



## **NAEPC FORMING A NEW COUNCIL**

How to Form a Council

Model Bylaws

Model Articles of Incorporation 501(c)(3) &  
501(c)(6)

Sample Membership Application

Sample Press Releases

Refer to the [www.naepc.org](http://www.naepc.org) for:

Current listing of affiliated local councils

Member Benefits & Services



# National Association of Estate Planners & Councils

## Guide for Forming Estate Planning Councils

### THE ESTATE PLANNING COUNCIL MOVEMENT

An Estate Planning Council (hereafter called simply a "Council" for brevity) is an association of life underwriters, representatives of trust institutions, attorneys, and accountants in a city, area or state, organized for the purpose of mutual education, better understanding of the estate planning process, pooling of knowledge, and the ultimate betterment of service to the public. Some Councils limit their life underwriter membership to life underwriters who have attained the Chartered Life Underwriter (CLU) designation and the majority limit their accounting members to Certified Public Accountants (CPA). A smaller number of Councils include selected individuals from related fields such as investment counseling, securities dealers or others who are deemed to have a legitimate interest in estate planning. Local conditions and the desires of members of the local Council should govern requirements for membership, but the essential element is a representation of the four basic estate-planning disciplines: trust banking, insurance, accounting, and law.

### **Objectives**

While there are many ways to state the objectives for which Councils are formed, the following quotation of the objectives set out in the by-laws of one of the larger Councils gives a succinct sample objective:

- 1) To foster intelligent cooperation and a cordial understanding among members as to the proper relationship between the function of the attorney, certified public accountant, life underwriter, and trust officer in the field of estate planning; and
- 2) To assist its members in keeping abreast of laws and conditions affecting business and personal taxation and the problems of estate accumulation and conservation so as to improve the knowledge of each member within his sphere; and with these objectives.
- 3) To encourage its members to have as their ultimate goal the rendering of the best professional service to the public.

However intangible the benefits of participation in a Council may sound, there has been a surprisingly universal consensus among those who have experienced such participation. The consensus is that splendid results have been obtained and that both the members and the public benefit from the existence of an Estate Planning Council in the community.

### **Activities of Councils**

Most Councils hold regular meetings ranging in number from four to twelve during the year. The meetings held throughout the autumn, winter and spring are usually luncheon or dinner meetings with discussions by qualified experts on a wide variety of subjects of direct or general interest to the group. Such topics include administration of estates and trusts, estate planning, legal problems, life insurance problems, pension and profit-sharing plans, property rights, taxation problems, wills, etc. Some Councils have enjoyed considerable success by using breakfast meetings, particularly during the tax season, and others have operated well with a format which dispenses with meals for some meetings by having a late afternoon program followed by a social hour. At some time during the year, most Councils hold social gatherings to foster good fellowship and enable members to get better acquainted. Among the social activities are picnics, golf tournaments, clambakes, and group attendance at night baseball and football



# National Association of Estate Planners & Councils

games. Spouses of members are often invited to these social events and humorous speakers are often well received. There is nothing of greater importance to Councils than that their members should know each other on a first-name basis and social activities provide the best possible means of accomplishing this end. Social activities develop a marvelous esprit de corps among Council members. Through such activities each member gains a better understanding of the other's business, so as to recognize when his expert advice is needed. All know and agree that trust officers, underwriters, attorneys, and accountants should work together to analyze an estate properly. With mutual respect members know they can work harmoniously on the problems and needs of their customers and clients.

## HISTORICAL INFORMATION REGARDING NAEPC

Formed in 1962 and incorporated in 1963 as a non-profit business league by 13 estate planning leaders from nine Councils, NAEPC is rapidly growing to maturity. Though numerous objectives have been pursued over the years the abiding conviction is that the team approach to estate planning is essential to the creation of the estate plan to which each client is entitled.

## Purpose

The founders of NAEPC held two fundamental convictions:

- Estate planning, effectively done, is of paramount benefit to the community as a whole.
- The most successful way to develop effective estate planning is through Estate Planning Councils. The team approach will produce the best results.

The initial concept for Estate Planning Councils began with bank trust officers and life underwriters in the early 1930's. In 1937 the Trust Division of the American Bankers Association and the National Association of Life Underwriters adopted Companion Resolutions which endorsed the establishment of Life Insurance-Trust Councils. A Guide for Forming Life Insurance - Trust and Estate Planning Councils was published jointly by these organizations between 1937 and 1959. This guide enumerated six purposes for the Estate Planning Council movement:

1. Enabling life underwriters, trust officers, attorneys, and accountants to become better acquainted;
2. Developing mutual trust and understanding;
3. Learning to cooperate - confident that there is no competition among the groups;
4. Learning more about each others' business;
5. Knowing experts in each others' fields and having the confidence and trust to call on them for their services;
6. Giving, through this cooperation and study, much improved service to clients.

## History

The Boston Estate Planning Council records its formation date as September 11, 1930 and seems to be unchallenged as the Estate Planning Council with the longest history of continuous operation. Other Estate Planning Councils have antecedents in the 1930's but have not been active continuously since then. Many of these were reestablished in the late 1940's and early 1950's. Ten Estate Planning Councils list their formation in the 1930's:

1930 Boston, Massachusetts

1934 Rochester, New York

1936 Denver, Colorado; Eastern New York (Albany); Connecticut (New Haven)

1937 Atlanta, Georgia; Baltimore, Maryland

1938 Chicago, Illinois; St. Louis, Missouri

1939 Pittsburgh, Pennsylvania



## National Association of Estate Planners & Councils

Another 25 Councils began in the 1940's:

1940: Buffalo, New York; Cleveland, Ohio; Milwaukee, Wisconsin; Seattle, Washington; Washington, DC

1941: Indianapolis, Indiana; Los Angeles, California, Philadelphia, Pennsylvania

1942: Northern New Jersey

1944: Cincinnati, Ohio

1945: Charlotte, North Carolina; Dallas, Texas; Detroit, Michigan; Tacoma, Washington

1947: Fort Wayne, Indiana; Houston, Texas; Western New York (Buffalo)

1948: Beaumont, Texas; Des Moines, Iowa; Louisville, Kentucky; Richmond, Virginia; Roanoke, Virginia

1949: Corpus Christi, Texas; Long Island, New York; Miami, Florida

In the early 1960's the leaders of the Eastern Estate Planning Councils saw the need for a national association to stimulate the spread of the Estate Planning Council idea and to provide assistance to the formation of new Estate Planning Councils. Hy P. Forest, a distinguished attorney in Miami, provided the dynamic leadership and dedicated the time to implement the incorporation of the National Association of Estate Planning Councils. He served as the first president of the new association with John G. Khouri, CLU; Joseph E. Teirney, Jr., CPA; and Frederick C. Rozelle, Jr., TO, rounding out the first slate of officers. Each of these founders later served as President of the NAEPC.

Council Boards continue to be structured so that the four Officers represent each of the four estate planning disciplines - an attorney, an accountant, a life underwriter and a trust officer. Therefore each president has contributed a minimum of four years of dedicated effort, largely at his own expense, to sustain the momentum of the organization.

The Board of Directors of NAEPC is very much a "working" Board. With three members representing each discipline, the twelve member board is composed of eight directors, three officers and the immediate past president.



# National Association of Estate Planners & Councils

## PRACTICAL STEPS IN ORGANIZING A COUNCIL

Experience in many cities has shown that it is not difficult to organize a Council.

### **Step 1**

One or more trust officers, life underwriters, attorneys, and accountants who are interested in establishing a Council can invite several of their colleagues who are members of these same professions to a preliminary meeting to discuss the project.

### **Step 2 - Preliminary Meeting**

Hold a preliminary meeting. Topics for discussion include the structure of the organization to be formed, its goals, and its geographical or other limitations on membership. Those present at the preliminary meeting generally constitute themselves as a Committee on Organization. Four co-chairmen of this Committee on Organization, one from each of the four disciplines, should be named to proceed with the steps necessary to form a Council.

A preliminary decision, which needs to be made, is to decide the legal form that the organization will take and the initial degree of formality to be observed. Although many of the better established Councils are now organized as non-profit organizations, most Councils come into being as less formal, unincorporated associations. This Guide will deal only with the formation of organizations of this less formal type.

When general agreement is reached on these basic issues, a list of persons who are to be invited to attend the formal organization meeting should be prepared. The importance of careful selection in the preparation of this list cannot be overstated.

### **Step 3 - Organizational Meeting**

The Committee on Organization should call an organization meeting by sending a letter to the list of prospective founding members prepared at the preliminary meeting. In this letter a definite response to the invitation should be requested.

A copy of this Guide should be forwarded to those who accept the invitation to attend the organization meeting. The cover letter should call attention to the articles of association or by-laws of the Council, such as the sample enclosed that has been used by many member Councils. This procedure can result in a considerable saving of time at the meeting itself. An agenda for the organizational meeting, such as this sample might also be furnished.

#### Agenda for Organization Meeting

a) Adopt articles of association or by-laws, citing;  
Name of Council Objectives of membership  
Board of directors Officers  
Quorum Nominations and elections  
Annual meetings Board of directors meetings  
Committees Meetings of members  
Treasury Expenses and dues  
Advertisement Amendments

b) Elect officers and directors; so as to provide for representation of life underwriters, representatives of trust institutions, attorneys, and accountants on the board of directors and among the officers. For example, if the president of the newly organized Council is to be a trust officer, the vice-president should



## National Association of Estate Planners & Councils

be a representative for one of the other groups; the secretary a representative from a third group; and the treasurer from the fourth group. Although practices vary, most Councils have provided that the president should be elected for a one-year term and be succeeded by the vice-president.

The board of directors might be composed of eight members, divided equally among the four representative groups. Most Councils provide that the officers are members of the board of directors. However, if desired, the size of the board might be increased by electing two additional representatives from each discipline. In most Councils the immediate past president serves as an ex-officio member of the board of directors and some Councils have the two most recent past presidents serve as ex-officio board members.

At the first meeting, arrangements should be made for the election of officers to staggered terms. For example, if there are to be eight directors, four should be elected to a term of one year and four to a term of two years. At the succeeding annual meetings, four members should be elected for a term of two years.

c) Establish committees Provide a method for the president of the Council to appoint such committees as may be deemed desirable. The number of committees and their composition will depend on the size of the Council. Generally, the most important committees or functions are Programs, Meetings, and Membership. Additional committees that may be formed are Finance, Publicity, Education, Ethics, Cooperation, and Taxation.

d) Fix annual dues. The amount of annual dues varies from Council to Council. Some are as low as \$10 and others are as high as \$120. Even minimal dues should be sufficient to cover such costs as sending notices of meetings to members, supplying members with printed copies of the Articles of Association and the Membership Roster, paying speakers' expenses, dues to the NAEPC, and so forth. The higher dues generally include the expense of meals and beverages at some or all meetings.

