

CONSTITUTION AND BY-LAWS
OF
COEUR D'ALENE ESTATE PLANNING COUNCIL

As Amended on May 17, 1972, March 12, 2013, **and September 16, 2021**

I.

Name and Purpose

1. The name of this association is COEUR D'ALENE ESTATE PLANNING COUNCIL.
2. The purpose of the Council is to provide an organization for the development of better understanding between, and the education of, accountants, attorneys, life underwriters, **financial planners, planned giving professionals**, and trust officers as to the services and responsibilities of each in the field of estate planning.

II.

Membership

1. The membership of this council shall consist of and be limited to not more than 50 persons who have their places of business in the States of Washington or Idaho and are licensed by either of said states to act as Certified Public Accountants, Attorneys at Law, Life Underwriters, Financial Planners, Planned Giving Professionals, and persons holding positions as Trust Officers.
 - a. A Life Underwriter must be: (1) a Chartered Life Underwriter (CLU); or (2) must have been continuously licensed for not less than 5 years as a Life Underwriter and whose principal income is derived from life underwriting and have completed an advanced underwriting course; or (3) be currently enrolled in the CLU Training Program.
 - b. A Financial Planner must be one of the following: Chartered Financial Analyst (CFA); Certified Financial Planner (CFP); Chartered Financial Consultant (ChFC); Accredited Estate Planner (AEP); Certified Estate Planner (CEP); or Master of Financial Services (MSFS).
 - c. Planned Giving Professionals include those meeting the qualifications as to background, experience, and education that the board may from time to time provide in the By-laws of the **association**, but are not limited to those holding the Certified Fund Raising Executive (CFRE) designation.

- d. The phrase “Trust Officer” shall include any officer designated by the trust department of a bank **or trust company, or other individual working significantly in a fiduciary capacity, or a person holding the Certified Trust and Financial Advisor (CTFA) designation.**
2. Applicants for membership shall, as a condition to being accepted as a member, attend at least one Council meeting and thereafter ~~within three months~~ apply for membership, in writing **according to the form on the Coeur d’Alene Estate Planning Council website,** accompanied by dues, and upon the approval of the Executive Committee, the application shall then be approved by at least a majority of the Council members of the profession in which the applicant practices.
3. Applicants for membership shall become members upon the vote of a majority of the members present at any regular meeting or any special meeting called for that purpose.
4. Membership of any member may be terminated by the vote of 2/3 of the membership in attendance of any regular meeting or any special meeting called for that purpose. Written notice of proposed termination shall be given said member **15 days before any vote,** and he or she shall be afforded an opportunity to appear before the council. Basis for termination may be upon any of the following grounds.
 - a. Failure to pay dues or any fine or assessment within one month after notice is writing that the same have become delinquent.
 - b. Failure to conduct himself or herself in conformity with the standard of ethics or his or her profession.
 - c. Other good cause.
5. The right is reserved for any member to resign from the Council at any time, upon notice in writing **via US Mail or Email,** addressed to the Secretary.
6. **Membership shall terminate upon the death of any member.**
7. There shall be but one class of members and each member shall be entitled to one personal vote on any matter put to a vote. Vote by proxy shall be allowed.
8. The presence in person or **via remote connection** of a majority of the members shall constitute a quorum. **Proxy notification shall contribute toward the quorum tally.** If a meeting cannot be organized because a quorum has not attended, those present may adjourn the meeting to such time and place as they determine and give notice thereof. Members who attend the second or

adjourned meeting, although less than a quorum, shall nevertheless constitute a quorum for the transaction of business at said meeting. Written notice of time, place, and purpose of any meeting may be waived by the written consent of a member entitled to notice filed with or entered upon the records of the meeting, either before or after the holding of such meeting.

III.

Officers

1. The officers of the Council shall consist of President, Vice-President, Secretary, and Treasurer. At least three of the professionals identified in **Subdivision 1** of Section II shall be represented in one of the foregoing offices.
2. All officers shall be elected by a vote of a majority of the members of the Council at the annual meeting and shall hold office for 1 year and until their respective successors shall be elected and qualified.
3. Officers shall have the powers and duties customary to their respective offices and such further powers or duties as the membership shall prescribe.
4. The Treasurer shall have the custody of all property of the Council. He or she shall deposit all funds of the Council in a bank **or trust company** located in Coeur d'Alene, Idaho. All withdrawals of such funds shall be on the checks or orders signed by either the President or Treasurer.
5. The Treasurer shall prepare and submit a statement of the financial condition of the Council at the annual meeting or at such other times and in such manner as may be designated by the Council.

IV.

Executive Committee

The Executive Committee shall consist of all officers and one member at large selected by the officers. The duties of the executive committee are as follows:

1. Plan Programs.
2. Act upon submitted applications for membership.
3. Determine termination of membership for inattendance.
4. Approve expenditures.
5. Perform annual financial audit and submit to membership.

V.

Committees

1. The President may appoint committees on **Programs, Conferences, and Education;** **Membership and Publicity;** and such other matters as he or she shall deem advisable to further the interest of the council and its members, and shall delegate to such committees such power and authority as he or she shall deem advisable.
2. The duties of the Nominating Committee are set forth in Article VII.

VI.

Meetings

1. **Council meetings will be held monthly between October and May.** The Secretary shall notify members of the meeting at least 5 days in advance.
2. The Annual Meeting of the Council shall be held **in June** each year at such time and place as may be selected by the membership. The Secretary shall notify each member of the time, place, and purpose of said meetings at least 5 days prior to said meeting.
3. The President may at his or her discretion, upon notice, as provided in Subdivision 1 of this Section VI, call special meetings for the furtherance of the objects of this Council. The program of any such meeting shall be arranged by the President.

VII.

Nominations and Elections

1. At least 15 days prior to the date of any annual meeting, the President shall appoint a Nominating Committee of four members which committee shall consist of one representative of each of the professions, identified in Subdivision 2 of Section II, for the purpose of designating nominees for the officers of the Council for the ensuing year.
2. The Nominating Committee shall file the names of their nominees with the Secretary prior to the annual meeting.
3. Any member may nominate any candidates for officers of the Council at the annual meeting, subject to the provisions of Subdivision 2 of Section III herein.
4. At any annual meeting, the members shall be entitled to vote for any candidate proposed by either of the methods identified in Subdivision 2 and 3 of this Section VII.

VIII.

Fiscal Matters

1. The dues shall be in such amount as may be fixed from time to time by a majority vote of the members at any meeting.
2. No part of the earnings, income, or receipts of this organization shall ever inure to the benefit of or be distributed to any individual, member, or members of the organization.
3. Upon dissolution of the Council, any property or moneys then belonging to it shall be transferred by the then officers **either** to National Estate Planning Council or **to the** Coeur d'Alene School District, **as determined by a vote of the then members of the Council.**

IX.

Contracts and Obligations

No member, including the officers, may bind any other member hereof, beyond the moneys currently in the treasury. The fiscal year shall commence July 1 of each year.

X.

Amendments

These By-Laws may be amended at any annual or special meeting of the Council by a vote of two-thirds of the members. No such amendment shall be effective without at least 10 days prior written notice to all members setting forth the time, place, and purpose of the meeting, and the wording of said Proposed Amendment.

Approved this _____ day of _____, 2021

COEUR D'ALENE ESTATE PLANNING COUNCIL

By _____

Its President

ATTEST:

Its Secretary