

FVEPC Constitution

ARTICLE 1

NAME

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

ARTICLE 2

PURPOSES

The purposes of The Fraser Valley Estate Planning Council are to:

- 1) provide a forum for, and promote communication among, professionals engaged in the planning and administration of estates and planned gifts;
- 2) offer educational seminars that enhance the professional development of the members;
- 3) encourage mutual understanding among members of the function of each profession represented in Council membership;
- 4) review existing and draft laws and regulations affecting the planning and administration of estates and planned gifts and present the position of the membership of the Council to the appropriate authorities;
- 5) increase awareness and understanding of the mandate of the Council among potential members, clients of members, other professional associations and the general public.

ARTICLE 3

MEMBERSHIP

Membership in The Fraser Valley Estate Planning Council is open to individuals who conduct their business or have their residence located in the Fraser Valley and who are:

- 1) Members of the British Columbia Bar holding a current practice certificate from the Law Society of British Columbia
- 2) Members of the Chartered Professional Accountants of British Columbia
- 3) Trust or Estate executives or administrators of financial institutions
- 4) Members of the Canadian Association of Insurance and Financial Advisors
- 5) Financial Planners with one of the following professional designations:

- a) Certified Financial Planner (CFP)
- b) Registered Financial Planner (RFP)
- c) Chartered Financial Consultant (CHFC)
- d) Certified Investment Manager (CIM)
- e) Chartered Financial Analyst (CFA)
- 6) Portfolio Managers licensed with the British Columbia Securities Commission
- 7) Fellows of the Canadian Institute of Actuaries who specialize in pension consulting
- 8) Academics with relevant expertise representing British Columbia post-secondary institutions
- 9) Others who, although they do not meet the criteria for any other category of membership, are deemed by the Executive Committee to have qualifications, knowledge or experience that will advance the purposes of the Council
- 10) Honorary or Life Members elected by the membership of the Council using criteria established by the Executive Committee

ARTICLE 4

OFFICERS

- 1) The officers of the Council shall consist of an immediate Past President, a President, a Vice-President, a Secretary and a Treasurer.
- 2) All the officers, except the immediate Past-President, shall be elected by the members of the Executive Committee upon their election at the Annual General Meeting.
- 3) The offices of President, Vice-President, Secretary, and Treasurer shall be held by four members of the Executive Committee.

4) PRESIDENT

The President shall

- a) when present, preside at all meetings of the Council and of the Executive Committee,
- b) be charged with the general management and supervision of the affairs and operations of the Council,
- c) not hold the office of President for more than two years.

6) VICE-PRESIDENT

The Vice-President shall exercise the duties and powers of the President during the absence or inability of the President. It is expected that the Vice-President will become President in the succeeding year.

7) SECRETARY

The Secretary shall

- a) be responsible for maintaining an accurate list of all members
- b) shall keep minutes of the meetings of the Council and the Executive Committee,
- c) shall keep all records of the Council and Executive Committee other than financial records,
- d) shall give notice of meetings of the Council and the Executive Committee to all members thereof.

8) TREASURER

The Treasurer shall

- a) have the custody of all funds and property of the Council,
- b) deposit all funds of the Council in a bank or trust company located in the Fraser Valley, any two of the President, Vice-President, Secretary, Treasurer shall on cheques or orders sign all withdrawals of such funds,
- c) prepare and submit a statement of the financial affairs of the Council at the Annual General Meeting, which shall take place within sixty days of the year end, April 30, and subsequently to make that statement accessible to the membership.

9) PAST PRESIDENT

The immediate Past President of the Council shall be a member of the Executive Committee without election by virtue of his/her office during the previous year.

ARTICLE 5

COMMITTEES

A. EXECUTIVE COMMITTEE

- 1) The Council will have an Executive Committee consisting of eight members including the Past President. The other seven members will be elected annually by the membership of the Council at its Annual General meeting.
- 2) The Executive Committee will be representative of the categories of membership in Article 3, 1 through 8.
- 3) The Executive Committee will elect its officers which shall include the following positions:
 - ~ Past President
 - ~ President
 - ~ Vice-President
 - ~ Secretary

- ~ Treasurer
 - ~ Membership Committee Chair
 - ~ Program Committee Chair
 - ~ Public Affairs Committee Chair
- 4) It is the duty of the Executive Committee to:
 - a) ensure the strategic, program and administrative plans and systems to achieve the purposes of the Council are established and evaluated;
 - b) meet at its discretion to exercise its fiduciary responsibilities and to administer the affairs of the Council in all things within the limitations imposed by the membership;
 - c) administer the rules, procedures and financial affairs of the Council;
 - d) establish committees and appoint members to the standing committees (Membership, Program, Public Affairs and Nominating);
 - e) approve applications for membership and, when necessary, expel members
 - 5) Meetings of the Executive Committee may be called by the President, or in his absence, by the Vice-President, or by the Secretary, when requested to do so, by any two members of the Executive Committee.
 - 6) At all meetings of the Council and all committee meetings, the Chairman, in addition to his original vote, shall have a second or casting vote, in the event of an equality of votes.
 - 7) The Whole Executive Committee shall retire at each Annual General Meeting but each member shall be eligible for re-election if otherwise qualified.
 - 8) The Executive Committee, by majority vote, shall have the power to fill, for the unexpired term, any vacancy, which may occur either in their own body or in the offices.