The philosophies regarding the amount of dues vary as widely as the range of amounts would indicate. Some Councils feel that charging high dues and including meals will stimulate interest and attendance, while other Councils feel that dues should be minimal and the cost of meals or beverages should be borne by those attending such affairs.

e) Fund attendance of representative to NAEPC It is also desirable to budget money to defray all or part of the cost of sending a representative to the annual meeting of the NAEPC. Many Councils find it desirable to send the President-elect or Program chairman-elect.



# National Association of Estate Planners & Councils

Notes to the Bylaws, various choice selections, and important information are highlighted herein. All highlighted areas should be either modified or removed before the final draft of the Bylaws for your Council are approved and printed. Also, due to variations in versions of Microsoft Word and printer formats, formatting should be reviewed and errors corrected prior to printing.

## BYLAWS

### OF

#### ANYWHERE, U.S.A, ESTATE PLANNING COUNCIL

(A Nonprofit Corporation)

### ARTICLE I DEFINITIONS

As used in these Bylaws, unless the context otherwise requires, the following terms shall have the meanings set forth below:

“Act” shall mean the Revised Model Nonprofit Corporations Act (1987), which may be abbreviated in these Bylaws as “Rev. Model Nonprofit Corp. Act”. **IMPORTANT NOTE** – Not all states’ nonprofit corporation statutes were derived from this Model Act and those states that did adopt the Model Act invariably have altered it more or less. Accordingly, each state’s own statutes must specifically be examined to determine the law in that state. “Act” shall also mean collectively the nonprofit corporation statutes for the State in which the Council is incorporated, as applicable. All references to the Model Act are for informational purposes only and should be removed entirely or replaced with the appropriate State statute reference once the State’s statutes have been thoroughly researched and reviewed to insure proper compliance. Also, this definition should be modified to reflect the appropriate State nonprofit corporation act.

"Articles" shall mean the Articles of Incorporation or Charter of the Council, as filed with the State’s Secretary of State (as the same is amended, corrected or restated from time to time) and Articles of Merger. Rev. Model Nonprofit Corp. Act § 1.40(2).

“Board of Directors” shall mean the board of directors of the Council. All corporate powers shall be exercised by or under the authority of, and the business, legal, financial, and other affairs of the Council managed under the direction of, its Board of Directors, subject to any limitation set forth in the Articles, these Bylaws and the Act. Rev. Model Nonprofit Corp. Act § 1.40(3).

“Bylaws” shall mean this document, as amended from time to time, which is the code or codes of rules (other than the Articles) adopted pursuant to the Act for the regulation or management of the affairs of the Council. Rev. Model Nonprofit Corp. Act § 1.40(4).

“Code” shall mean the Internal Revenue Code of 1986, as amended from time to time.

"Council" shall mean Anywhere, U.S.A., Estate Planning Council, the nonprofit corporation incorporated by the Articles and formed under these Bylaws pursuant to the Act.

“Director” shall mean a natural person serving on the Board of Directors of the Council, whether designated in the Articles or Bylaws or elected by the incorporators, and their successors and a natural person elected or appointed by the Members and given the title “Directors”, or any other name or title, to act as a member of the Board. Rev. Model Nonprofit Corp. Act § 1.40(9).

“File,” “filed,” or “filing” shall mean filed in the office of the State’s Secretary of State. Also, sometimes referred to as “record,” “recorded,” or “recording”, as may be indicated by the meaning of the surrounding text. Rev. Model Nonprofit Corp. Act § 1.40(9).

“Individual” shall mean a natural person.

“Member” shall mean a natural person who practices, or has practiced, in one of the professions required for membership, has completely qualified for Membership as set forth in these Bylaws, and has the right to vote for the election of a Director or Directors. An individual is not a Member by virtue or any of the following: (i) any rights such person has as a delegate as defined by the Act; (ii) any rights such person has to designate a Director or Directors; or (iii) any rights such person has as a Director. Rev. Model Nonprofit Corp. Act § 1.40(21).

“Membership” refers to the rights and obligations a Member or Members have pursuant to the Council’s Articles, Bylaws, and the Act. Rev. Model Nonprofit Corp. Act § 1.40(22).

“NAEPC” shall mean the National Association of Estate Planners & Councils.

“Officers” shall mean collectively, the President, the Secretary, and each other Officer, if any, elected by the Board of Directors to run the day-to-day operations of the Council.

“Principal Office” shall mean the office located in or out of the state of incorporation as so designated in the annual report filed pursuant to the Act. Rev. Model Nonprofit Corp. Act § 1.40(26).

“Proceeding” includes any civil suit and criminal, administrative, and investigatory action. Rev. Model Nonprofit Corp. Act § 1.40(27).

“Profession” shall mean individually any of the professions required for Membership in the Council as set forth in Section 4.1a. (Qualifications of Members, Profession) and collectively as all of the professions required for Membership in the Council as set forth in Section 4.1a. (Qualifications of Membership, Profession).

“Property” shall mean all property, real or personal, tangible or intangible, including money and any legal or equitable interest owned by the Council.

“Regulations” shall mean the Income Tax Regulations, including Temporary Regulations, promulgated under the Code, as such regulations may be amended from time to time.

“State” shall mean the state, commonwealth, territory, or insular possession of the United States in which the Council was incorporated. Rev. Model Nonprofit Corp. Act § 1.40(32).

## **ARTICLE II PRINCIPAL OFFICE**

The principal office of the Council shall be located at the place designated in the Articles. The Council may have such other offices, either within or without the State, as the Board of Directors may designate or as the business of the Council may from time to time require. Rev. Model Nonprofit Corp. Act § 1.40(26).



## **ARTICLE III MISSION, VISION AND OBJECTIVES, AND PURPOSES**

**Section 3.1 Mission.** The Mission of the Council is to promote the multi-disciplinary approach to estate planning by supporting its Members, encouraging cooperation among Members to create a thorough and complete estate plan for clients, and providing education and learning opportunities for Members, and to increase public awareness of the importance of estate planning by a team of professional advisors.

**Section 3.2. Vision and Objectives.** The Council seeks to provide opportunities for education and learning for its Members and the general public so as to promote proper estate planning methods and to provide confidence and guidance in the estate planning process.

**Section 3.3 Purposes.** The specific purposes of the Council are:

1. To serve the best interests of the public and to promote and enhance the welfare, ethical standards, and best interests of Council and its Members;
2. To establish and maintain a common meeting ground and medium for communication among Council Members, and to promote understanding and harmony among them and with the general public;
3. To improve the stature of the Council and its Members through self-discipline and educational programs, and to improve their qualifications to serve the public and, particularly, their clients;
4. To encourage talented students with high potential to enter the field of estate planning by mentoring and/or sponsoring and implementing vocational guidance and scholarship programs;
5. To promote standards of excellence in its Members; and
6. To encourage Members in obtaining accreditation as an "Accredited Estate Planner" by the National Association of Estate Planners and Councils and/or as an "Estate Planning Law Specialist" by the Estate Law Specialist Board.

## **ARTICLE IV MEMBERS**

**Section 4.1 Qualifications of Members.**

a. *Profession.* Membership in the Council shall be available to individuals licensed or otherwise certified by a licensing or certifying authority to practice in any of the following Professions:

**CHOICE #1** (minimum required by NAEPC):

1. Attorney;
2. Certified Public Accountant (CPA);
3. Trust Officer; or
4. Life Underwriter.

**CHOICE #2** (additional professions):

1. Attorney;
2. Certified Public Accountant (CPA);
3. Trust Officer;
4. Life Underwriter;
5. Development Officer; or
6. Financial Planner.

**CHOICE #3** (profession required for Accredited Estate Planner designation):

1. Attorney;
2. Certified Public Accountant (CPA);
3. Certified Trust and Financial Advisor (CTFA);
4. Chartered Life Underwriter (CLU);
5. Chartered Financial Consultant (ChFC); or
6. Certified Financial Planner (CFP).

**CHOICE #1** (active, but no time restriction):

b. *Active Practice.* Any individual applying for Membership in the Council shall be actively practicing estate planning in his/her particular Profession.

**CHOICE #2** (time restriction – alter as needed):

b. *Practice Time Requirement.* Any individual applying for Membership in the Council shall have practiced estate planning in his/her particular Profession for at least three (3) of the past five (5) years.

**CHOICE #1** (No limitation on percentage of a particular profession in the Council):

c. *No Limitation on Profession Distribution.* Any number of individuals involved in one or more of the above Professions may become Members in the Council if the above qualification criteria is met and his/her application is affirmed in compliance with the Bylaws and the rules and regulations of the Board of Directors.

**CHOICE #2** (Limitation on percentage of a particular professional in the Council – No expulsion):

c. *Limitation on Professional Distribution.* The Board of Directors may set limitations on the number of Members admitted to the Council in any one particular Profession, such as no more than thirty-five percent (35%) of the Membership in the Council can be made up of any one type of Profession. However, no Member in good standing may be expelled solely due to attrition of other Professions that causes his/her Profession to exceed the limitations set by the Board under this section.

**CHOICE #3** (Limitation on percentage of a particular professional in the Council – Allows expulsion):

c. *Limitation on Professional Distribution.* The Board of Directors may set limitations on the number of Members admitted to the Council in any one particular Profession, such as no more than thirty-five percent (35%) of the Membership in the Council can be made up of any one type of Profession. If a particular Profession exceeds the limitations set by the Board under this section for any reason, including by attrition of another Profession, then the last to join Member of the particular Profession which is over the limits set by the Board shall be expelled, but unlike normal expulsion, said Member expelled solely due to this section shall receive a pro-rata refund of his/her Membership dues.

Rev. Model Nonprofit Corp. Act § 6.01(a).

**NOTE:** *Each local council is free to choose its own membership criteria as long as it meets the minimum criteria set forth by the NAEPC.*

#### **Section 4.2 Application.**

a. *Submission of Application to the Board.* Any individual applying for Membership in the Council shall complete the application procedure as defined by the Council's Board of Directors and this Section 4.2 (Application) and submit said completed application to the Board for its review. Any controversy concerning Membership criteria and qualifications will be resolved by the Board of Directors, which has final authority in this regard.

**CHOICE #1** (Member Approval Required):

b. *Approval Procedure.* If the Board approves the applicant for Membership in the Council, then the Board shall recommend to the Members that an applicant is approved for Membership. The Members entitled to vote must then approve the applicant's Membership in the Council by a majority vote at either a regular meeting or a special meeting called for the purpose of admitting new Members.

**CHOICE #2** (Board Approval Required Only):

b. *Approval Procedure.* The Board must approve a new Member application by a majority vote of all Directors.

