL 2011, THE ORGANIZATION ENTERED INTO AN EXECUTIVE OFFICE AGREEMENT THE EXECUTIVE AND PUBLICATION FUNCTIONS OF THE ORGANIZATION ARE MANAGED BY AN INDEPENDENT CONTRACTOR, SUMMIT MEETINGS, INC THE AGREEMENT IS EFFECTIVE THROUGH DECEMBER 31, 2013
	FORM 990, PART VI, SECTION A, LINE 4	BY LAWS AMENDED AND APPROVED BY MEMBERSHIP IN AUGUST 2011
	FORM 990, PART VI, SECTION A, LINE 6	THE ORGANIZATION IS A MEMBERSHIP ORGANIZATION TOTAL MEMBERSHIP IN ALL CATEGORIES ESTIMATED AT 1,729 FOR 2011
	FORM 990, PART VI, SECTION A, LINE 7A	BOARD OF DIRECTORS IS ELECTED BY MEMBERSHIP
	FORM 990, PART VI, SECTION B, LINE 11	N/A
	FORM 990, PART VI, SECTION C, LINE 19	AVAILABLE UPON REQUEST
COMPENSATION OF SUMMIT MEETINGS, INC	FORM 990, PART VII, SECTION B, LINE 1	TOTAL BILLINGS BY SMI PER ASSOCIATION ACCOUNTING RECORD IS \$386,656 IN 2011 THIS AMOUNT INCLUDES ALL FEES PAID FOR MANAGEMENT AND SUPPORT SERVICES, AS WELL AS REIMBURSEMENT OF EXPENSES FOR GOODS AND SERVICES PURCHASED ON BEHALF OF THE ASSOCIATION
ALL OTHER FUNCTIONAL EXPENSES	FORM 990, PART X, LINE 24E	SPEAKERS, LAB, & AWARDS PROGRAM SERVICE EXPENSES 48,177 MANAGEMENT AND GENERAL EXPENSES 0 FUNDRAISING EXPENSES 0 TOTAL EXPENSES 48,177 EQUIPMENT RENTAL PROGRAM SERVICE EXPENSES 41,399 MANAGEMENT AND GENERAL EXPENSES 0 FUNDRAISING EXPENSES 0 TOTAL EXPENSES 41,399 BANK & CREDIT CARD FEES PROGRAM SERVICE EXPENSES 29,419 MANAGEMENT AND GENERAL EXPENSES 8,528 FUNDRAISING EXPENSES 0 TOTAL EXPENSES 37,947 POSTAGE, SHIPPING, & DELIVERY PROGRAM SERVICE EXPENSES 11,928 MANAGEMENT AND GENERAL EXPENSES 1,810 FUNDRAISING EXPENSES 0 TOTAL EXPENSES 13,738 TELEPHONE PROGRAM SERVICE EXPENSES 1,081 MANAGEMENT AND GENERAL EXPENSES 2,187 FUNDRAISING EXPENSES 0 TOTAL EXPENSES 3,268 GRANT EXPENSES PROGRAM SERVICE EXPENSES 1,426 MANAGEMENT AND GENERAL EXPENSES 0 FUNDRAISING EXPENSES 0 TOTAL EXPENSES 1,426 CONTINUING EDUCATION PROGRAM SERVICE EXPENSES 0 MANAGEMENT AND GENERAL EXPENSES 300 FUNDRAISING EXPENSES 0 TOTAL EXPENSES 300 DUES & SUBSCRIPTIONS PROGRAM SERVICE EXPENSES 0 MANAGEMENT AND GENERAL EXPENSES 150 FUNDRAISING EXPENSES 0 TOTAL EXPENSES 150 REPAIRS & MAINTENANCE PROGRAM SERVICE EXPENSES 0 MANAGEMENT AND GENERAL EXPENSES 55 FUNDRAISING EXPENSES 0 TOTAL EXPENSES 55
CHANGES IN NET ASSETS OR FUND BALANCES	FORM 990, PART XI, LINE 5	PRIOR PERIOD ADJUSTMENTS 24,996 ROUNDING ADJUSTMENT -1 TOTAL TO FORM 990, PART XI, LINE 5 24,995

Form

4562

Depreciation and Amortization
(Including Information on Listed Property)

OMB No 1545-0172

2011

Attachment
Sequence No 179

Department of the Treasury
Internal Revenue Service (99)

See separate instructions.

Attach to your tax return.

Name(s) shown on return ASSOCIATION OF AVIAN VETERINARIANS INC	Business or activity to which this form relates FORM 990 PAGE 10	Identifying number 11-2651082
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Part I Election To Expense Certain Property Under Section 179

Note: If you have any listed property, complete Part V before you complete Part I.