B. MEMBERSHIP COMMITTEE

- 1) The Membership Committee consists of the Chair of the Membership Committee and up to three members of the Council, other than members of the Executive Committee, appointed by the President in consultation with the Chair of the Membership Committee.
- 2) The Chair of the Membership Committee is a member of the Executive Committee, duly appointed by the Executive Committee at its first meeting in each year after election.

- 3) The Committee shall appoint a secretary.
- 4) The Committee membership shall retire at each Annual General Meeting but each member shall be eligible for reappointment if otherwise qualified.
- 5) The duty of the committee is to:
 - a) consider and recommend (or not) all applications for membership in the Council, pursuant to Article 3 of these Articles of Association, to the Executive Committee for approval;
 - b) recommend disciplinary action against members whose conduct is not in keeping with the purposes of the Council to the Executive Committee;
 - c) establish and review and recommend changes in criteria for membership for approval by the Executive Committee and the membership.

C. PROGRAM COMMITTEE

- 1) The Program Committee consists of the Chair of the Program Committee and up to three members of the Council, other than members of the Executive Committee, appointed by the President in consultation with the Chair of the Program Committee.
- 2) The Committee shall appoint a Secretary.
- 3) The Committee membership shall retire at each Annual General Meeting but each member shall be eligible for reappointment if otherwise qualified.
- 4) The Chair of the Program Committee is a member of the Executive Committee, duly appointed by the Executive Committee at its first meeting in each year after election.
- 5) The duty of the committee is to:
 - a) organize general meetings of the membership to provide a forum for, and promote communication and understanding among members;
 - b) develop and implement professional development seminars and workshops for members

D. PUBLIC AFFAIRS COMMITTEE

- 1) The Public Affairs Committee consists of the Chair of the Public Affairs Committee and up to three members of the Council, other than members of the Executive Committee, appointed by the President in consultation with the Chair of the Public Affairs Committee

- 2) The Chair of the Public Affairs Committee is a member of the Executive Committee, duly appointed by the Executive Committee at its first meeting in each year after election.
- 3) The Committee shall appoint a secretary.
- 4) The Committee membership shall retire at each Annual General Meeting but each member shall be eligible for reappointment if otherwise qualified.
- 5) The duty of the Committee is to:
 - a) review existing and draft laws and regulations affecting the planning and administration of estates and planned gifts and present the position of the membership of the Council to the appropriate authorities;
 - b) increase awareness and understanding of the mandate of the Council among potential members, clients of members, other professional associations and the general public.

E. NOMINATING COMMITTEE

- 1) The Nominating Committee consists of the Chair of the Nominating Committee and three members of the Council appointed by the President at least 60 days prior to the Annual General Meeting.
- 2) The Committee shall appoint a Secretary.
- 3) The Committee membership shall retire at each Annual General Meeting but each member shall be eligible for reappointment if otherwise qualified.
- 4) The duty of the Committee is to:
 - a) prepare a slate of nominees for election as the Executive Committee at the Annual General meeting of the Council;
 - b) manage the election process, if necessary at the Annual General Meeting of the Council, to ensure that the Executive Committee is properly constituted;
 - c) assist the President and Committee Chairs in the identification of appropriate candidates for service as committee members.
- 5) At the meeting called for the organization of the Council and the adopting of these Articles, the Executive Committee shall be elected by those present and shall hold office until their successors are elected at the first Annual General Meeting.

ARTICLE 6

AUDITORS

1) **By special resolution of the members of the Council, one or more auditors may be appointed** among the members of the Council at each Annual General Meeting of the Council and shall hold the office until the next Annual General Meeting after their appointment.

2) **If so appointed, the Auditors shall make an accurate report to the Council** at the Annual General meeting concerning the financial affairs of the Council, and at all reasonable times have access to all the books and the accounts of the Council for the purpose of preparing such an audit.

ARTICLE 7

QUORUMS

1) Any four members of the Executive Committee shall constitute a quorum for the transaction of business.

2) One-quarter of the members of the Council shall constitute a quorum at any regular, special or annual general meeting of the Council.

ARTICLE 8

FINANCIAL YEAR

The fiscal year of the Council shall terminate on the 30th day of April, in each year.

ARTICLE 9

EXPENSES & DUES

1) Annual dues shall provide for the expenses of the Council from each member, the amount of which shall from time to time be fixed by the Executive Committee with the approval of the Council.

2) An Initiation Fee and membership Dues shall be payable on adoption of these Articles, and thereafter in advance, on the first day of September of each year.

ARTICLE 10

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 purposes of the Council, provided that at least five members of the Committee agree.

ARTICLE 11

ADVERTISING

No member of this Council shall use his or her membership in any form of advertisement or solicitation of business.

ARTICLE 12

AMENDMENTS

1) 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 fourteen days prior to the date of such meeting.

2) The Executive Committee will have the power, without notice to or vote of the members, to correct or revise the name of any association then referred to in Article 3 so that the reference to any association in Article 3 reflects the proper name of that association from time to time or times.