Rev. Model Nonprofit Corp. Act § 6.01.

**Section 4.3 Term, Dues, and Renewal.** All Members shall pay dues annually as determined by the Board of Directors. The term of Membership shall be one (1) year ending on the last day of the fiscal year. Membership shall be renewed automatically each year if the Member is in good standing with dues paid in full. The Board of Directors shall make reasonable provisions for the proration of dues and Membership terms for Members joining during, but after the start of, a fiscal year. Rev. Model Nonprofit Corp. Act § 6.13.

**Section 4.4 Termination of Membership.**

a. *Delinquency.* A Member shall become delinquent if annual dues are not paid within two (2) months of the initial dues notification. A notice of delinquency shall be given and the Membership shall be terminated if payment is not made within thirty (30) days of notice. Any individual whose Membership has been terminated for reasons of delinquency may be reinstated according to procedures established by the Board of Directors. The Board may decline to reinstate Members whose Membership has been terminated for reasons of delinquency. Rev. Model Nonprofit Corp. Act § 6.21.

b. *Discipline.* By a two-thirds (2/3) affirmative vote, the Board of Directors may expel a Member for any cause which, in its judgment, is deemed sufficient, provided that said cause is fair and reasonable. No Member shall be expelled until he or she has been notified pursuant to Section 4.4f. (Termination of Membership, Procedure) herein. If no response is received within the time limit set forth in the notice, the Member may be automatically expelled. Upon expulsion under this section, all rights and privileges of Membership of the expelled Member are terminated and any Membership certificate shall be surrendered to the Council by the expelled Member. The Member shall be liable for all costs, including, but not limited to, attorney's fees, incurred by the Council in seeking recovery of any Membership certificate, collection of delinquent Membership dues, and in seeking injunctions prohibiting the expelled Member from claiming Membership after the expulsion. Rev. Model Nonprofit Corp. Act § 6.21.

c. *Death.* A Member's Membership in the Council is automatically terminated upon that Member's death.

d. *Incapacity.* A Member's Membership in the Council is automatically suspended upon that Member's incapacity (in the sole opinion of the Board). If the incapacity is cured or otherwise removed, then the incapacitated Member's suspension may be lifted and the Member reinstated upon petition to the Board for such reinstatement.

e. *Resignation.* A Member desiring to resign shall submit in writing notification to the Board of Directors for its action. This notification does not relieve the Member of any dues owed at the time of the notification. Membership shall be terminated upon the acceptance of the resignation by the Board of Directors. Rev. Model Nonprofit Corp. Act § 6.20(a).

f. *Procedure.* Any Member's rights may be terminated or suspended or the Member expelled pursuant to any procedure that is fair and reasonable and is carried out in good faith. The Member should

be notified in writing at least fifteen (15) days prior to the expulsion or termination or suspension of his/her Membership and the reasons for said expulsion, termination, or suspension. At least five (5) days before the proposed expulsion of the Member or the proposed termination or suspension of the Member's Membership, the Member may provide to the Board of Directors a written explanation of why the proposed expulsion, termination, or suspension should not take place. The Board may also allow, but is not required to do so, the Member to give oral testimony before the Board on that Member's behalf to request that no expulsion, termination, or suspension be instituted. If a Board meeting is held to consider a written statement by the Member or an oral hearing is held, a decision shall be made and conveyed in writing to the Member within thirty (30) days of said Board meeting or hearing date. Immediate expulsion of a Member or termination or suspension of a Member's Membership may take place prior to the end of the fifteen (15) days notice period required above, if such termination or suspension is fair and reasonable taking into consideration all of the relevant facts and circumstances. Any written notice given by mail must be given by first-class or certified mail sent to the last address of the Member shown on the Council's records. Any proceeding challenging an expulsion, termination or suspension, including a proceeding in which defective notice is alleged, must be commenced within one (1) year after the effective date of the expulsion, termination or suspension. Rev. Model Nonprofit Corp. Act § 6.21.

g. *Obligation of Member for Dues.* A Member who has resigned, been expelled, or whose Membership has been terminated or suspended may be liable to the Council for dues, assessments or fees as a result of obligations incurred or commitments made prior to such resignation, expulsion, termination, or suspension. Dues are incurred at the beginning of each fiscal year and no refunds shall be given for expulsion, termination, suspension or resignation, unless otherwise indicated in the Bylaw for certain rare circumstances. Rev. Model Nonprofit Corp. Act § 6.20(b) and § 6.21(e).

**Section 4.5 Annual and Regular Meeting.** An annual business meeting shall be held each year at a time and place designated by the Board of Directors. Each Member shall receive at least fifteen (15) days' notice of the meeting and its location, if other than the Council's principal office, of any meeting whose date is not set forth in these Bylaws or which occurs at duly designated regular intervals, since such regular meetings require no such notice other than the Bylaw or notice of a regular meeting at certain set intervals (e.g., first of each month, 2<sup>nd</sup> Tuesday of each odd numbered month, 1<sup>st</sup> Thursday of each new quarter, etc.). At each regular meeting (including the annual meeting), the President and/or chief financial officer shall report on the activities and financial condition of the Council; the Members shall elect Directors and Officers, if necessary; and the Members shall consider and act upon such other matters as may be raised consistent with the notice requirements of Section 4.13 (Notice). If the Board feels that additional meetings are necessary or desirable to fulfill the purpose of the Council, then the Board may schedule other regular meetings of the Members other than just an annual business meeting, such as monthly, quarterly, or at such other intervals, regular or irregular, as the Board may choose. The failure to hold an annual meeting at a time stated in or fixed in accordance with the Bylaws does not affect the validity of any corporate action. Rev. Model Nonprofit Corp. Act § 7.01. **NOTE:** The Council may choose to have regularly scheduled meetings at certain intervals (e.g., first of each month, 2<sup>nd</sup> Tuesday of each odd numbered month, 1<sup>st</sup> Thursday of each new quarter, 3<sup>rd</sup> Thursday in March, May, September and November, etc.) as the Board feels are desirable. Such regularly scheduled meeting days and times may be placed in this Bylaw and no additional notice is needed unless the meeting day or time is changed. This option is particularly helpful for Councils that have been in existence for several years and have a set schedule, but are either just incorporating or amending and restating its Bylaws to conform with these Bylaws.

**Section 4.6 Special Meetings.** Special meetings of the Members of the Council may be called by the President, by a majority vote of the Board of Directors, or by at least ten percent (10%) of all the Members entitled to cast votes on any issue proposed to be considered at the proposed special meeting. Each Member shall be notified by mail (including regular mail and e-mail) of the purpose of the meeting not less than fifteen (15) days prior to the meeting date. Rev. Model Nonprofit Corp. Act § 7.02.

**Section 4.7 Informal Actions by Members.** Unless otherwise provided by law, any action required or permitted to be taken at a meeting of the Members may be taken without a meeting if eighty

percent (80%) of all Members entitled to vote on the action consent to taking such action without a meeting. The affirmative vote of the number of votes that would be necessary to authorize or take such action at a meeting is the act of the Members. The action must be evidenced by one (1) or more written consents describing the action taken, signed by at least eighty percent (80%) of the Members entitled to vote on the action in one or more counterparts, indicating each signing Member's vote or abstention on the action, and delivered to the Council for inclusion in the minutes or filing with the corporate records. If no record date is set as provided in Section 4.11 (Record Date) herein, then the record date for determining Members entitled to take action without a meeting is the date the first Member signs the consent. Also, any action which can be taken at a regular or special meeting of the Members can be taken by written ballot. Rev. Model Nonprofit Corp. Act § 7.04.

**Section 4.8 Rules of Order.** *Robert's Rules of Order* (Newly Revised) shall govern the conduct of all meetings of the Members, the Board of Directors, the Officers, or any committees, except as outlined in these Bylaws and/or special rules adopted by the Council.

**Section 4.9 Quorum.**

a. *10% of Votes.* Unless the Act or the Articles provide for a higher or lower quorum, ten percent (10%) of the votes entitled to be cast on a matter must be represented at a meeting of Members to constitute a quorum on that matter. Rev. Model Nonprofit Corp. Act § 7.22(a).

b. *Amendment Quorum.* An amendment to the Articles or Bylaws that adds, changes, or deletes a quorum or voting requirement shall meet the same quorum requirement and be adopted by the same vote required to take action under the quorum and voting requirements then in effect or proposed to be adopted, whichever is greater. Rev. Model Nonprofit Corp. Act § 7.22(b) and (c).

c. *Quorum If Notice Is Not Given of Matter.* Unless one-third ( $\frac{1}{3}$ ) or more of the voting power is present in person or by proxy, the only matters that may be voted upon at an annual or regular meeting of Members are those matters that are described in the meeting notice. Rev. Model Nonprofit Corp. Act § 7.22(d).

**Section 4.10 Voting.** If a quorum is present when a vote is taken, the affirmative vote of a majority of Members present constitutes the act of the Members, unless a greater number than a majority of the Members present is required by the Articles, the Act, or the Bylaws. A Bylaw amendment to increase or decrease the vote required for any Member action must be approved by the Members by the same vote required to take action under the Bylaw voting requirements then in effect or proposed to be adopted, whichever is greater. A Member who is present at a meeting when corporate action is taken is deemed to have assented to the action unless:

1. He or she objects at the beginning of the meeting, or promptly upon his or her arrival, to holding the meeting or transacting business at the meeting;
2. He or she dissents or abstains from the action taken, which dissent or abstention is entered in the minutes of the meeting; or
3. He or she delivers written notice of his/her dissent or abstention to the presiding Officer of the meeting before its adjournment or to the Secretary immediately after adjournment of the meeting. The right of dissent or abstention is not available to a Director who votes in favor of the action taken.

Rev. Model Nonprofit Corp. Act § 7.23.

**Section 4.11 Record Date.** The Board of Directors shall fix as the record date for the determination of Members entitled to notice of a Members' meeting, to demand a special meeting, to vote, or to take any other action, a date not more than seventy (70) days before the meeting or action requiring a determination of Members. If the Board of Directors fails to fix a record date for any meeting of Members, Members of record on the close of business on the business day next preceding the day of

which notice is given shall be entitled to notice. A record date fixed for a Members' meeting is effective for any adjournment of such meeting unless the Board of Directors fixes a new record date, which it must do if the meeting is adjourned to a date more than one hundred twenty (120) days after the date fixed for the original meeting. Rev. Model Nonprofit Corp. Act § 7.07.

