

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 Officers 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.

Academic. Individuals whose principal profession involves serving as a professor or other academic in a college, university, or other accredited educational facility shall be assigned to this category and no other. An applicant will meet the requirements of this category where such individual regularly teaches one or more courses related to estate planning.

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 (association_office@comcast.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..

<u>Estate Planning Area</u>	<u>Percent of Total Practice</u>
_____	_____
_____	_____
_____	_____
_____	_____

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: *Any member, who fails to attend any three out of the five membership meetings during any fiscal year and has not been excused from absence, shall be deemed to have resigned and his or her membership terminated. Requests to be excused from attending a meeting must be made to the Council office in writing before the meeting or within a reasonable period of time afterwards, and the Board of Directors, by resolution, may determine whether or under what circumstances such requests will be granted.* 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, Susan Scribner at susan.scribner@unionbank.com and copy to association_office@comcast.net . You will receive a confirmation of receipt.