

## Articles of Association

**Article 1****Name**

The name of this Association shall be “The Estate Planning Council of Vancouver”.

**Article 2****Objects**

The objects of the Council are to provide an opportunity for its members to discuss all the subjects necessary in the planning and administration of estates, and to promote discussion of (these and other) topics of mutual interest;

To develop a knowledge of the functions of the various professions so engaged, and the relationship of each to the other for the benefit of all, and to strive for the fullest co- operation and understanding of each other’s function in the interests, protection, and enlightenment of its members, their mutual clients, and the general public;

To study legislation and amendments concerning tax and other matters pertaining to the administration of estates, and to submit to other groups proposals respecting such legislation or proposed amendments thereto.

[FORMER ARTICLE 3 DELETED]

**Article 3**

Amended: Feb. 25, 1992, April 25, 1995, Oct. 26, 2004, Oct. 30, 2007, Oct. 28, 2008, Oct. 28, 2014, Aug. 16, 2017, Oct. 30, 2018, June 3, 2025

**General Membership Categories:** In addition to life members and honorary members, the membership of the Council shall consist of not more than 200 individuals, each of whom shall be a member of one of the following categories, with the maximum number of members and industry specific qualification in each category as follows:

<b>Category</b>	<b>Maximum Number of Members</b>	<b>Industry Specific Qualifications</b>
Lawyer	38	An individual who is a member in good standing with the governing body for lawyers in British Columbia, presently being the Law Society of British Columbia
Accountant	38	An individual who is a member in good standing with the governing body for accountants in British Columbia, presently being the Chartered Professional Accountants of British Columbia

Chartered Life Underwriter	10	<p>An individual who is a member in good standing with any of:</p> <ul style="list-style-type: none"> <li>a) the Financial Advisors Association of Canada (Advocis), or</li> <li>b) the Conference for Advance Life Underwriting, or</li> <li>c) such other body as reasonably decided by the Executive Committee from time to time, including any successor organization of the above,</li> </ul> <p>and holds a designation as a chartered life underwriter, or such designation as may replace it from time to time as reasonably decided by the Executive Committee.</p>
Trust Company Representative	35	<p>An individual who is a representative:</p> <ul style="list-style-type: none"> <li>a) of a trust company in good standing with the governing body for trust companies in British Columbia, presently being the British Columbia Financial Services Authority, and</li> <li>b) whose area of expertise is in estate and trust administration.</li> </ul>
Financial Wealth Management	40	<p>An individual who is a member in good standing with any of:</p> <ul style="list-style-type: none"> <li>a) the Financial Advisors Association of Canada (Advocis), or</li> <li>b) the Conference for Advance Life Underwriting, or</li> <li>c) the Canadian Institute of Financial Planning, or</li> <li>d) such other body as reasonably decided by the Executive Committee from time to time, including any successor organization of the above,</li> </ul>
		<p>and holds a designation as any of:</p> <ul style="list-style-type: none"> <li>aa) certified financial planner, or</li> <li>bb) registered financial planner, or</li> <li>cc) chartered investment manager,</li> <li>dd) personal financial planner, or</li> <li>ee) such other designation as reasonably decided by the Executive Committee from time to time, including any successor designation of the above.</li> </ul>
Portfolio Manager	20	<p>Individual licensed as a portfolio manager and in good standing with the licensing body for portfolio managers in British Columbia, presently being the BC Securities Commission</p>
Family Enterprise Advisor	10	<p>Individual holding the designation of family enterprise advisor, who is not otherwise eligible under any other category</p>

Gift planners	5	<p>An individual who is:</p> <ul style="list-style-type: none"> <li>a) a member in good standing of the Canadian Association of Gift Planners, or such other body as reasonably decided by the Executive Committee from time to time, including any successor organization of the above, and</li> <li>b) either: <ul style="list-style-type: none"> <li>i) an employee of or otherwise retained by a qualified donee as defined in the ITA (as defined below); or</li> <li>ii) an individual who holds a MFA-P (Master Financial Advisor in Philanthropy) designation, or such designation as may replace it from time to time as reasonably decided by the Executive Committee.</li> </ul> </li> </ul>
Designated Others	4	<p>An individual who is:</p> <ul style="list-style-type: none"> <li>a) an academic: a member of the academic staff of any post-secondary institution within British Columbia;</li> <li>b) a pension consultant: a fellow of the Canadian Institute of Actuaries who specializes in pension consulting, or otherwise experienced in the field of pension consulting; or</li> <li>c) an individual who: <ul style="list-style-type: none"> <li>i) does not meet the criteria for any other category of membership;</li> <li>ii) has specific qualifications, knowledge or experience that the Executive Committee considers will contribute towards the advancement of the Council; and</li> <li>iii) is approved for membership by at least a 2/3 majority of the Executive Committee.</li> </ul> </li> </ul>

#### General Qualification Requirements

Each member must have his, her, or their place of business within, or provide services within, greater Vancouver, British Columbia, the boundaries of which shall be at the reasonable discretion of the Executive Committee from time to time.