#### **Section 4.12 List of Members.**

a. *List of Members.* After fixing a Record Date for a notice of a meeting, the Council shall prepare an alphabetical list of the names of all its Members who are entitled to notice of a meeting. The list must show the address and number of votes each Member is entitled to vote at the meeting. The Council shall prepare, on a current basis through the time of the Membership meeting, a list of Members, if any, who are entitled to vote at the meeting, but not entitled to notice of the meeting. This list shall be prepared on the same basis and be part of the list of Members. The list of Members must be available for inspection by any Member for the purpose of communication with other Members concerning the meeting, beginning two (2) business days after notice is given of the meeting for which the list was prepared and continuing through the meeting, at the Council's principal office or at a reasonable place identified in the meeting notice in the city where the meeting will be held. A Member, a Member's agent, or Member's attorney is entitled, upon written demand, to inspect and, subject to the limitations set forth in Section 4.12b (List of Members, Limitations on Use of List of Members), to copy the list, at a reasonable time and at the Member's expense, during the period it is available for inspection. The Council shall make the list of Members available at the meeting, and any Member, a Member's agent, or Member's attorney is entitled to inspect the list at any time during the meeting or any adjournment. If the Council refuses to allow a Member, a Member's agent, or Member's attorney to inspect the list of Members before or at the meeting (or copy the list as permitted by subsection b), a court of record having equity jurisdiction in the county where a Council's principal office (or, if none in this State, its registered office) is located, on application of the Member, may summarily order the inspection or copying at the Council's expense and may postpone the meeting for which the list was prepared until the inspection or copying is complete. Refusal or failure to make available the list of Members does not affect the validity of action taken at the meeting. Rev. Model Nonprofit Corp. Act § 7.20.

b. *Limitations on Use of List of Members.* A Member's rights to inspect, copy, and use the List of Members prepared in compliance with this section shall be subject to the following limitations:

1. A Member may inspect and copy the records identified in Section 4.12a (List of Members) only if:
  - i. The Member's demand is made in good faith and for a proper purpose;
  - ii. The Member describes with reasonable particularity the purpose and the records the Member desires to inspect in the written demand for inspection; and
  - iii. The records requested are directly connected with this purpose.
2. Without consent of the Board, a List of Members or any part thereof may not be obtained or used by any person for any purpose unrelated to a Member's interest as a Member. Without limiting the generality of the foregoing, without the consent of the Board, a List of Members or any part thereof may not be:
  - i. Used to solicit money or property unless such money or property will be used solely to solicit the votes of the Members in an election to be held by the Council;
  - ii. Used for any commercial purpose (other than to refer business to another Member);  
or
  - iii. Sold to or purchased by any individual or entity.

**Section 4.13 Notice.** The Council shall notify Members of the date, time and place of each annual and special Members' meeting no fewer than fifteen (15) days (thirty (30) days if notice is sent by other than first class or registered U.S. mail), unless otherwise noted in these Bylaws, nor more than sixty

(60) days before the meeting date. The Council is required to give notice only to Members entitled to vote at the meeting. All notices of special meetings shall include a description of the purpose or purposes for which the meeting is called. A notice of any meeting (annual, regular or special) called for any of the following purposes shall include a description of said purpose(s) to be voted upon by the Members:

1. A conflict of interest transaction (Rev. Model Nonprofit Corp. Act § 8.31);
2. Indemnification of an Officer, employee, or agent (Rev. Model Nonprofit Corp. Act § 8.56);
3. Amendment of the Articles or Bylaws (Rev. Model Nonprofit Corp. Act § 10.03 and § 10.21);
4. Merger with another entity (Rev. Model Nonprofit Corp. Act § 11.04);
5. Sale of substantially all of the assets of the Council other than in the ordinary course of activities (Rev. Model Nonprofit Corp. Act § 12.02);
6. Dissolution of the Council (Rev. Model Nonprofit Corp. Act § 14.01 and § 14.02).

Rev. Model Nonprofit Corp. Act § 7.05.

**Section 4.14 Waiver of Notice.** A Member may waive any notice required by the Act, the Articles, or the Bylaws before or after the date and time stated in the notice. The waiver must be in writing, be signed by the Member entitled to the notice, and be delivered to the Council for inclusion in the minutes or filing with the corporate records. Rev. Model Nonprofit Corp. Act § 7.06.

**Section 4.15 Proxies.**

a. *Appointment of a Proxy.* A Member may vote in person or by proxy. A Member may appoint a proxy to vote or otherwise act for him by signing an appointment form, either personally or by his attorney-in-fact. An appointment of a proxy is effective when received by the Secretary or other Officer or agent authorized to tabulate votes. An appointment is valid for eleven (11) months unless another period is expressly provided in the appointment form. Subject to [the](#) Council's right to accept or decline a Member's vote and any express limitation on the proxy's authority appearing on the face of the appointment form, the Council is entitled to accept the proxy's vote or other action as that of the Member making the appointment. Rev. Model Nonprofit Corp. Act § 7.24(a), (b) and (f).

b. *Revocability.* An appointment of a proxy is revocable by the Member. A proxy cannot be irrevocable since all Membership interests are non-transferable. Appointment of a proxy is revoked by the Member appointing the proxy: (1) attending any meeting and voting in person, or (2) signing and delivering to the Secretary or other Officer or agent authorized to tabulate proxy votes either a written document stating that the appointment of proxy is revoked or a subsequent appointment of proxy form appointing a new proxy for said Member. Rev. Model Nonprofit Corp. Act § 7.24(c) and (e).

c. *Death or Incapacity of Member.* The death or incapacity of the Member appointing a proxy does not affect the right of this Council to accept the proxy's authority unless notice of the death or incapacity is received by the Secretary or other Officer or agent authorized to tabulate votes before the proxy exercises his authority under the appointment. However, once the Council is aware of a Member's death or incapacity, the Member's voting rights are terminated or suspended as set forth in Section 4.4c (Termination of Membership, Death) or Section 4.4d (Termination of Membership, Incapacity). Rev. Model Nonprofit Corp. Act § 7.24(d)

**Section 4.16 Transfer of Membership.** Membership in the Council, or any rights thereunder, is not transferable. Rev. Model Nonprofit Corp. Act § 6.11(b).

**Section 4.17 Member Professional Responsibilities.** A Member of the Council is required to conduct himself/herself at all times in the following manner:

- a. To uphold the integrity and honor of the profession and to encourage respect for it. This involves promoting the continual development of the estate planning industry, as well as the Member's respective specialization.
- b. To be fair. This requires that a professional treat others as he/she would wish to be treated if in the other's position. It also means that a Member shall disclose conflicts of interest in providing estate planning services.
- c. To continually improve his/her knowledge, skill, and competence throughout his/her working life.
- d. To do the utmost to attain a distinguished record of professional service based upon diligence. This means that a Member must act with patience, timeliness, and consistency, and do so in a prompt and thorough manner in the service of others.
- e. To support the established institutions and organizations concerned with the integrity of his/her profession.
- f. To respect the confidentiality of any information entrusted to, or obtained in the course of, the Member's business or professional activities.
- g. To regulate himself or herself. That is, every Member has a two-fold duty to abide by his/her other applicable professional codes of ethics, and to also facilitate the enforcement of this Code of Professional Responsibility. This also means expeditiously reporting breaches of professional responsibility, including one's own, to the Council. The Council will make all reasonable efforts to diligently investigate each reported breach and report such breach to the proper professional governing body, if the investigation results in a breach that requires reporting or the Council feels, in its sole opinion, that such breach merits reporting to the professional governing body. Nothing herein shall be construed to make the Council responsible for reporting such findings to the general public. Confirmed breaches will result in discipline by the Council, which may include dismissal for the most egregious offenses.
- h. To comply with all laws and regulations, in particular as they relate to professional and business activities.
- i. To cooperate with other Members, and other estate planning professionals, to enhance and maintain the estate planning profession's public image, and to work together to improve the quality of services rendered.

## **ARTICLE V - BOARD OF DIRECTORS**

**Section 5.1 General Powers.** All corporate powers shall be exercised by, or under the authority of, its Board of Directors. The business and affairs of the Council shall be managed under the direction of its Board of Directors. Rev. Model Nonprofit Corp. Act § 8.01(b).



**Section 5.2 Number, Tenure, and Qualifications of Directors (General).** The initial Directors shall be designated or appointed by the Incorporator at the organizational meeting to serve as members of the Board of Directors of this Council. Each Director shall be designated or appointed for a two (2) year term. The initial Board of Directors shall determine whether their terms shall be staggered. If the terms of the initial Directors are staggered, then some of the initial Directors may be appointed for a term of one (1) year and the other Directors may be appointed for a term of two (2) years as determined by the Board of Directors. Thereafter, each Director shall be appointed or elected for a term of two (2) years. Upon the death, resignation or removal for cause of any Director, the remaining members of the Board of Directors shall elect a successor. Additional Directors, if any, and all Directors subsequent to the initial Directors shall be elected by the majority vote of the voting Members of the Council. All Directors shall be elected for terms specified by the Board of Directors, but which terms shall not be exceed five (5) years. The terms of these various Directors may, or may not, be staggered (similarly to the initial Directors), as the Board of Directors determines from time to time. There shall, at all times, be at least three (3) Directors. Directors must be natural persons who are eighteen (18) years of age or older and are Members of the Council, but who need not be residents of the State. Rev. Model Nonprofit Corp. Act § 8.02, § 8.03, § 8.04, § 8.05, and § 8.06. **NOTE: The terms for Directors may be for such time as the Council finds desirable as long as those terms do not exceed five (5) years each. The Council may also add language to the next to last substantive sentence to allow for any minimum and/or maximum number of Directors. However, the Revised Model Nonprofit Corporation Act does require at least three (3) Directors, so the minimum cannot be less than that number.**

**Section 5.3 Number and Profession Qualification of Directors.** The Board of Directors shall be comprised of any Officer of the Council whose duties include service on the Board of Directors as set forth in Section 6.5 (Officers and Duties), regardless of Profession. The Board of Directors will additionally be comprised of one Member from each of the Professions listed in Section 4.1 (Qualifications of Members). Notwithstanding the above, no Director is required to represent a particular Profession if there is no Member willing to serve on the Board who is a member of that particular Profession. In such a case, the number of Board members shall be reduced by the number of unrepresented Professions. Rev. Model Nonprofit Corp. Act § 8.02.

**Section 5.4 Resignation.** A Director may resign at any time by delivering written notice to the Board's presiding officer (if the Board of Directors has elected a presiding officer other than the President), the President or the Secretary. The resignation shall be effective when it is delivered unless the notice specifies a later effective date. Rev. Model Nonprofit Corp. Act § 8.07.