1 Maximum amount (see instructions)	1	500,000
2 Total cost of section 179 property placed in service (see instructions)	2	
3 Threshold cost of section 179 property before reduction in limitation (see instructions)	3	2,000,000
4 Reduction in limitation Subtract line 3 from line 2 If zero or less, enter -0-	4	
5 Dollar limitation for tax year Subtract line 4 from line 1 If zero or less, enter -0- If married filing separately, see instructions	5	

6 (a) Description of property	(b) Cost (business use only)	(c) Elected cost	
7 Listed property Enter the amount from line 29	7		
8 Total elected cost of section 179 property Add amounts in column (c), lines 6 and 7	8		
9 Tentative deduction Enter the smaller of line 5 or line 8	9		
10 Carryover of disallowed deduction from line 13 of your 2010 Form 4562	10		
11 Business income limitation Enter the smaller of business income (not less than zero) or line 5 (see instructions)	11		
12 Section 179 expense deduction Add lines 9 and 10, but do not enter more than line 11	12		
13 Carryover of disallowed deduction to 2012 Add lines 9 and 10, less line 12	13		

Note: Do not use Part II or Part III below for listed property. Instead, use Part V.

Part II Special Depreciation Allowance and Other Depreciation (Do not include listed property) (See instructions)

14 Special depreciation allowance for qualified property (other than listed property) placed in service during the tax year (see instructions)	14	
15 Property subject to section 168(f)(1) election	15	
16 Other depreciation (including ACRS)	16	

Part III MACRS Depreciation (Do not include listed property.) (See instructions.)

Section A		
17 MACRS deductions for assets placed in service in tax years beginning before 2011	17	
18 If you are electing to group any assets placed in service during the tax year into one or more general asset accounts, check here		

Section B—Assets Placed in Service During 2011 Tax Year Using the General Depreciation System

(a) Classification of property	(b) Month and year placed in service	(c) Basis for depreciation (business/investment use only—see instructions)	(d) Recovery period	(e) Convention	(f) Method	(g) Depreciation deduction
19a 3-year property						
b 5-year property						
c 7-year property						
d 10-year property						
e 15-year property						
f 20-year property						
g 25-year property			25 yrs		S/L	
h Residential rental property			27 5 yrs	MM	S/L	
			27 5 yrs	MM	S/L	
i Nonresidential real property			39 yrs	MM	S/L	
				MM	S/L	

Section C—Assets Placed in Service During 2011 Tax Year Using the Alternative Depreciation System

20a Class life					S/L	
b 12-year			12 yrs		S/L	
c 40-year			40 yrs	MM	S/L	

Part IV Summary (see instructions)

21 Listed property Enter amount from line 28	21	
22 Total. Add amounts from line 12, lines 14 through 17, lines 19 and 20 in column (g), and line 21 Enter here and on the appropriate lines of your return Partnerships and S corporations—see instructions	22	0
23 For assets shown above and placed in service during the current year, enter the portion of the basis attributable to section 263A costs	23	

Part V

Listed Property (Include automobiles, certain other vehicles, certain computers, and property used for entertainment, recreation, or amusement.)
Note: For any vehicle for which you are using the standard mileage rate or deducting lease expense, complete **only** 24a, 24b, columns (a) through (c) of Section A, all of Section B, and Section C if applicable.

Section A—Depreciation and Other Information (Caution: See the instructions for limits for passenger automobiles.)

24a Do you have evidence to support the business/investment use claimed? <input type="checkbox"/> Yes <input type="checkbox"/> No						24b If "Yes," is the evidence written? <input type="checkbox"/> Yes <input type="checkbox"/> No			
(a) Type of property (list vehicles first)	(b) Date placed in service	(c) Business/ investment use percentage	(d) Cost or other basis	(e) Basis for depreciation (business/investment use only)	(f) Recovery period	(g) Method/ Convention	(h) Depreciation/ deduction	(i) Elected section 179 cost	
25Special depreciation allowance for qualified listed property placed in service during the tax year and used more than 50% in a qualified business use (see instructions)							25		
26 Property used more than 50% in a qualified business use									
		%							
		%							
		%							
27 Property used 50% or less in a qualified business use									
		%				S/L -			
		%				S/L -			
		%				S/L -			
28 Add amounts in column (h), lines 25 through 27 Enter here and on line 21, page 1						28			
29 Add amounts in column (i), line 26 Enter here and on line 7, page 1							29		

Section B—Information on Use of Vehicles

Complete this section for vehicles used by a sole proprietor, partner, or other "more than 5% owner," or related person
If you provided vehicles to your employees, first answer the questions in Section C to see if you meet an exception to completing this section for those vehicles

30 Total business/investment miles driven during the year (do not include commuting miles)	(a) Vehicle 1		(b) Vehicle 2		(c) Vehicle 3		(d) Vehicle 4		(e) Vehicle 5		(f) Vehicle 6	
31 Total commuting miles driven during the year												
32 Total other personal(noncommuting) miles driven												
33 Total miles driven during the year Add lines 30 through 32												
34 Was the vehicle available for personal use during off-duty hours?	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
35 Was the vehicle used primarily by a more than 5% owner or related person?												
36 Is another vehicle available for personal use?												