No more than 7 members of any category shall be members of one organization, unless:

- a) they are existing members of the Council whose firms or organization have merged or amalgamated. For the purposes of this paragraph, associate corporations, as defined in the Income Tax Act (Canada) as amended or replaced from time to time (the "ITA"), of a corporate group are considered separate organizations; or
- b) the overage for the subject organization arises as a consequence of a member in good standing having relocated to the subject organization.

#### Life Membership Qualifications, Term, and Membership Fee

- a) Qualifications. Life membership is not automatic and will be issued only upon application. Any existing member may apply for life membership if they meet the following qualifications:
  - i) the member has completed 20 years of membership in the Council, or

- ii) the member has completed 10 years of membership in the Council and is aged 65 or over, or
  - iii) the member has completed 10 years' membership in the Council and has retired from active business, or
  - iv) the member does not meet the requirements above but is approved for life membership by at least a 2/3 majority of the Executive Committee.
- b) Term. Life membership confers membership for the lifetime of the member.
- c) Membership Fee. At the option of the life member, the life member may pay annual dues in the same manner as other members or may pay for attendance at individual meetings at the prevailing per meeting rate for guests.

### **Honourary Membership Qualifications, Term, and Membership Fee**

- a) Qualifications. An honorary member shall be an individual who is approved unanimously [new approval threshold] by the Executive Committee and, in the opinion of the Executive Committee,:
- i) has distinguished themselves as a practitioner or scholar in the area of estate planning, or
  - ii) has made an outstanding contribution to the Council, or
  - iii) holds a position relevant to the activities and membership of the Council and the Council considers that the Council will be enhanced or served by membership of a person holding such position. Such positions currently include the Dean of the law school of the University of British Columbia, the Public Guardian and Trustee of British Columbia, and the BC Superintendent of Pensions.
- b) Term. Honorary membership confers membership from the date of appointment as an honorary member until the end of the membership year, which is not typically the same as the calendar year.
- c) Membership Fee. There shall be no membership fee to an honorary member and shall be guests of the Council at each meeting attended.

### **Membership Meeting Attendance Requirement**

Any member, other than a life or honorary member, who fails to attend at least 4 meetings of the Council within the Council year, presently being September to June, may, at the discretion of the Executive Committee and by 2/3 majority approval of the Executive Committee, be removed as a member.

### **Conduct Unbecoming of Respectful Environment**

It is a core value of the Council that all members and presenters share a respectful and safe environment. If a member, including honorary and lifetime members, demonstrates conduct that is inconsistent with this core value, the Executive Committee may, at the discretion of the Executive Committee and by 2/3 majority approval of the Executive Committee, be removed as a member.

In the event of termination of membership prior to the termination of the Council year, there shall be no refund to the removed member.

### **Article 4**

Amended: May 13, 1963, Nov. 30, 1978, May 28, 1985, June 4, 1996, Oct. 12, 2010

Executive. The Affairs of the Council shall be managed by an Executive Committee comprising not more than six (6) members of the Council in good standing, with a broad representation of member groups, (other than honorary or life members) of whom five (5) shall be elected each year at a meeting of the Council selected by the Executive Committee (the "Election Meeting"). The sixth member of the Executive Committee shall be the immediate past president of the Council who shall be a member without election by virtue of the office during the previous year. All members of the Executive Committee shall hold office for one year and until their successors are elected at the Election Meeting.

The whole Executive Committee shall be deemed to be retired at each Election Meeting but each member shall be eligible for re-election if otherwise qualified

Notice of the Election Meeting shall be mailed to all members not less than seven days before the Election Meeting.

#### **Article 5**

Amended: June 4, 1996, Oct. 12, 2010, June 3, 2025

Officers. The Officers of the Council shall consist of an immediate Past President, a President, a Vice-President & Program Coordinator, a Membership Officer, a Secretary and a Treasurer. All of the Officers, except the immediate Past President, shall be elected by the members of the Executive Committee, upon their election at the Election Meeting and shall hold office for one year and until their successors are elected at the Election Meeting.

The offices of President, Vice-President, Secretary, and Treasurer, shall not be:

- a) concurrently held by the same member of the Executive Committee; excepting in the event of filling a vacancy, or
- b) held for more than a one year term, excepting in the event of filling a vacancy.

Any individual shall not:

- a) hold to role of President more than once, although a former President may again assume the role in the event of filling a vacancy; and
- c) be a member of the executive committee for more than a total of 10 years.

The Executive Committee may fill any vacancy in the Executive Committee or its offices for the unexpired term, provided the approval must be by a  $\frac{3}{4}$  majority of the Executive Committee.

[FORMER ARTICLE 6 DELETED]

#### **Article 6**

Amended: June 3, 2025

##### Executive Committee Quorums

Any 4 members of the Executive Committee shall constitute a quorum for the transaction of business.