**Section 5.5 Removal of Director.** A Director may be removed either (1) by a two-thirds (2/3) vote of the Board of Directors at any regular or special meeting of the Board of Directors at which a quorum is present, provided that the Director being considered for removal is provided with a written explanation as to why the Director is being removed, and that an opportunity for a hearing before the Board of Directors has been offered; or (2) by a majority vote of the Members of the Council eligible to vote for Directors, present and voting at any regular or special meeting at which a quorum is present and notice is given pursuant to Section 4.13 (Notice). Nothing in this section should be construed as requiring that a Director be removed only for cause. **Additional provision if desired – A Director which represents a particular Profession (see Section 5.3 [Number and Profession Qualification of Directors]) may only be removed without cause by a majority vote of Members in that particular Profession. Nothing, however, shall prevent a Director representing a particular Profession from being removed by the other Directors or Members for cause.** Rev. Model Nonprofit Corp. Act § 8.08.

**Section 5.6 Vacancy on the Board.** If a vacancy occurs on the Board of Directors, including a vacancy resulting from a removal or resignation of a Director, the Board of Directors may fill the vacancy. Even if the Directors remaining in office constitute fewer than a quorum of the Board of Directors, they may fill the vacancy by the affirmative vote of a majority of all the Directors remaining in office. Rev. Model Nonprofit Corp. Act § 8.11.

**Section 5.7 Regular Meetings.** The Board of Directors shall meet at least once a year immediately after the annual meeting of the Members. The Board of Directors may also schedule other regular meetings to be held directly after a regular meeting of the Members. Each Director shall be given at least two (2) days notice of the time and place of any Board of Directors meetings other than the annual meeting, which follows the Members' annual meeting and notice for that Members' meeting is sufficient. The Directors may provide, by resolution, the date, time and place for the holding of additional regular meetings without notice other than such resolution. Meetings may be held either in or out of the State. Rev. Model Nonprofit Corp. Act § 8.20 and § 8.22(a).

**Section 5.8 Special Meetings.** Special meetings of the Directors, may be called by the presiding officer of the Board (if a presiding officer other than the President has been elected by the Board), the President, or at least twenty percent (20%) of the Directors then in office. The person or persons authorized to call special meetings of the Directors may fix the date and time for said special meeting, but the place shall be at the principal office of the Council unless otherwise agreed upon by a majority of the Directors. Rev. Model Nonprofit Corp. Act § 8.20 and § 8.22(d).

**Section 5.9 Notice.**

a. *Regular Meetings.* Regular meetings of the Board of Directors, unless otherwise indicated in the Bylaws, may be held without notice. Rev. Model Nonprofit Corp. Act § 8.22(a).

b. *Special Meetings.* Special meetings of the Board of Directors must be preceded by at least two (2) days notice to each Director of the date, time, and place of the meeting. Rev. Model Nonprofit Corp. Act § 8.22(b).

c. *Adjourned Meetings.* Notice of an adjourned meeting need not be given if the time and place to which the meeting is adjourned are fixed at the meeting at which the adjournment is taken and if the period of adjournment does not exceed one (1) month in any one (1) adjournment.

**Section 5.10 Waiver of Notice.** A Director may waive any notice required before or after the date and time stated in the notice. The waiver must be in writing, signed by the Director entitled to the notice, and filed with the minutes or corporate records. A Director's attendance at, or participation in, a meeting waives any required notice of the meeting unless the Director at the beginning of the meeting, or promptly upon his or her arrival, objects to holding the meeting or transacting business at the meeting and does not thereafter vote for or assent to action taken at the meeting. Rev. Model Nonprofit Corp. Act § 8.23.

**Section 5.11 Electronic Conference Meetings.** The Board of Directors may permit any or all Directors to participate in a regular or special meeting by any means of communication by which all Directors participating may simultaneously communicate with each other during the meeting. The entire meeting may be conducted through such means. A Director participating in a meeting by this means is deemed to be present in person at the meeting. Rev. Model Nonprofit Corp. Act § 8.20(c).

**Section 5.12 Quorum and Voting.**

a. *Quorum.* A quorum of the Board of Directors consists of a majority of the Directors in office immediately before a meeting begins. In no event may the Bylaws authorize a quorum of fewer than the greater of either one-third ( $\frac{1}{3}$ ) of the number of Directors in office or two (2) Directors. Rev. Model Nonprofit Corp. Act § 8.24(a).

b. *Voting.* If a quorum is present when a vote is taken, the affirmative vote of a majority of Directors present constitutes the act of the Board of Directors. Rev. Model Nonprofit Corp. Act § 8.24(b).

**5.13 Committees of the Board.** The Board of Directors may create one or more committees, which may consist of one or more members. All committee members shall be appointed by the Board of Directors. All committee members shall be appointed for such terms as set by the Board when creating or amending the committee. All committees serve at the pleasure of the Board of Directors. Each committee may exercise the authority of the Board of Directors as authorized by the Board of Directors except that a committee may not take action prohibited by the Act, which actions deal with (1) authorizing distributions; (2) approving or recommending to the Members the dissolution of the Council, merger of the Council with another entity, or the sale, pledge or transfer of substantially all of the Council's assets; (3) electing, appointing, or removing any Directors or filling vacancies on the Board or any of its committees; or (4) adopting, amending, or repealing the Articles or Bylaws. The Committee shall follow all Bylaw provisions relating to Board conduct, particularly those which govern meetings, action without meetings, notice and waiver of notice, and quorum and voting requirements of the Board, and any additional rules and regulations promulgated by the Board relating to committees in general or that particular committee. Rev. Model Nonprofit Corp. Act § 8.25.

**Section 5.14 Actions Without a Meeting of the Board.**

a. *Action Without a Meeting.* Action may be taken by the Directors without a meeting. If all Directors consent to taking such action without a meeting, the affirmative vote of the number of Directors that would be necessary to authorize or take such action at a meeting is the act of the Board of Directors. The action must be evidenced by one (1) or more written consents describing the action taken, signed by each Director, and included in the minutes filed with the corporate records reflecting the action taken. Rev. Model Nonprofit Corp. Act § 8.21(a).

b. *Effective Date.* Action taken under this section is effective when the last Director signs the consent, unless the consent specifies a different effective date. Rev. Model Nonprofit Corp. Act § 8.21(b).

c. *Effectiveness.* A consent signed under this section has the effect of a meeting vote and may be described as such in any document. Rev. Model Nonprofit Corp. Act § 8.21(c).

**Section 5.15 Standing Rules and Regulations (Policies).** A standing rule or policy of the Board of Directors is defined as a definite course or method of action selected to guide and determine present and future decisions of the Council. Officers shall follow all standing rules or policies in carrying out their duties in conducting the business and affairs of the Council. Standing rules, regulations, or policies may be enacted only when approved by an affirmative vote at two (2) consecutive meetings of the Board of Directors. Thereafter, changes in, additions to, or deletions from, standing rules or policies may be accomplished only when approved by an affirmative vote at two (2) consecutive meetings of the Board of Directors. The Board of Directors may suspend, for a set period of time not exceeding thirty (30) days, any standing rule or policy, but only upon three-fourths ( $\frac{3}{4}$ ) vote of those present.

**ARTICLE VI  
OFFICERS**

**Section 6.1 Number.** The Officers of the Council shall be the President, the Secretary, and the Treasurer, each of whom shall be elected by the Members. The Members may, but are not required to, elect a Vice-President and a Chairman of the Board. Members may elect a combined Secretary-Treasurer. Such other Offices, as may be deemed necessary, may be created by the Directors, and such other Officers and assistant Officers may be elected in the same manner as the other Officers. Any Officer not elected by the Members shall not serve automatically on the Board of Directors, but may be elected separately as a Director. The same individual may simultaneously hold more than one (1) office in the Council. Rev. Model Nonprofit Corp. Act § 8.40.

## **Section 6.2      Nomination, Election, and Term of Office.**

a. *Nomination and Election.* The Board of Director, or a committee authorized to nominate Officers by the Board of Directors and in accordance with procedures approved by the Board of Directors, shall nominate Members of the Council who are eligible to serve as an Officer for particular offices. The Board shall submit its slate for election at or prior to the annual meeting. If the election is by mailed ballot, in order to be elected, a Member eligible to serve as an Officer must receive a majority of the valid ballots returned to the Council no later than thirty (30) days after the initial mailing. If the election is not by mailed ballot, the election will take place at the annual business meeting of the Members of the Council, where a Member nominated for an office must receive a majority of the votes cast by the Members entitled to vote for Officers. In the event that more than two (2) candidates appear on the ballot and no candidate receives a majority of the votes, a runoff election between the two (2) candidates receiving the most votes shall be conducted.

b. *Term of Office.* The term of office for all elected Officers shall be **two (2) years, with a maximum of two (2) consecutive terms in any one office.** Each Officer shall hold office until his successor shall have been duly elected and shall have qualified or until he/she shall resign or shall have been removed in the manner hereinafter provided. **NOTE: The term and maximum amount of terms may be modified as desired by the Council.**

c. *Contract Rights.* The appointment or election of an Officer does not itself create contract rights. Rev. Model Nonprofit Corp. Act § 8.44(a).

**Section 6.3      Removal.** Any Officer elected by the Members may be removed (1) by an affirmative vote of the majority of the Members at a meeting called for such purpose, or (2) by an affirmative vote of the majority of the Directors. Any Officer, committee member, or agent appointed or approved by the Directors may be removed by the Directors whenever, in their judgment, the best interests of the Council would be served thereby. Nothing in this section should be construed as requiring that an Officer be removed only for cause. Any removal shall be without prejudice to the contract rights, if any, of the person so removed. Rev. Model Nonprofit Corp. Act § 8.43(b) and § 8.44(a).

**Section 6.4      Resignation.** An Officer may resign at any time by delivering notice to the President or Secretary. A resignation is effective when the notice is delivered unless the notice specifies a later effective date. If a resignation is made effective at a later date and the Board of Directors accepts the later effective date, the Board of Directors may fill the pending vacancy before the effective date if they provide that the successor does not take office until the effective date. An Officer's resignation does not affect the Council's contract rights, if any, with the Officer. Rev. Model Nonprofit Corp. Act § 8.43(a) and § 8.44(a).