Section C—Questions for Employers Who Provide Vehicles for Use by Their Employees

Answer these questions to determine if you meet an exception to completing Section B for vehicles used by employees who **are not** more than 5% owners or related persons (see instructions)

37 Do you maintain a written policy statement that prohibits all personal use of vehicles, including commuting, by your employees?	Yes	No
38 Do you maintain a written policy statement that prohibits personal use of vehicles, except commuting, by your employees? See the instructions for vehicles used by corporate officers, directors, or 1% or more owners		
39 Do you treat all use of vehicles by employees as personal use?		
40 Do you provide more than five vehicles to your employees, obtain information from your employees about the use of the vehicles, and retain the information received?		
41 Do you meet the requirements concerning qualified automobile demonstration use? (See instructions)		
Note: If your answer to 37, 38, 39, 40, or 41 is "Yes," do not complete Section B for the covered vehicles		

Part VI Amortization

(a) Description of costs	(b) Date amortization begins	(c) Amortizable amount	(d) Code section	(e) Amortization period or percentage	(f) Amortization for this year
42 Amortization of costs that begins during your 2011 tax year (see instructions)					
43 Amortization of costs that began before your 2011 tax year				43	3,039
44 Total. Add amounts in column (f) See the instructions for where to report				44	3,039

PBC

**RESTATED BYLAWS
OF THE
ASSOCIATION OF AVIAN VETERINARIANS, INC.**

Approved by the Governing Board on July 20, 2011
Approved by the Membership on August 8, 2011

**ARTICLE I
NAME, PURPOSE, PRINCIPAL OFFICE,
CORPORATE SEAL AND FISCAL YEAR**

Section 1. Name and Purpose. The name and purposes for the corporation shall be as set forth in the Articles of Organization. The corporation may hereinafter sometimes be referred to as the "Association."

Section 2. Principal Office. The principal office of the Association in the Commonwealth of Massachusetts shall initially be located at the place set forth in the Articles of Organization of the Association. The Board may change the location of the principal office in the Commonwealth of Massachusetts effective upon filing a certificate with the Secretary of the Commonwealth, and the Board may designate additional offices within or outside of the Commonwealth of Massachusetts. If the Association has no principal place of business within the Commonwealth, it shall appoint a Resident Agent.

Section 3. Corporate Seal. The Board shall have the power to adopt and alter the seal of the Association.

Section 4. Fiscal Year. The fiscal year of the Association shall, unless otherwise decided by the Board, end on ~~December~~ 31.

Section 5. Property. The Association is not formed for pecuniary profit or gain and no money or properties received by the Association of Avian Veterinarians shall be paid to any member, or to any person, during the life of the Association, except as compensation for property purchased or services rendered. In the event that the organization should dissolve, all properties and monies will be distributed in accordance with the ~~Internal Revenue Service Code 501(c)(3)~~.

**ARTICLE II
MEMBERSHIP**

Section 1. Classes. There shall be six classes of membership in the Association: Active Members, Student Members, Honorary Members, Veterinary Technician Members, Student Chapters, and Allied Associate Members.

Section 1.1. Active Members. Active membership shall be offered to all graduate veterinarians, and may be further restricted in accordance with Board of Directors policy in order to conform when necessary to the requirements of the American Veterinary Medical Association (AVMA).

Each Active Member shall be entitled to one (1) vote on those matters upon which Active Members shall be entitled to vote.

Active membership at reduced rates may also be offered to full time interns, residents, or graduate students in accordance with policy set by the Board of Directors.

Section 1.2. Student Members. Student membership may be offered to individuals currently enrolled in professional veterinary curricula at "AVMA-Listed", "AVMA-accredited", or "AVMA-approved" schools or colleges of veterinary medicine in the directory of the AVMA.

Student Members shall have all of the rights and privileges of Active Members except they shall not have: i) the right to attend meetings which are designated as limited to Active Members Only; and ii) the right to vote on matters upon which votes are limited to Active Members Only.

Section 1.3. Honorary Members. There shall be two categories of Honorary membership: i) Limited Honorary Members; and ii) Life Members. An Honorary Member shall have the rights of an Active Member only if said Honorary member also meets the qualifications of an Active Member, otherwise, an Honorary Member shall have the rights of an Associate Member. An Honorary Member possessing the rights of an Active Member shall be referred to herein as an "Active-Honorary Member." The term of membership shall be determined by the Board of Directors. The following shall be the qualifications for Honorary membership:

Section 1.3.1. Limited Honorary Members. Limited Honorary membership may be offered by the Board to individuals who have, in the opinion of the Board, made extraordinary contributions to avian medicine and/or aviculture. The term of Limited Honorary membership shall be limited to one year.

Section 1.3.2. Life Honorary Members. Life Honorary membership may be offered by the Board of Directors to individuals who have, in the opinion of the Board of Directors, participated in, served and contributed to avian medicine with the highest distinction. The term of Life Honorary Membership shall be for the life of the individual upon whom it is bestowed.

Section 1.4. Veterinary Technician Members. Veterinary Technician membership may be offered to individuals who have graduated from an animal health or veterinary technical educational program accredited by the American Veterinary Medical Association and/or to licensed veterinary technicians. Unlicensed veterinary technicians, who have not attended an accredited program, may, at the sole discretion of the Board of Directors, be offered such membership if certain qualifications established by the Board of Directors are met.

Veterinary Technician Members shall have the same rights as Associate Members.

Section 1.5. Student Chapters. Student organizations which are comprised of no less than five (5) full-time students and have been formed and are operating at "AVMA-approved", "AVMA-accredited", or "AVMA-listed" schools or colleges of veterinary medicine listed in the AVMA directory may be granted affiliation with the Association. Such a student organization shall be a Student Chapter of the Association provided such student organization meets the qualifications specified in the By-Laws and by the Board of Directors. The name of such affiliated student organization shall be the "(name of college or school) Student Chapter of the AAV."