##### Executive Committee Majorities

Except as otherwise set out in these Articles, all decisions of the Executive Committee shall be by majority.

##### Member Quorum

A quorum of the members for any meeting of the members, including annual general meetings and special meetings, shall be one half of the membership in good standing, excluding honorary members.

In respect of any particular meeting, any member whose dues have not been paid for that meeting is not a member in good standing. For the avoidance of doubt, this includes payment for attendance by a life member.

[FORMER ARTICLE 7 DELETED]

#### **Article 7**

##### Executive Committee

Meetings of the Executive Committee may be called by the President, or in the absence of the President, by the Vice-President, or by the Secretary, when requested to do so, by any two members of the Committee.

At all meetings of the Council and the Executive Committee, the President shall have a second or casting vote, in the event of an equality of votes.

#### **Article 8**

Amended: June 4, 1996, June 3, 2025

**Power of The Executive Committee.** The Executive Committee shall have power to administer the affairs of the Council in all Executive Committee things, including the establishment of rules or procedures and practice of any meetings of the Council, the establishment of various sub-committees, the administration of the financial affairs of the Council, and generally may exercise all such other powers and do all such other things as may be requisite and necessary in order to carry out the foregoing.

#### **Article 9**

**Meetings.** Meetings the furtherance of the objects of the Council may be called by the Executive Committee from time to time in their discretion.

Special meetings shall be called at the request of the President, or in his/her absence, of the Vice-President, or upon the written request of three members. At least 7 days' notice of such meetings shall be given to the members by notice mailed by the Secretary, within three days of his receipt of the request for such meetings.

#### **Article 10**

**President.** The President shall, when present, preside at all the meetings of the Council and of the Executive Committee. The President shall also be charged with the general management and supervision of the affairs and operations of the Council.

#### **Article 11**

Amended: Oct. 12, 2010

**Vice-President.** The Vice-President shall exercise the duties and powers of the President during the absence or inability of the President.

As Program Coordinator, the members shall be responsible for assisting in the planning, organization and delivery of presentations, panels and meetings, and coordinating with external organizations in the planning, organization and delivery of joint meetings and presentations.

#### **Article 11.1**

Amended: Oct. 12, 2010

**Membership Officer.** The Membership Officer shall be responsible for communicating with prospective applicants, and tracking membership and attendance issues, including tracking the membership roster, membership termination, and life members.

#### **Article 12**

**Secretary** The Secretary shall be responsible for maintaining an accurate list of all members; shall keep minutes of the meetings of the Council and the Executive Committee; shall keep all records of the Council and the Executive Committee other than financial records, and shall give notice of meetings of the Council and the Executive Committee to all members thereof.

#### **Article 13**

Amended: Oct. 25, 2025

**Treasurer** The Treasurer shall have custody of all funds and property of the Council and shall deposit all funds of the

Council in a bank or trust company located in the City of Vancouver. All withdrawals of such funds shall be on cheques or orders signed by any two of the President, Vice-President, Secretary and Treasurer. The Treasurer shall prepare and submit an unaudited statement of the financial affairs of the Council at the annual General Meeting, as at the 31st of July in each year.

#### **Article 14**

Amended: June 4, 1996

Accountants One or more accountants shall be appointed among the members of the Council at each

Annual General Meeting of the Council and shall hold office until the next Annual General Meeting after their appointment.

The accountants shall be engaged, at such fee and upon such other terms as the Executive Committee considers appropriate, to prepare a Review Engagement Report on the annual financial statements of the Council, and shall at all reasonable times have access to all the books and the accounts of the Council for the purpose of preparing such report.

#### **Article 15**

Amended: Oct. 25, 2005

Financial Year The fiscal year of the Council shall terminate on the 31st day of July, in each year.

#### **Article 16**

Expenses and Dues The expenses of the Council shall be provided for by annual dues from each member, the amount and due date of which shall from time to time be fixed by the Executive Committee with the approval of Council.

#### **Article 17**

Discipline The Executive Committee shall have the power to expel from the Council, any member guilty of a breach of these Articles or whose conduct is not in keeping with the objects of the Council, provided that at least four members of the Committee are in agreement.

#### **Article 18**

Advertising No member of the Council shall use the Member's Directory for the purpose of advertisement or solicitation of business, without permission of the Executive Committee.

#### **Article 19**

Amendments These Articles of Association may be amended at any annual or special meeting of the council, by a vote of two-thirds of the members present, provided that notice setting forth such proposed amendments shall have been mailed to all members at least seven days prior to the date of such meeting.

#### **Article 20**

Amended: Oct. 26, 2004, Oct. 28, 2014

Notices Any notice required to be given by the Articles of Association may be given to a recipient by mail or e-mail in the discretion of the Executive Committee. Each Member consents to receiving emails from the Council.