## **Section 6.5      Officers and Duties.**

a. *President.* The President shall be the chief executive officer of the Council and, subject to the control of the Directors, shall, in general, supervise and control all of the business and affairs of the Council. The President shall, when present, preside at all meetings of the Directors unless someone other than the President is elected as Chairman of the Board, in which case said Chairman shall preside. The President may sign, with the Secretary, or any other proper Officer of the Council thereunto authorized by the Directors, any deeds, mortgages, bonds, contracts, or other instruments which the Directors have authorized to be executed, except in cases where the execution thereof shall be expressly delegated by the Directors or by these Bylaws to some other Officer or agent of the Council, or shall be required by law to be otherwise signed or executed; and in general shall perform all duties incident to the office of President and such other duties as may be prescribed by the Directors from time to time. **The President shall also serve as a Director of the Council.**

b. *Secretary.* The Secretary shall keep the minutes of the Directors' meetings in one or more books provided for that purpose, see that all notices are duly given in accordance with the provisions of

these Bylaws, or as required, be custodian of the corporate records and of the seal of the Council, and keep a register of the post office address of each Director (which address shall be furnished to the Secretary by such Director), and, in general, perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the President or by the Directors. **The Secretary shall also serve as a Director of the Council.**

c. *Treasurer.* If required by the Directors, the Treasurer shall give a bond for the faithful discharge of his duties in such sum and with such surety or sureties as the Directors shall determine. The Treasurer shall have charge and custody of, and be responsible for, all funds and securities of the Council; receive and give receipts for moneys due and payable to the Council from any source whatsoever, and deposit all such moneys in the name of the Council in such banks, trust companies or other depositories as shall be selected in accordance with these Bylaws, and, in general, perform all of the duties incident to the office of Treasurer and such other duties as from time to time may be assigned by the President or by the Directors. **The Treasurer shall also serve as a Director of the Council.**

d. *Chairman of the Board.* The Chairman of the Board, if someone other than the President, shall preside at all meetings of the Directors as the presiding officer. The Chairman of the Board shall be responsible for the implementation of policies established by the Board of Directors. The Chairman of the Board shall have such duties as the Board of Directors may, from time to time, designate. **The Chairman of the Board shall also serve as a Director of the Council.**

e. *Vice-President.* In the absence of the President or in the event of his death, inability or refusal to act, the Vice-President shall perform the duties of the President, and when so acting, shall have all the powers of, and be subject to, all the restrictions upon the President. The Vice-President shall perform such other duties as from time to time may be assigned by the President or by the Directors. **The Vice-President shall also serve as a Director of the Council.**

f. *Immediate Past President.* Upon completion of his term, the President shall become the Immediate Past-President and shall carry out duties assigned by the new President. If the Immediate Past-President is permanently unable to perform the duties of the office, the most recent available Past-President shall be asked to serve. **The Immediate Past President shall also serve as a Director of the Council.**

g. *President-Elect.* Upon completion of the current President's term, the President-Elect shall become the President and shall carry out duties assigned to the President. During such time as the President-Elect is serving as such, the President-Elect shall carry out duties assigned by the current President. If the President-Elect is permanently unable to perform the duties of the office, the most recent available Immediate Past-President shall be asked to serve. **The President-Elect shall also serve as a Director of the Council.**

Rev. Model Nonprofit Corp. Act § 8.41 and § 8.45.

**NOTE:** Each Council may have such Officers as are necessary and desirable by the Council. Please note that if an office is created, the Council needs to determine if it wishes for that Officer to serve as a Director.

## ARTICLE VII GENERAL STANDARDS OF CONDUCT

**Section 7.1 Standards of Conduct for Directors and Officers.** A Director or Officer shall discharge his or her duties as a Director or Officer, including his or her duties as a member of a committee, in good faith, with the care an ordinarily prudent person in a like position would exercise under similar circumstances, and in a manner he or she reasonably believes to be in the best interests of

the Council. The Director or Officer is entitled to rely on information, opinions, reports, or statements, including financial statements and other financial data, if prepared or presented by:

- a. One or more Officers or employees of the Council whom the Director reasonably believes to be reliable and competent in the matters presented;
- b. Legal counsel, public accountants, or other persons as to matters the Director reasonably believes are within the person's professional or expert competence; or
- c. A committee of the Board of Directors of which he is not a member if the Director reasonably believes the committee merits confidence. (Only for Directors).

A Director or Officer is not acting in good faith if said Director or Officer has knowledge concerning the matter in question that makes reliance otherwise permitted by this section unwarranted. Rev. Model Nonprofit Corp. Act § 8.30 and § 8.42.

**Section 7.2 Loans to Directors or Officers.** The Council may not lend money to, or guarantee the obligation of, a Director or Officer of the Council. The fact that a loan or guaranty is made in violation of this section does not affect the borrower's liability on the loan. Rev. Model Nonprofit Corp. Act § 8.32.

### **Section 7.3 Liability for Unlawful Distributions.**

a. *Director Liability.* A Director who votes for, or assents to, a distribution made in violation of the Act or the Articles is personally liable to the Council for the amount of the distribution that exceeds what could have been distributed without violating such section or the Articles if it is established that the Director did not perform such Director's duties in compliance with the Act, the Articles or these Bylaws. In any proceeding commenced under this section, a Director has all of the defenses ordinarily available to a Director. Rev. Model Nonprofit Corp. Act § 8.33(a).

b. *Contribution.* A Director held liable under Section 7.3a (Liability for Unlawful Distributions, Director Liability) for an unlawful distribution is entitled to contribution from every other Director who could be held liable under Section 7.3a (Liability for Unlawful Distributions, Director Liability) for the unlawful distribution and each person who received an unlawful distribution for the amount of the distribution, whether or not the person receiving the distribution knew it was made in violation of the Act or the Articles. Rev. Model Nonprofit Corp. Act § 8.33(b).

**Section 7.4 Compliance with State and Federal Laws.** Directors and Officers shall at all times be in compliance with various provisions of applicable State and federal laws governing nonprofit organizations.

## **ARTICLE VIII CONTRACTS, LOANS, CHECKS AND DEPOSITS**

**Section 8.1 Contracts.** The Directors may authorize any Officer or Officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of, and on behalf of, the Council, and such authority may be general or confined to specific instances.

**Section 8.2 Loans.** No loans shall be contracted on behalf of the Council and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Directors. Such authority may be general or confined to specific instances.

**Section 8.3 Checks, Drafts, Etc.** All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Council shall be signed by such Officer or Officers, agent or agents of the Council and in such manner as shall from time to time be determined by resolution of the Directors.

**Section 8.4 Deposits.** All funds of the Council not otherwise employed shall be deposited from time to time to the credit of the Council in such financial institution(s) as the Board of Directors shall designate.

**CHOICE #1 – ARTICLE IX SIMPLE CONFLICT OF INTEREST POLICY – IN LINE WITH REVISED MODEL NONPROFIT CORPORATION ACT.**

**ARTICLE IX  
CONFLICT OF INTEREST POLICY**

**Section 9.1 Conflict of Interest Transaction.**

a. *Definition.* A conflict of interest transaction is a transaction with the Council in which a Director of the Council has a direct or indirect interest.

b. *Methods of Acceptance of Transaction.* A conflict of interest transaction is not voidable by the Council or the basis for imposing liability on a Director solely because of a Director's interest in the transaction if any one (1) of the following is true:

1. in advance of the vote of the Board of Directors or a committee of the Board, the material facts of the transaction and the Director's interest were disclosed or known to the Board of Directors or committee of the Board of Directors and the Board of Directors or committee authorized, approved, or ratified the transaction;
2. **REQUIRED FOR 501(c)(6) ORGANIZATION (must also add Section 9.4 below)** - in advance of the vote of the Members, the material facts of the transaction and the Director's interest were disclosed or known to the Members and they authorized, approved, or ratified the transaction;
3. **REQUIRED FOR 501(c)(3) ORGANIZATION** - before or after the transaction is consummated, the Board obtains the approval of the attorney general for the State or a court of competent jurisdiction approves the transaction in an action where the attorney
4. general for the State is joined as a party;
5. or the transaction was fair at the time it was entered into.

**Section 9.2 Indirect Interest.** A Director or Officer of the Council has an indirect interest in the transaction if, but not only if, another entity in which the Director or Officer has a material financial interest in is a party to the transaction; another entity in which the Director or Officer is a general partner is a party to the transaction; or another entity of which the Director or Officer is a governor, director, manager, officer, or trustee is a party to the transaction. All such interest should be disclosed to and considered by the Board of Directors.

**Section 9.3 Authorization, Approval, and Ratification Under Section 9.1b1 Above.** A conflict of interest transaction is authorized, approved or ratified if it receives the affirmative vote of a majority of the Directors who have no direct or indirect interest in the transaction ("Disinterested Directors"), but a transaction may not be authorized, approved, or ratified by a single Director. If a majority of the Disinterested Directors vote to authorize, approve, or ratify the transaction, a quorum is present for the purpose of taking action under this section. The presence of, or a vote cast by, a Director with a direct or indirect interest in the transaction does not affect the validity of any action taken under this section, unless otherwise provided.

**ADD IF LEAVE IN MEMBER RATIFICATION PROVISION UNDER Section 9.1b2.**

**Section 9.4 Authorization, Approval, and Ratification Under Section 9.1b2 Above.** A conflict of interest transaction is authorized, approved or ratified if it receives the affirmative vote of a majority of the Members. Votes cast by or voted under the control of a Director who has a direct or indirect interest in the transaction, and votes cast by or voted under the control of an entity described in Section 9.2 (Indirect Interest), may not be counted in a vote of the Members to determine whether to authorize, approve, or ratify a conflict of interest transaction under this section. The vote of these Members, however, is counted in determining whether the transaction is approved under other sections of the Act. A majority of the voting power, whether or not present, that are entitled to be counted in a vote on the transaction under this section constitutes a quorum for the purpose of taking action under this subsection.

Rev. Model Nonprofit Corp. Act § 8.31.

**CHOICE #2 – ARTICLE IX COMPLEX CONFLICT OF INTEREST POLICY – IN LINE WITH THE 501(c)(3) TAX-EXEMPT APPLICATION RECOMMENDATIONS.**

**ARTICLE IX  
CONFLICT OF INTEREST POLICY**

**Section 9.1 Purpose of Conflict of Interest Policy.** The purpose of the conflict of interest policy is to protect the Council's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an Officer or Director of the Council or might result in a possible excess benefit transaction. This policy is intended to supplement, but not replace any applicable State or federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

**Section 9.2 Definitions.** The following definitions relate to this Article XI (Conflict of Interest Policy):

a. *Interested Person.* Interested Person shall mean any Director, Officer, or member of a committee with Board powers delegated by the Board of Directors, who has a direct or indirect financial interest.

b. *Financial Interest.* Financial Interest shall mean an interest of a Person if the Person has, directly or indirectly, through business, investment, or family:

1. an ownership or investment interest in any entity with which the Council has a transaction or arrangement;
2. a compensation arrangement with the Council or with any entity or individual with which the Council has a transaction or arrangement; or
3. a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Council is negotiating a transaction or arrangement.

c. *Compensation.* Compensation shall include direct or indirect remuneration, as well as gifts or favors, that are not insubstantial.