Each Student Chapter shall have the right and privileges of one Associate Member, which shall be exercised on behalf of such Student Chapter by one individual designated in writing, from time

to time, by the president (or equivalent) of such Student Chapter. Such designation shall remain in effect so long as such Chapter is in good standing or until revoked in writing.

Each Student Chapter may determine its own objectives and rules of government and may elect its own officers subject to these By-Laws. The objectives, constitution and by laws of each Student Chapter shall be subject to review and approval by the Association, as being consistent with the goals of the Association, as a condition of affiliation.

Section 1.6. Allied Associate Membership shall be available to an individual not otherwise eligible for Active, Technician, or Student membership who has an interest in any allied health profession related to avian medicine, physiology, nutrition, conservation or other. Allied Associate Members shall have all of the rights and privileges of Active Members except they shall not have: i) the right to attend membership meetings, ii) the right to vote on matters upon which votes are limited to Active Members only, and iii) access to the AAV Annual Conference and Expo programs not specified in the current program for Allied Associate Members.

Section 2. Tenure. Each member (individual, section or chapter) shall hold membership so long as s/he/it is in good standing on the records of the Association, or until s/he/it sooner dies, ceases to exist, resigns, is removed or becomes disqualified.

Section 3. Applications. All applications for membership shall be submitted in accordance with policy as set from time to time by the Board of Directors.

Section 4. Dues. Membership dues will be determined by the Board of Directors from time to time and reported to the members via the Association's print or electronic publications. The Board of Directors shall set policies for payment and collection of dues.

Section 5. Resignation. All resignations from membership in the Association shall be made in writing. No resignation shall entitle any member a return of dues paid for the fiscal year during which the resignation takes place.

Section 6. Removals. Any member may be expelled at any time for cause at any meeting of the Board of Directors by a vote of seventy-five (75) percent of the members of the Board of Directors upon determination that the member has committed an act materially adverse to the interests of the Association. A member may be removed for cause only after being given twenty-one (21) days written notice, certified mail, return receipt requested, of his/her opportunity to be heard by the Board. A member shall be advised in writing, certified mail, return receipt requested, of the final decision of the Board.

Section 6.1. Any member who is finally convicted of violating local, state or federal law with regard to the importation, obtaining, selling, shipping or inhumane treatment of any avian species, may be subject to suspension and revocation of membership.

ARTICLE III MEETINGS OF MEMBERS

Section 1. Annual Meetings. The annual meeting shall be held no later than the first Sunday of September in each year at a time and in such place within the United States as the Board of Directors may determine in each year.

Section 1.1. The Board of Directors may restrict or limit attendance at annual meetings to Active members and Active Honorary Members. Whether or not to so restrict or limit attendance shall be in the sole discretion of the Board.

Section 1.2. If an annual meeting is not held as herein provided, the Active Members and Active Honorary Members may call and hold a Special Meeting in Lieu of Annual Meeting which special meeting shall have the same force and effect as if an annual meeting were held.

Section 2. Special Meetings. Special meetings of the members may be held at any time and at any place within the United States. Special meetings of the members may be requested by the President or by the Board of Directors, and shall be called by the President-Elect/Clerk or President. In addition, a Special Meeting shall be called by any other officer upon written application of three (3) or more members of the Board of Directors or ten percent (10%) of the smallest quorum of members required for a vote upon any matter at the annual meeting of members. Meetings may be restricted to active members at the direction of the Board of Directors.

Section 3. Notice of Meetings. A written notice of each meeting of members containing the place, date and hour, and the purposes for which it is held shall be given to each member at least fourteen (14) days in the case of any Special Meeting or thirty (30) days in the case of the annual meeting before the meeting by mailing such notice to each member at his/her address as it appears in the records of the Association, by regular newsletter mailed to each of such members, or by electronic mail. Notice of a meeting need not be given to a member if a written waiver of notice, executed before or after the meeting by such member or his authorized attorney, is filed with the records of the meeting.

Section 4. Quorum. At any meeting of the members, two-hundred of the active members, or 10% of the total active membership as of thirty (30) days prior to the meeting date (whichever is less), present in person or represented by proxy, shall constitute a quorum. Though less than a quorum be present, any meeting of the members of the Association may, without further notice to any member, be adjourned to a different date, time and place. At any reconvened meeting at which a quorum shall be present, any business may be transacted which could have been transacted at the original meeting. When a quorum is present at any meeting, a majority of the members present in person or represented by proxy, shall decide any question brought before such meeting unless the question is one upon which, by express provisions of the law, by the Articles or Organization or by the By-Laws, a different vote is required, in which case such express provisions shall govern and control the decision of such question.

Section 5. Voting and Proxies. ~~Each active member and each honorary member who is also an active member shall have one vote to be cast in person or by proxy.~~ Proxies must be in writing and filed in person, or may be filed by regular U.S. mail or electronic means as designated by the Board of Directors. The person named in a proxy may vote at any continuation of the meeting for which the proxy was given, but the proxy shall terminate after final adjournment of the meeting, or applicable continuation of such adjourned meeting. No proxy dated more than six months before the meeting named in it shall be valid. A proxy may be revoked by writing signed by the person originally granting said proxy. Proxies may only be given by active members in good standing.

