

Estate Planning Council of Lee County, Inc

Policies Established by the Board

1. Treasury: The Board will maintain a balance of \$4,000 in its account, and budget accordingly. (10/20/2017)
2. Partial Dues: After the May luncheon meeting, anyone who applies for membership will be contacted by the Secretary and offered the opportunity to pay ½ the full year's membership dues (or, allowed to attend as a Guest and pay the Guest fee). No other proration is available. (10/20/2017)
3. Self-promotion at the meetings is permissible for members, speakers and sponsors (e.g.: handouts, business cards, notice of charitable or business-related events), but not for Guests unless they are invited by the Board to attend (e.g.: recipients of EPC grants). (10/20/2017)
4. Primary Discipline: Members will be asked to self-select their primary membership category, but may change it as they determine. (10/20/2017)
5. Guest Meeting Fees: Fees paid in advance are refundable if cancellation is received more than 48 hours prior to the event. No-shows for whom no fee was paid in advance and no cancellation was received more than 48 hours in advance are responsible for full payment of the Guest fee. (10/20/2017)
6. Sponsorships: Individuals or firms may submit a request to the Board through the 1st Vice President for the opportunity to sponsor a Council meeting for a fee established by the Board. The sponsor will be identified as the sponsor in an EPC email blast to the members announcing the luncheon, listed on the website as the sponsor of the luncheon, allowed to place literature on the tables, given the opportunity to address the group for a maximum of 3 minutes before the scheduled program, and allowed to network with the membership before the meeting. Details will be posted at the luncheon announcement or in advance if the request and payment have been received in time. Sponsorships will be no more than one per luncheon; and evaluated by the Board and granted on a first-come, first-served basis with the speaker for the meeting having first option of being the sponsor. The fee will be lower for members than for non-members, and the Collaboratory will always be granted the member fee. A non-member sponsor will be allowed one luncheon meal without fee; any additional guests will pay the then-prevailing Guest fee. The application must be submitted on the website or to the First Vice President, and payment to the Treasurer, in sufficient time for all of the above to occur. (9/5/2023)
7. Refundability of Dues: Annual dues are not refundable. The Board may consider and grant exceptions for unusual circumstances. (6/13/2017)
8. Philanthropic Professionals as Members: The NAEPC has added this category for membership, but will not be added to this Council's eligibility list unless they also qualify in some other category. (5/3/2016)
9. Announcements: Members will be asked to share announcements of events or new estate planning related information at the beginning of the meeting. (7/27/2015)
10. Meeting Attendance Substitution: A non-member may **not** be substituted for a member's luncheon reservation. Such non-member must pay the Guest fee. (10/23/2014)
11. AEP Designation: This Council will not provide endorsement or sponsorship of applicants for the NAEPC's Advanced Estate Planner designation. (10/23/2014)
12. Bank Account Signatures: The signatories to the Council's bank account will be the Treasurer and the Secretary. (1/16/2014)
13. Online Membership Directory: The membership directory is available online and may be published in printed form by the Council and distributed to members; but it will not be available to be printed out or exported. The contact information is not to be used for other than Council-related business, and not (per the Bylaws) for advertisement or solicitation purposes, in any form, including the "send a message" contact link. The membership list will not and may not be made available to non-members, except as is visible to the public online. (10/7/2019)

14. Meeting Reservations/Cancellations: Notices will be emailed approximately 2 weeks in advance of a meeting. (4/22/2019)
- a. The **deadline** for reservations will be **noon on the Friday before the day of the luncheon** to give a guarantee to the Club.
 - b. "Last Call" will be sent out approximately 24 hours before the deadline.
 - c. **The website will not accept reservations after the deadline.**
 - d. Anyone who cannot attend after reserving should notify the Secretary as soon as possible by email (EstatePlanningLee@gmail.com) or by phone (239.826.4588). (This will be helpful to the Club; and may save the Council money even if the cancellation is at the last minute on the day of the meeting.)
15. Individuals studying for Council-related designations/exams (CFP®, CLU®, ChFC®, CPA, CTFA™ or the Bar) may attend Council meetings at \$10 below the stated Guest fee. (10/7/2019)
16. Member Website Postings: Classified advertisements for employment openings or seeking employment, or postings about educational events or charitable events, shall only be permitted to be posted by a member. The subject of all message board postings must relate to that member's business or place of employment and must be reasonably related to the objective of the Council as described in the Council's Bylaws. The Executive Committee shall have the right to remove any message board posting in its sole and absolute discretion. (10/19/2022)
17. Badges. The Council will provide one time, at its expense, a permanent, magnetized name badge for each Active (not Emeritus) Member upon request (since many members use their employment badge). The EPC-provided badge will indicate the Member's name and primary discipline (per the Bylaws: Trust Officer/Professional Fiduciary, Chartered Life Underwriter/Chartered Financial Consultant, Attorney, Certified Public Accountant, Certified Financial Planner). Each Member will be responsible for the care, maintenance, use and availability of the badge. Emeritus Member and Replacement badges may be arranged through the Second Vice President and purchased at the then current cost.