**Section 9.3 Procedures.**

a. *Duty to Disclose.* In connection with any actual or possible conflict of interest, an Interested Person must disclose the existence of the Financial Interest and be given the opportunity to disclose all material facts to the Directors and members of committees with Board powers considering the proposed transaction or arrangements.



b. *Determining Whether a Conflict of Interest Exists.* After disclosure of the Financial Interest and all material facts, and after any discussion with the Interested Person, the Interested Person shall leave the Board or committee meeting while the determination of conflict of interest is discussed and voted upon. The remaining Board or committee members shall decide if a conflict of interest exists.

c. *Procedures for Addressing Conflict of Interest.*

1. An Interested Person may make a presentation at the Board or committee meeting, but after the presentation, the Interested Person shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
2. The preceding officer of the Board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
3. After exercising due diligence, the Board or committee shall determine whether the Council can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
4. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board or committee shall determine by a majority vote of the disinterested Directors whether the transaction or arrangement is in the Council's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decisions as to whether to enter into the transaction or arrangement.

d. *Violations of the Conflict of Interest Policy.*

1. If the Board or committee has reasonable cause to believe a Director, Officer or Member has failed to disclose any actual or possible conflicts of interest, it shall inform the potential Interested Person of the basis for such belief and afford the potential Interested Person an opportunity to explain the alleged failure to disclose.
2. If, after hearing the potential Interested Person's response and after making further investigation as warranted by the circumstances, the Board or committee determines the potential Interested Person has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

**Section 9.4 Records of Proceedings.** The minutes of the Board and all committees with Board powers shall contain the following:

1. Names of the persons who disclosed or otherwise were found to have a Financial Interest in connection with an actual or possible conflict of interest;
2. The nature of the Financial Interest;
3. Any action taken to determine whether a conflict of interest was present;
4. The Board's or committee's decisions as to whether a conflict of interest, in fact, existed;
5. The names of the persons who were present for the discussions and the votes relating to the transaction or arrangement;
6. The content of the discussion, including any alternatives to the proposed transaction or arrangement; and
7. A record of any votes taken in connection with the proceedings.

**Section 9.5 Compensation.** A voting Director or Member who receives Compensation, directly or indirectly, and in whatever capacity, from the Council for services is precluded from voting on matters pertaining to that Director's or Member's compensation. A voting member of any committee whose jurisdiction includes Compensation matters and who receives Compensation, directly or indirectly, and in whatever capacity, from the Council for services is precluded from voting on matters pertaining to that committee member's Compensation. No voting Director, Member, or committee member whose

jurisdiction includes Compensation matters and who receives Compensation, directly or indirectly, and in whatever capacity, from the Council, either individually or collectively, is prohibited from providing information to any committee regarding Compensation.

**Section 9.6 Annual Statements.** Each Director, Officer and member of a committee with Board powers shall annually sign a statement which affirms such person:

1. Has received a copy of the conflict of interest policy;
2. Has read and understands the policy;
3. Has agreed to comply with the policy; and
4. Understands that the Council is charitable and, in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

**Section 9.7 Periodic Reviews.** To ensure the Council operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

1. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining; and
2. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Council's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes, and do not result in an inurement, an impermissible private benefit, or an excess benefit transaction.

When conducting the periodic reviews, the Council may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Board of its responsibility for ensuring periodic reviews are conducted.

**CHOICE #1 – ARTICLE X (FISCAL YEAR) – Based upon a calendar year.**

**ARTICLE X  
FISCAL YEAR**

The fiscal year of the Council shall begin on the 1st day of January of each year.

**CHOICE #2 – ARTICLE X (FISCAL YEAR) – Based upon a non-calendar year. – The Council may choose its desired fiscal year start date if a calendar year is not desired. Below a mid-year beginning to a fiscal year has been chosen.**

**ARTICLE X  
FISCAL YEAR**

The fiscal year of the Council shall begin on the 1st day of July of each year.

**ARTICLE XI  
SEAL**

The Directors may, at their election, provide for a corporate seal which, if provided, shall be circular in form and shall have inscribed therein the name of the Council, the state of incorporation, the year of incorporation and the words, "Corporate Seal". It may be embossed, rubber stamped or computer generated.

**ARTICLE XII**  
**MEMBERSHIP IN NAEPC**

The Council is required to be a member of the National Association of Estate Planners and Councils ("NAEPC") and abide by all rules and regulations set forth by said NAEPC.

**ARTICLE XIII**  
**AMENDMENT**

All amendments to the Articles and these Bylaws shall be in compliance with the Act, as amended from time to time. Rev. Model Nonprofit Corp. Act §§ 10.01 through 10.31.



# National Association of Estate Planners & Councils

## ARTICLES OF INCORPORATION OF ANYWHERE, U.S.A., ESTATE PLANNING COUNCIL (A § 501(c)(3) Nonprofit Corporation)

The undersigned signatory (signatories, if more than one), acting as the incorporator(s) of **Anywhere, U.S.A., Estate Planning Council**, hereinafter referred to as the “Council”, under the Revised Model Nonprofit Corporation Act, and pursuant to Rev. Model N.P. Corp. Act § 2.01, adopts the following statements, as required by Rev. Model N.P. Corp. Act § 2.02, as the Articles of Incorporation for such Council:

1. The name of the Council, which satisfies the requirements of Rev. Model N.P. Corp. Act § 4.01, is **Anywhere, U.S.A., Estate Planning Council**.
2. The Council is a public benefit corporation pursuant to Rev. Model N.P. Corp. Act § 17.07(3).
3. The street address, county, state, and zip code of the Council's initial registered office and the name of the initial registered agent at that office is:

REGISTERED AGENT: **John Smith**

REGISTERED OFFICE: **123 Main Street  
Any City, Any County, Any State 12345-6789**

4. The name, address, and zip code of each incorporator is:
  - a) **John Smith  
123 Main Street  
Any City, Any County, Any State 12345-6789**
  - b) **John Doe  
465 Oak Drive  
Any City, Any County, Any State 12345-9876**
  - c) **Jane Heir  
3 Elm Court  
Any City, Any County, Any State 12345-7896**
  - d) **Ben E. Fishery  
100 Ash Way, Suite 200  
Any City, Any County, Any State 12345-8967**
  - e) **Dee Vises  
78 Locust Avenue  
Any City, Any County, Any State 12345-6700**
  - f) **P. R. Stirpes  
4 Walnut Boulevard  
Any City, Any County, Any State 12345-6879**

5. The street address and zip code of the principal office of the Council is:

123 Main Street  
Any City, Any County, Any State 12345-6789

6. The Council will have members.

7. The purposes for which the Council is organized are:

a) to promote estate planning education and learning among its members and members of the general public

b) to receive contributions and pay them over to organizations which are:

i. exempt from taxation under § 501(a) of the Internal Revenue Code of 1986 (the “Code”), 26 U.S.C. § 501(c)(3), and

ii. described in § 501(c)(3) of the Code,

and

c) to engage in charitable, religious, scientific, or educational activities as the same may be within the meaning of § 501(c)(3) of the Code.

8. This corporation is organized exclusively for charitable, religious, scientific or educational purposes, within the meaning of § 501(c)(3) of the Code.

9. Notwithstanding any other provisions of this Charter, this Council shall not carry on any activities which are not permitted to be carried on by:

a) a corporation exempt from Federal Income Tax under § 501(a) and described in § 501(c)(3) of the Code or the corresponding provisions of any future United States Internal Revenue Law, or

b) a corporation to which contributions are deductible under § 170 (c)(2) of the Code or the corresponding provisions of any future United States Internal Revenue Law.

10. No substantial part of the activities of the Council shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Council shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of, or in opposition to, any candidate for public office.

11. The net earnings this Council shall not inure, in whole or in part, to the benefit of, or be distributable to, its members, trustees, directors, officers, or any other private individual, except that the Council shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of § 501(c)(3) purposes.

12. Upon dissolution, all remaining net assets shall be distributed in accordance with Rev. Model N.P. Corp. Act § 13.02 and § 14.06(a)(6) to other organizations recognized as exempt under § 501(c)(3) of the Code or to any federal, state, county, municipality or political subdivision thereof exclusively for public purposes.

DATED: \_\_\_\_\_

JOHN SMITH – Incorporator

DATED: \_\_\_\_\_

\_\_\_\_\_  
JOHN DOE – Incorporator

DATED: \_\_\_\_\_

\_\_\_\_\_  
JANE HEIR – Incorporator

DATED: \_\_\_\_\_

\_\_\_\_\_  
BEN E. FISHERY – Incorporator

DATED: \_\_\_\_\_

\_\_\_\_\_  
DEE VISES – Incorporator

DATED: \_\_\_\_\_

\_\_\_\_\_  
P. R. STIRPES – Incorporator

## **IMPORTANT NOTES:**

1. Not all states' nonprofit corporation statutes were derived from the Revised Model Nonprofit Corporation Act (1987) (the "Model Act") and those states that did adopt the Model Act invariably have altered it more or less. Accordingly, each state's own statutes must specifically be examined to determine the law and requirements in that state. All references to the Model Act are for informational purposes only and should be removed entirely or replaced with the appropriate state statute reference once the state's statutes have been thoroughly researched and reviewed to insure proper compliance.
2. These Articles of Incorporation are to be used only if the Council is seeking tax-exempt status as a public charity under Internal Revenue Code § 501(c)(3) which has been organized for public educational purposes. Social activities for Members must be insubstantial or in furtherance of the Council's public purpose.
3. Please note that there are additional provisions which may be added to the Articles of Incorporation pursuant to the Model Act § 2.02(b), which states:

The Articles of Incorporation may set forth:

- 1) the purpose or purposes for which the corporation is organized, which may be, either alone or in combination with other purposes, the transaction of any lawful activity;
- 2) the names and addresses of the individuals who are to serve as the initial directors;
- 3) provisions not inconsistent with law regarding:
  - i. managing and regulating the affairs of the corporation;
  - ii. defining, limiting, and regulating the powers of the corporation, its board of directors, and members (or any class of members); and
  - iii. the characteristics, qualifications, rights, limitations and obligations attaching to each or any class of members;
- 4) any provision that, under this Model Act, is required or permitted to be set forth in the bylaws; and
- 5) provisions eliminating or limiting the personal liability of a director to the corporation or members of the corporation for monetary damages for breach of any such director's duties to the corporation and its members, provided that such a provision may not eliminate or limit the liability of a director:
  - i. for any breach of the director's duty of loyalty to the corporation or its members;
  - ii. for acts or omissions not in good faith or which involve intentional misconduct or a knowing violation of law;
  - iii. for any transaction from which a director derived an improper personal economic benefit; or
  - iv. under Rev. Model N.P. Act §§ 8.31 through 8.33.

No such provisions shall eliminate or limit the liability of a director for any act or omission occurring prior to the date when such provision becomes effective.