Section 6. Action by Writing. Any action required or permitted to be taken at any meeting of the members may be taken without a meeting if a majority, or higher number if required by the law or these By-Laws, of members entitled to vote on the matter consent to the action in writing and the written consents are filed with the records of the Association. Such consents shall be treated for all purposes as a vote at a meeting.

Section 7. President and Recording Officers. Meetings of members shall be presided over by the President of the Association, or in his/her absence, the officer next in succession or, if no such officer is present, a member who shall be chosen to preside at the meeting. The President-Elect/Clerk, Executive Director, or a temporary clerk chosen at the meeting shall record all actions taken.

Section 8. Compensation. ~~Members shall be entitled to no compensation for their services~~ as a matter of right. However, the Board may at its discretion pay to members any expenses actually incurred in rendering services to the Association. Members shall not be precluded from serving the Association in any other capacity and receiving compensation for any such services.

ARTICLE IV OFFICERS

Section 1. Number and Qualification. ~~The officers of the Association shall be the President, the President-Elect/Clerk, the Immediate Past President, and the Treasurer.~~ All officers must at all times be and remain Active Members during their tenure in office.

If required by the Board of Directors, any officer shall give the Association a bond for the faithful performance of their duties in such amount and with such surety or sureties as shall be satisfactory to the Board. The cost of such bond shall be paid by the Association.

Section 2. Term of Office. ~~The term of each officer shall be for one-year.~~ The President-Elect/Clerk shall serve three consecutive one-year terms (one year as President-Elect/Clerk, one year as President, and one year as Immediate Past President). The Treasurer may, upon re-election by the Membership, the serve as Treasurer for a maximum of three (3) consecutive one-year terms.

Section 3. Election. ~~A Leadership Development and Nominating Committee,~~ consisting of five persons, chaired by and including the Immediate Past President and four other people chosen by the Immediate Past President, which shall include two (2) Advisory Council members and two (2) active members. The Executive Director shall serve in an ex-officio (non-voting) capacity.

The Leadership Development and Nominating Committee shall present to the membership at least forty-five (45) days in advance of the annual meeting at least one candidate for each office selected from among all members. The President-Elect/Clerk and Treasurer shall be elected by a majority of the Active Members and Active Honorary Members voting via electronic mail or other electronic means as may be approved by the Board of Directors, and shall serve through the earlier of the next following annual meeting or special meeting in lieu of an annual meeting or until their respective successors are elected and qualified. The election shall require participation by the same quorum specified in Article III, Section 4. The Leadership Development and Nominating Committee shall also offer to the Board of Directors for action by it the names of those individuals suggested for appointment as Delegates and Alternate Delegates to the AVMA House of Delegates.

Section 4. President. The President shall officially represent the Association and shall preside at all meetings of the members, the Board of Directors, and the Advisory Council. S/he shall have authority to delegate these responsibilities to the President-Elect, and shall preserve order and enforce the By-Laws of the Association. S/he shall decide all questions of order, subject to appeal by the members. The President, with the advice and consent of the Board of Directors, shall appoint all standing Committee Chairs and shall appoint all other committees and their Chairs and other agents as may be necessary. S/he shall have the power to order the Executive Director to call a special meeting of the members when requested in writing by 10% of the smallest quorum of the Association's members in good standing required for a vote

upon any matters at the annual meeting of the members, or by two (2) members of the Board, and s/he shall perform other duties requested of her/his office. The President may serve as an ex-officio member of any standing committee.

Section 5. President-Elect/Clerk. The President-Elect/Clerk shall serve as Clerk of the Association. In addition, the President-Elect/Clerk shall: i) assist the President in the discharge of the President's official duties; ii) preside at meetings in the President's absence; iii) automatically succeed to the office of the President upon the expiration of the President's term in office and in the event of the President's death, incapacity, removal or resignation; and iv) perform such other duties as the Board of Directors may direct or delegate.

Section 5.1. If, upon the President's inability to perform his or her duties, the President-Elect/Clerk is unable to fulfill the duties of the President, the Board of Directors shall, within thirty (30) days of the President-Elect/Clerk inability, convene and elect one person from the Board of Directors or Advisory Council to fill the remainder of the President's term.

Section 5.2. In his/her capacity as Clerk of the Association, the President-Elect/Clerk shall maintain or cause to be maintained all records of the Association, including minutes of the proceedings of the Membership and the Board of Directors.

Section 6. Immediate Past President. The Immediate Past President shall Chair the Leadership Development and Nominating Committee and shall Chair the Annual Conference.

Section 7. Treasurer. The Treasurer shall receive and account for all monies and pay all expenses of the Association, serve as a member of the Board of Directors, and submit an annual financial report to the Association as stipulated in Article XII of these By-Laws. The Treasurer shall be bonded in an amount specified by the Board as needed, which bond shall be paid for by the Association. The Treasurer may delegate duties to the Executive Director.

Section 8. Executive Director. The Board may in its discretion from time to time appoint an Executive Director, and/or may appoint an Association Management Company to perform the Executive Director functions as described in these Bylaws.

The Executive Director shall coordinate the Board of Directors, the Advisory Council, and the committees of the Association. The Executive Director shall serve at the pleasure of the Board of Directors.

