SAN FRANCISCO ESTATE PLANNING COUNCIL

As adopted on June 28, 2011

Membership Requirements

In order to be approved for membership in the Council, the applicant's current business activities must be significantly involved in the formulation, implementation, and/or explanation of estate planning strategies and techniques or in litigation relating to estates, trusts and beneficiaries.

The sale, disposition, procurement and management of assets, without more, shall not be sufficient to support an application for membership.

The applicant must have a minimum of five (5) years experience in estate planning activities, as defined above.

In accordance with Article II, Section 2 of the Council's current Bylaws, all members shall be of good reputation, and, except for academic members, shall be residents of or regularly conducting business in the City and County of San Francisco.

Applicants shall possess an appropriate graduate degree and/or professional certification or designation, to include but not necessarily be limited to JD, CPA, CTFA, CFP, CLU, or ChFC. An MBA degree alone shall not be sufficient.

Membership Categories

Based on the information provided by the applicant in the form of resume, application and interview by one or more current board members, an applicant meeting the requirements above shall be assigned to a membership category in accordance with the guidelines below, although the board of directors may in unusual circumstances exercise its discretion where more than one category is fitting.

Once a member has been assigned to a category, a member will not be reassigned to a different category unless an application is made to the board of directors and approved. Notwithstanding the foregoing, the Board has discretion to recategorize members as appropriate.

Attorneys. Applicants involved in the active practice of law shall be assigned to the Attorneys category and no other category. An attorney will meet the requirements for membership in the Attorneys category if such individual is actively involved in the drafting of estate plans or elements thereof, the administration of elements of such plans, or in litigation relating to such plans.

Accountants. Applicants (other than attorneys practicing law) whose professional responsibilities include the regular preparation of tax returns shall be assigned to the Accountants category and no other. In addition, individuals employed by firms (other than law firms) where a significant portion of such firms' professionals regularly prepare tax returns but who do not themselves prepare tax returns shall be assigned to the Accountants category and no other. An applicant will meet the requirements for membership in the Accountants category where such applicant regularly prepares tax returns related to estate planning and administration, and also where such applicant regularly advises clients on tax and other matters related to estate planning and administration.

Financial Service Provider. Applicants employed by financial service firms (other than trust companies) shall be assigned to the Financial Service Provider category and no other. This is true even where the applicant is not involved in giving investment or other financial advice. An applicant will meet the requirements for membership in the Financial Service Provider category if such applicant regularly discusses estate planning with clients and/or regularly assists in the implementation of estate plans for clients.

Trust Officers. Applicants employed by trust companies shall be assigned to the Trust Officers category and no other. In addition, applicants whose principal business is to serve as the trustee of one or more trusts shall be assigned to the Trust Officer category and no other. An applicant will meet the requirements of the Trust Officers category if such applicant regularly serves as a trustee of a trust, is officially designated as a trust officer by his or her employer, holds himself or herself out to the public as a professional trustee, and/or is employed by a trust company and regularly advises clients or his or her employer on tax or other matters related to estate planning and trust and estate administration.

At-Large. Applicants not assignable to any other category based on the foregoing criteria shall be assigned to the at-large category. Gift planning specialists and valuation professionals, for example, shall be assigned to this category. An applicant will meet the requirements of this category where such applicant is regularly involved in aspects of estate planning appropriate to his or her profession.

Members may request an excused absence by mailing a letter or sending an email (sfepc@astound.net) to the Council office prior to the meeting. Please address the letter to the Board of Directors.

San Francisco Estate Planning Council

Membership Nomination Form **-** *please print clearly*

Name (w/suffix) ____

Title ____

Company ____

Address ____

City State Zip ____

Phone ______________________________________ Fax: _________________________________

Email ____

Home Address ____

Home Phone _________________________________ Cell: _________________________________

Professional licenses held ____

Professional certificates held ____

1. Nominated for membership in the category checked below:

_____Accountant _____Financial Services Provider _____At Large

_____Attorney _____Trust Officer _____Academic

2. Are you a member of any other estate planning council(s)? _________________________________

3. Please list the most recent four professional development training courses which you have attended or taught relating to estate planning, e.g., CLU, AICPA, CLE, etc..

Course: ________________________ Sponsor: ______________________ Date: ____________

Course: ________________________ Sponsor: ______________________ Date: ____________

Course: ________________________ Sponsor: ______________________ Date: ____________

Course: ________________________ Sponsor: ______________________ Date: ____________

4. Please describe in general the areas of your practice that include estates and trusts, and the approximate percentage of your total practice that each estate planning area represents, such as drafting documents, preparing estate tax returns, or administering trusts, etc..

Estate Planning Area	Percent of Total Practice
____	________________
____	________________
____	________________
____	________________

5. Please attach a resume or statement describing briefly your experience and professional activities in estate planning and/or estate administration. A minimum of five years experience in these areas is required.

6. My reason for desiring membership is ____

____

By signing below, I confirm that I understand Article II, Section 10, Paragraph A, Item v of the council's bylaws: *The Board, in its discretion, shall review the attendance of the membership annually. Each member must attend at least three (3) regular membership meetings during each fiscal year of the corporation. Any member who does not fulfill this attendance requirement shall be subject to membership termination at the discretion of the Board by a majority vote of the members of the Board present at the meeting in which the matter is addressed.* Requests to be excused from attending a meeting must be made to the Council office is writing before the meeting or within a reasonable period of time afterwards. The Council fiscal year is July 1 to June 30.

Signature: _______________________________________ Date: _______________________________________

Nominated by Two Current Council Members:	1) ______________________ Printed Name	__________________________ Signature	___________________ Phone Number
	2) ______________________ Printed Name	__________________________ Signature	___________________ Phone Number

Please complete the nomination form, add resume and any statement, then **scan all** and email directly to the membership director, Thomas Frank, Jr. at tfrank@whittiertrust.com and copy to sfepc@astound.net . You will receive a confirmation of receipt.