# National Association of Estate Planners & Councils

**ARTICLES OF INCORPORATION  
OF  
ANYWHERE, U.S.A., ESTATE PLANNING COUNCIL  
(A § 501(c)(6) Nonprofit Corporation)**

The undersigned signatory (signatories, if more than one), acting as the incorporator(s) of **Anywhere, U.S.A., Estate Planning Council**, hereinafter referred to as the “Council”, under the Revised Model Nonprofit Corporation Act, and pursuant to Rev. Model N.P. Corp. Act § 2.01, adopts the following statements, as required by Rev. Model N.P. Corp. Act § 2.02, as the Articles of Incorporation for such Council:

1. The name of the Council, which satisfies the requirements of Rev. Model N.P. Corp. Act § 4.01, is **Anywhere, U.S.A., Estate Planning Council**.
2. The Council is a mutual benefit corporation pursuant to Rev. Model N.P. Corp. Act § 17.07(5).
3. The street address, county, state, and zip code of the Council's initial registered office and the name of the initial registered agent at that office is:

REGISTERED AGENT: **John Smith**

REGISTERED OFFICE: **123 Main Street  
Any City, Any County, Any State 12345-6789**

4. The name, address, and zip code of each incorporator is:

g) **John Smith  
123 Main Street  
Any City, Any County, Any State 12345-6789**

h) **John Doe  
465 Oak Drive  
Any City, Any County, Any State 12345-9876**

i) **Jane Heir  
3 Elm Court  
Any City, Any County, Any State 12345-7896**

j) **Ben E. Fishery  
100 Ash Way, Suite 200  
Any City, Any County, Any State 12345-8967**

k) **Dee Vises  
78 Locust Avenue  
Any City, Any County, Any State 12345-6700**

l) **P. R. Stirpes  
4 Walnut Boulevard  
Any City, Any County, Any State 12345-6879**



5. The street address and zip code of the principal office of the Council is:

123 Main Street  
Anywhere, Any County, U.S.A. 12345-6789

6. The Council will have members.

7. The net earnings this Council shall not inure, in whole or in part, to the benefit of, or be distributable to, its members, trustees, directors, officers, or any other private individual, except that the Council shall be authorized and empowered to pay reasonable compensation for services rendered, to make payments and distributions in furtherance of its § 501(c)(6) purposes, and to distribute assets upon dissolution in compliance with its Bylaws.

8. Upon dissolution, all remaining net assets shall be distributed in accordance with Rev. Model N.P. Corp. Act § 13.02 and § 14.06(a)(7) to the then Members in good standing of the Council.

DATED: \_\_\_\_\_

\_\_\_\_\_  
JOHN SMITH – Incorporator

DATED: \_\_\_\_\_

\_\_\_\_\_  
JOHN DOE – Incorporator

DATED: \_\_\_\_\_

\_\_\_\_\_  
JANE HEIR – Incorporator

DATED: \_\_\_\_\_

\_\_\_\_\_  
BEN E. FISHERY – Incorporator

DATED: \_\_\_\_\_

\_\_\_\_\_  
DEE VISES – Incorporator

DATED: \_\_\_\_\_

\_\_\_\_\_  
P. R. STIRPES – Incorporator

## **IMPORTANT NOTES:**

4. Not all states' nonprofit corporation statutes were derived from the Revised Model Nonprofit Corporation Act (1987) (the "Model Act") and those states that did adopt the Model Act invariably have altered it more or less. Accordingly, each state's own statutes must specifically be examined to determine the law and requirements in that state. All references to the Model Act are for informational purposes only and should be removed entirely or replaced with the appropriate state statute reference once the state's statutes have been thoroughly researched and reviewed to insure proper compliance.
5. These Articles of Incorporation are to be used only if the Council is seeking recognition of exempt status as a business league under Internal Revenue Code § 501(c)(6). Social activities for Members must be less than primary or in furtherance of the Council's business activity. Please note that political activity is permitted, but taxed.
6. Please note that there are additional provisions which may be added to the Articles of Incorporation pursuant to the Model Act § 2.02(b), which states:

The Articles of Incorporation may set forth:

- 6) the purpose or purposes for which the corporation is organized, which may be, either alone or in combination with other purposes, the transaction of any lawful activity;
- 7) the names and addresses of the individuals who are to serve as the initial directors;
- 8) provisions not inconsistent with law regarding:
  - i. managing and regulating the affairs of the corporation;
  - ii. defining, limiting, and regulating the powers of the corporation, its board of directors, and members (or any class of members); and
  - iii. the characteristics, qualifications, rights, limitations and obligations attaching to each or any class of members;
- 9) any provision that, under this Model Act, is required or permitted to be set forth in the bylaws; and
- 10) provisions eliminating or limiting the personal liability of a director to the corporation or members of the corporation for monetary damages for breach of any such director's duties to the corporation and its members, provided that such a provision may not eliminate or limit the liability of a director:
  - i. for any breach of the director's duty of loyalty to the corporation or its members;
  - ii. for acts or omissions not in good faith or which involve intentional misconduct or a knowing violation of law;
  - iii. for any transaction from which a director derived an improper personal economic benefit; or
  - iv. under Rev. Model N.P. Act §§ 8.31 through 8.33.

No such provisions shall eliminate or limit the liability of a director for any act or omission occurring prior to the date when such provision becomes effective.

# EXAMPLE MEMBERSHIP APPLICATION

THE ESTATE PLANNING COUNCIL  
OF CLEVELAND

1120 Chester Avenue, Suite 470 • Cleveland, OH 44114  
(216) 696-1228 • Fax: (216) 696-2582  
e-mail: [admin@epccleveland.org](mailto:admin@epccleveland.org) • website: [www.epccleveland.org](http://www.epccleveland.org)

APPLICATION FOR MEMBERSHIP  
DUES \$60.00

I HEREBY APPLY FOR MEMBERSHIP IN THE ESTATE PLANNING COUNCIL OF CLEVELAND.

DATE: \_\_\_\_\_

FULL NAME: \_\_\_\_\_

PROFESSIONAL DESIGNATIONS (check all that apply):

\_\_\_ Atty \_\_\_ CPA \_\_\_ CLU \_\_\_ ChFC \_\_\_ AEP  
\_\_\_ CFA \_\_\_ CFP® \_\_\_ TRUST OFFICER \_\_\_ OTHER (explain below)

PRESENT EMPLOYER: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

BUSINESS CITY, STATE & ZIP CODE: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

Email: \_\_\_\_\_

EDUCATIONAL/PROFESSIONAL BACKGROUND (attach a current resume or CV, if available):

I affirm that I am interested in and primarily engaged in Estate Planning or related fields and that the foregoing statements are true. I agree, if elected to membership, to abide by the Constitution, Rules and Regulations of the Estate Planning Council of Cleveland and to support its high ethical standards. A new member shall, as a prerequisite to membership, be a Certified Public Accountant, Chartered Life Underwriter, Chartered Financial Consultant, Certified Financial Planner, Chartered Financial Analyst, Trust Officer or Attorney licensed to practice in the State of Ohio.

I am enclosing my check for \$60, which I understand, will be returned to me if this application is not acted upon favorably.

Recommended by:

\_\_\_\_\_  
(Signature of sponsor)

\_\_\_\_\_  
(Signature of applicant)

\_\_\_\_\_  
Print sponsor name for legibility

\_\_\_\_\_  
Print applicant name for legibility

\_\_\_\_\_  
Board Approval

\_\_\_\_\_  
Acceptance Date

\*The Membership Committee and Board of Directors of The Estate Planning Council of Cleveland may rely on the information contained in a potential member's membership application without independent verification. The Board of Trustees reserves the right to revoke or terminate a person's membership in the Corporation if (a) the person ceases to qualify for membership at a particular level or (b) it is determined that the person significantly misrepresented his or her credentials on the membership application.

# EXAMPLE PRESS RELEASE

## PRESS RELEASE

John Q. Public Named as Estate Planning Law Specialist

John Q. Public has been newly certified as an Estate Planning Law Specialist by the Estate Law Specialist Board, Inc., an organization accredited by the American Bar Association and affiliated with the National Association of Estate Planners & Councils. His office is with XYZ Company in AnyCity, State.

*New Specialist: insert here any other information about your credentials that you wish to supply.*

To become Board-certified as an Estate Planning Law Specialist, an attorney must have devoted at least one-third of his or her practice to estate planning for a minimum of five years. In addition to passing a comprehensive examination in estate planning law, the attorney must also receive recommendations from five colleagues and must establish that he or she has at least 36 continuing legal education credits within the last three years.

The Estate Law Specialist Board, Inc., an attorney-run subsidiary of the National Association of Estate Planners & Councils in Cleveland, Ohio, is the only ABA-accredited program for certification of an attorney as an Estate Planning Law Specialist.

For the more information about the Estate Law Specialist Board, Inc., program contact Eleanor M. Spuhler, Administrator, Estate Law Specialist Board, Inc., 1120 Chester Avenue, Suite 470, Cleveland, Ohio 44114. The phone number is (866) 226-2224. The parent organization's website is [www.NAEPC.org](http://www.NAEPC.org).

**XXX**

# EXAMPLE PRESS RELEASE (AEP)

## Press Release

[INSERT NAME], Named an Accredited Estate Planner

[INSERT NAME] is newly certified as an Accredited Estate Planner by the National Association of Estate Planners & Councils. His/her office is \_\_\_\_\_.

*APPLICANT: insert here any other information about your credentials that you wish to apply.*

***The Accredited Estate Planner (AEP) designation is a graduate level specialization in estate planning designation***, obtained in addition to already recognized professional credentials within the various disciplines of estate planning. The AEP designation is available to attorneys, Chartered Life Underwriters, Certified Public Accounts, Certified Financial Planners™, Chartered Financial Consultants and Certified Trust and Financial Advisors. It is awarded by the National Association of Estate Planners and Councils (NAEPC) to recognize estate planning professionals who meet stringent requirements of experience, knowledge, education, and professional reputation and character. An AEP must embrace the team concept of estate planning and adhere to the NAEPC professional code of ethics.

The National Association of Estate Planners & Councils (NAEPC) is a national organization of professional estate planners and affiliated Estate Planning Councils focused on establishing and monitoring the highest professional and educational standards. NAEPC fosters public awareness of the quality services rendered by professionals who meet these standards. NAEPC builds a team approach involving cross-professional disciplines to better serve the public's need in estate planning.

For more information please contact Susan Austin Carney at the National Association of Estate Planners & Councils - 1120 Chester Avenue, Suite 470, Cleveland, Ohio 44114. The toll-free phone is 866 226 2224. See the NAEPC website at [www.naepc.org](http://www.naepc.org).

###