The Executive Director will be responsible and accountable to the Board of Directors for the coordination of all programs and services, and for all projects specified in the strategic plan. The Executive Director, and/or members of any Association Management Company staff, shall serve as non-voting, advisory members of the Board.

Section 9. Vacancy/Delegation of Power. In the case of the death or disability of any officer of the Association, or for any other reason deemed sufficient by a majority of the Board of Directors, the Board may delegate such officer's power or duties to any other member of the Board, or declare the office vacant and elect a successor to serve until the later of the next annual meeting of the Association or the balance of the officer's term. No such action shall be taken without at least twenty-one (21) days notice to such officer and their having had the right to be heard.

Section 10. Removal. Any Officer may be removed for cause by vote of two-thirds of the membership assembled at any special meeting called for the purpose, or at any regular meeting, after at least twenty-one (21) days notice and any opportunity to be heard.

ARTICLE V BOARD OF DIRECTORS

Section 1. Members. The Board of Directors will be composed of the President, the President-Elect/Clerk, the Treasurer, the Immediate Past President, and one (1) Advisory Council member elected by the Advisory Council. For purposes of these By-Laws, the Immediate Past President shall be that person who most recently served as President of the Association who is not then serving as President, and who is a member in good standing.

Section 2. Duties.

Section 2.1. The Board of Directors (also referred to herein as the Board) shall be the administrative body of the Association. The Board shall administer the affairs of the Association in a manner consistent with the By-Laws.

Section 2.2. The Board shall make reports to the members of the Association of all Board actions at business meetings and/or through the Association publications (both print and electronic) and the web site.

Section 2.3. The Board shall fill vacancies in office occurring between elections by appointment.

Section 2.4. The Board may take any emergency action when it is not possible to obtain action of the membership. Such action shall, to the extent practical, be temporary in nature pending final action by the membership.

Section 3. Meetings.

Section 3.1. The Board of Directors shall meet at least twice each year, once in conjunction the Annual Conference of the Association, and at one or more such other times as the President and/or a majority of the Board shall determine.

Section 3.2. Special Meetings. In the event that a special meeting is necessary, such meeting shall be scheduled with at least one week written notice (print or electronic) to the members of the Board. A complete agenda of matters to be discussed in connection with such a special meeting must be distributed to the members of the Board of Directors at least one week prior to the meeting.

Section 3.3. Quorum of Directors. A majority of the voting members of the Board of Directors will constitute a quorum. 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, unless the act of a greater number is required by statute, the Articles of Organization, or these Bylaws.

Section 3.4. Manner of Participation. Unless otherwise provided, members of the Board of Directors may participate in and act at any meeting of the Board or committee through conference call or other communications equipment by means of which all persons participating in the

meeting can communicate with each other. Participation in such meeting shall constitute attendance and presence in person at the meeting of the person or persons so participating.

Members of the Board of Directors may vote electronically on issues that come before it from time to time in lieu of a meeting. Any electronic vote held in this manner must be unanimous in order for such vote to be binding. If the vote is not unanimous, the issue shall automatically be tabled until the next meeting of the Board.

Section 4. Compensation. ~~The voting members of the Board of Directors shall not receive any compensation for their services.~~ They may be reimbursed for expenses incurred in their official capacity. A member of the Board shall not be precluded from serving the Association in any other capacity and receiving compensation for such other services.

Section 5. Term of Office. The term of each member of the Board of Directors shall be the same as and run concurrently with the term of the individual s elected or appointed office or position as specified in these By-Laws.

Section 6. Resignation. A member of the Board of Directors may resign at any time by delivering his/her written resignation to the Association. Such resignation shall be effective upon receipt (unless specified to be effective at some other time) and acceptance thereof shall not be necessary to make it effective unless it so states.

Section 7. Vacancy. A vacancy in any office shall be filled temporarily by the office succeeding to such position and may be filled by appointment by the Board of Directors from among the active members, to hold office for the unexpired term of the officer whose office is vacant and until his/her successor is chosen and qualified.

Section 8. Removal. Any member of the Board of Directors may be removed for cause by vote of two-thirds of the membership assembled at any special meeting called for the purpose, or at any regular meeting, after at least twenty-one (21) days notice and any opportunity to be heard.

ARTICLE VI ADVISORY COUNCIL

Section 1. Members. The Advisory Council will be composed of the Board of Directors; the Chair of each standing, *ad hoc*, and special committee; and four (4) at-large members elected as herein provided.

Section 2. Duties.

Section 2.1. The purpose of the Advisory Council is to facilitate and enhance communication among the membership, standing and *ad hoc* committees, and members of the Board of Directors. The committee chairs and at-large members of the Advisory Council shall serve as an advisory and resource council to the officers of the Association.

Section 2.2. The Advisory Council shall make periodic reports to the members of the Association at business meetings and/or through the Association s publications and web site.

Section 3. Election of At-Large Members. The Leadership Development and Nominating Committee constituted in accordance with Article IV, Section 2 above shall present to the membership at least forty-five (45) days in advance of the annual meeting at least three (3) candidates for the two (2) vacant at-large

positions selected from among all members. The committee will be charged with selecting candidates for each position based on leadership ability.

The At-Large Members shall be elected by a majority of the Active Members and Active Honorary Members electronically in accordance with policy set by the Board of Directors, and shall serve through the earlier of the next following annual meeting or special meeting in lieu of an annual meeting or until their respective successors are elected and qualified. The electronic election shall require participation by the same quorum delineated in Article III, Section 4.

During his/her term, no at-large advisory council member can also be a chair of a standing committee.

Section 4. Standing Committee Chairs. Each Standing Committee Chair, appointed in accordance with Article X, shall automatically become a member of the Advisory Council.

Section 5. Election of Advisory Council Member to the Board of Directors. No more than thirty (30) days following the Annual Membership Meeting each year, the Advisory Council shall elect by simple majority one (1) of its members to serve a one year term on the Board of Directors. The President, President-Elect/Clerk, Treasurer, and Immediate Past President shall not be eligible for this position, nor shall they vote in the election. In the event of a tie only, the President shall cast the deciding vote.

The elected Advisory Council Member may, upon re-election by the Advisory Council, serve a maximum of three (3) consecutive one-year terms on the Board of Directors.

Section 6. Meetings.

Section 6.1. Voting Members. The voting members of the Advisory Council are the President, President-Elect/Clerk, Immediate Past President, Treasurer, standing committee chairs, and the at-large members.

Section 6.2. Quorum of Advisors. A majority of the voting Advisory Council members will constitute a quorum.

Section 6.3. Frequency. The Advisory Council shall meet at least once each year in conjunction with the annual meeting, and at such other times as the President and/or a majority of the voting members of the Advisory Council shall determine.

Section 6.4. Special Meetings. In the event that a special meeting is necessary, such meeting shall be scheduled with at least one week written print or electronic notice to the members of the Advisory Council. A complete agenda of matters to be discussed in connection with such a special meeting must be distributed to the members of the Advisory Council at least one week prior to the meeting.

Section 6.5. Manner of Participation. Members of the Advisory Council may participate in and act at any meeting of the Advisory Council or committee through conference call or other communications equipment by means of which all persons participating in the meeting can communicate with each other. Participation in such meeting shall constitute attendance and presence in person at the meeting of the person or persons so participating.

Members of the Advisory Council may vote electronically on issues that come before it from time to time in lieu of a meeting. Any electronic vote held in this manner must be unanimous in order

for such vote to be binding. If the vote is not unanimous, the issue shall automatically be tabled until the next meeting of the Advisory Council.

Section 7. Compensation. The members of the Advisory Council shall not receive any compensation for their services. They may be reimbursed for expenses incurred in their official capacity. A member of the Advisory Council shall not be precluded from serving the Association in any other capacity and receiving compensation for such other services.

Section 8. Term of Office. Each at-large member of the Advisory Council shall serve a two year term, and may be re-elected by the Membership (upon nomination) for a second two-year term. The at-large members shall serve staggered terms.

Section 9. Resignation. A member of the Advisory Council may resign by delivering his/her written resignation to the Association. Such resignation shall be effective upon receipt (unless specified to be effective at some other time) and acceptance thereof shall not be necessary to make it effective unless it so states.

Section 10. Vacancy. Any vacancy in the unexpired term of any Advisory Council member shall be filled by a vote of the Board of Directors.

ARTICLE VII PERSONAL PROPERTY

The members, directors and officers of the corporation shall not be personally liable for any debt, liability or obligation of the corporation. All persons, corporations or other entities extending credit to, contracting with, or having any claim against the corporation may look only to the funds and property of the corporation for the payment of any such contract or claim or for the payment of any debt, damages, judgment or decree, or of any money that may otherwise become due or payable to them from the corporation.

ARTICLE VIII AMENDMENTS

Amendments to these By-Laws may be proposed at any meeting of the Board of Directors upon petition by any fifteen (15) active members in good standing or by two (2) members of the Board. Such petition will be addressed or directed to the Association. If the amendment(s) is (are) recommended by the Board of Directors, members shall be notified via electronic mail no later than forty-five (45) days in advance of the Annual Meeting. Amendments shall be voted upon via electronic mail or other electronic means in accordance with policy set by the Board of Directors. A two-thirds affirmative vote of voting members present (in person or via electronic response) or by proxy (which may be in the form of their own written ballot received by the Clerk prior to such meeting) shall be required for passage.

The quorum required for amendments to these Bylaws shall be the same quorum amount as delineated in Article III, Section 4.

ARTICLE IX PARLIAMENTARY AUTHORITY

Except as stated in these By-Laws, meetings of the Association of Avian Veterinarians, Inc. shall be governed by parliamentary rule as contained in Robert's Rules of Order, Revised Edition.

ARTICLE X COMMITTEES

Section 1. Standing Committees. The Board of Directors shall define and appoint no fewer than four (4) and no more than six (6) Standing Committees. Said Standing Committees shall be designated as long-term committees whose purpose is to define and promote the vision, mission, purposes, and necessary functions of the Association.

The Board of Directors may define Standing Committees such as an Education Committee, a Membership Committee, a Research Committee, a Conservation Committee, an International Committee, an Aviculture Committee, and/or an Avian Welfare Committee; however, the committees listed shall not in any way constrain the Board from changing these Standing Committees from time to time as it deems necessary.

Section 2. Committee Chairs and Members. The Chairs of the Standing Committees of the Association shall be appointed by the President from the Active membership with the advice and consent of the Board. The Standing Committee Chairs shall serve as members of the Advisory Council. The members of the various committees shall be appointed by the respective committee chairs from the membership at large.

Section 3. *Ad Hoc* Committees. Short-term *Ad Hoc* or Special Committees of the Association, and their Chairs, may be appointed by the President as required and shall make reports to the Board of Directors and the Association as required in the same manner as other committees. *Ad Hoc* and Special Committee Chairs shall serve as members of the Advisory Council.

Section 4. Delegates to the AVMA House of Delegates. For so long as the Association is certified by the American Veterinary Medical Association (AVMA) as an allied group, one representative or delegate and one alternate representative or delegate to the AVMA House of Delegates shall be appointed by a majority of the Board of Directors for terms of four (4) years each. Both individuals shall be required to attend all required AVMA functions for which their attendance shall be required by the Board of Directors and are charged with voting in accordance with the direction of a majority of the Board of Directors and shall report to the Board on a regular basis and at its request. Such representatives shall also submit written annual reports to the Board and the Association.

Section 5. Scientific Program and Conference Committee. This committee shall be responsible for planning and conducting all conferences and related meetings sponsored by the Association. This committee is chaired by the Immediate Past President and may include the immediate Past President, President, President-Elect/Clerk, and Education Committee Chair. In addition, the i) Lab Coordinator; ii) Conference subcommittees, if any; and iii) staff shall assist this committee in any manner in which it deems appropriate.

ARTICLE XI AUDIT OF BOOKS

Provisions shall be made by the Board of Directors for an annual audit of the accounts of the Treasurer, either by a committee appointed by the Board or an accountant retained by the Board for the purpose of such audit. Such audit shall be presented to the Board of Directors immediately following completion.

ARTICLE XII NOTICES

Section 1. Notice. Wherever notice of any action is required to be given, such notice shall be deemed given if mailed in the United States Mail, postage prepaid, addressed to the recipient at the address last known to the Association in its records, or sent via electronic email to the last known email address of each member. Such notice shall be deemed properly given if so mailed no later than fourteen (14) days prior to the action to be taken as specified in such notice or such longer period if specifically provided in these By-Laws. Anything contained in this section to the contrary notwithstanding, any specific requirement contained in these By-Laws providing for a different form or time period of notice shall supersede the notice required under this Section.

Section 2. Waiver and Consent. Any person required to receive a notice provided in these By-Laws may waive such notice by a document in writing signed by the party entitled to receive such notice and specifically providing for waiver of the notice required to be given. Such waiver need not contain the exact text of the notice being waived. Attendance by a person at a meeting shall also constitute a waiver of notice of that meeting, except when the person objects, at the beginning of the meeting, to the transaction of any business because due to such improper notice the meeting is not lawfully called or convened, and except that attendance at a meeting is not a waiver of any right to object to the consideration of matters not included in the notice of the meeting if that objection is expressly made at the meeting.

ARTICLE XIII RULE MAKING

The Board may, from time to time, promulgate rules, standing or otherwise, and regulations in expansion and for clarification of, but not in contraction to, these By-Laws. Such rules, as and when adopted, shall govern the orderly functioning of the Association.

ARTICLE XIV RECORDS AND PROPERTY

All records and property, real, personal or mixed, entrusted to or in the hands of any Officer, Director, representative, agent, Committee Chair, Appointed Official, Special Advisor, employee or the like, acting for or on behalf of the Association shall be and remain Association property and, upon request by the President or the Board, shall be surrendered to the President or as the Board directs.

ARTICLE XV INTERPRETATION

Section 1. Illegality. In the event there shall be two interpretations of any part or parts of these By-Laws, one which would be illegal or invalid and another which would be legal or valid, then the interpretation which would be legal or valid shall be used.

Section 2. Board Determination. Wherever there shall be legitimate controversy as to the interpretation of any part or parts of these By-Laws, then the decision of the Board at any meeting as to the proper legal interpretation of such part or parts in controversy shall be conclusive, final and binding.

ARTICLE XVI MISCELLANEOUS

Section 1. Gender. All pronouns herein contained of the masculine, feminine or non-descriptive gender shall, as and when appropriate, mean either masculine or feminine and shall be non-discriminatory.

Section 2. Captions. All captions contained in these By-Laws shall be for convenience only and shall not be determinative of the nature or effect of any of the provisions herein.

Section 3. Invalidity. In the event any provisions contained in these By-Laws shall be invalid as a matter of law, then such invalid portion shall be deemed null, void and of no force and effect and shall not affect the validity of any other portion of these By-Laws.

Section 4. Conflicts. In the event any section of these By-Laws shall conflict with the Articles of Incorporation, then the provisions of the Articles of Incorporation shall govern. In the event any provision of these by-laws shall conflict with any other provision of these By-Laws, then the conflicting provision containing the stricter provision shall govern. In the event any provision of these By-Laws shall conflict with the purposes of the Association, then such conflict shall be resolved in favor of the interpretation carrying forth the purposes of the Association. In the event any provision of these By-Laws might disqualify the Association from being an organization described in section 501(c)(3) of the Internal Revenue Code, then such provision shall be null, void and of no force and effect to the extent necessary so that the Association will be an organization described in section 501(c)(3).