July 2025

Operations Reference Manual for Saskatoon Estate Planning Council

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Articles of Association (Consolidated 2021)

THE ESTATE PLANNING COUNCIL OF SASKATOON

NAME

The name of this association shall be "**The Estate Planning Council of Saskatoon**" (hereinafter referred to as the "Council").

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 taxes, estates and other matters pertaining to the administration of estates, and to submit proposals respecting such legislation or proposed amendments thereto;

The Council shall be advisory in character and shall have no power to bind any of its members in respect to any conclusions or to any action whatsoever.

MEMBERSHIP

1. Each member of the Council shall have one vote. The membership of the Council shall consist of:

(a) Not more than twenty (20) persons from each of the following three (3) professional groups:

(i) Barristers and Solicitors - being members in good standing of the Law Society of Saskatchewan;

(ii) Accountants – being members in good standing of the Institute of Chartered

Professional Accountants of Saskatchewan;

(iii) Financial Planners - being persons holding any one or more of the following designations:
- Certified Financial Planner ("CFP")
- Certified Financial Analyst ("CFA")
- Designation equivalent to CFP or CFA

(b) Not more than ten (10) persons from each of the following two (2) professional groups:

(i) Chartered Life Underwriters;

(ii) Trust officers, who shall be employed in the area of trust management by a federal trust company.

(c) Not more than ten (10) persons from the professional group of Planned Giving Officers, who shall be:

(i) employed full time in the capacity of planned giving officer or similar function, with such employment being with an organization which is registered as a charity for taxation purposes; AND

(ii) a member of the Canadian Association of Gift Planners.

Provided however, that the Executive Committee of the Council shall be provided with the power to determine whether a prospective member not fitting the categories listed above will be allowed, if they are a strong candidate, but do not have one of the specific designations.

2. Each member shall have their place of business within the City of Saskatoon, Saskatchewan, and other surrounding communities as approved by the Executive Committee.

3. The original members shall be those persons adopting these articles of association and subsequent members shall be those persons who are from time to time approved by a majority vote of the Executive Committee after having been recommended by the Membership Committee.

4. The intent is for the Council to include a balance of representation from different organizations and firms throughout Saskatoon and those surrounding communities approved by

the Executive Committee.

5. If any member shall fail to attend at least sixty (60%) percent of the meetings held during any one business year, May to the following May, their membership may be terminated by the Executive Committee.

6. Should a member of the Council not be able to attend a regular meeting, such member shall be entitled to be represented at the meeting by an alternate attending in such member's place, provided that:

(a) such alternate shall not be entitled to speak or to vote in respect of any matter of business to be transacted by the members at such meeting; and

(b) for the purposes of Paragraph 5 of this Article 3, attendance by such alternate shall not be considered to be attendance by the member whom such alternate represents.

7. In the event that a member wishes to retire from membership in the Council and transfer their membership to an individual who qualifies as a member of the category of membership held by the departing member, such member may apply in writing to the Executive Committee of the Council to approve such transfer, provided, however, that any such transfer shall be within the discretion of the Executive Committee.

8. Subject to the approval of the Council the Executive Committee shall have the power to admit to Special Membership in the Council persons not otherwise qualified as herein provided but whose membership in the Council would be beneficial to the Council. Each Special Membership shall be subject to annual review and to the payment of such annual fees as may be required to be paid by the members of the Council.

EXECUTIVE COMMITTEE

1. The affairs of the Council shall be managed by an Executive Committee comprising subject to Article 4, Paragraph 2, not less than nine (9) members and not more than twelve (12) members of the Council. The Past-President shall be a member of the Executive Committee without election by virtue of the office of President during the previous year. The remaining eight (8) to eleven (11) members shall be elected at the Annual General Meeting of the Council as hereinafter provided.

2. Each of the groups referred to in paragraph 1 of Article 3 shall have one (1) representative on the Executive Committee in the case where such group has at least four (4) members in the Council.

3. The Executive Committee may fill any vacancy which occurs between annual meetings.

4. In the event a member of the Executive Committee fails to attend two (2) consecutive meetings of the Executive Committee, their membership on the Executive Committee shall terminate unless, in the opinion of the Executive Committee, there were extenuating circumstances, in which case the Executive Committee shall have power to allow membership on the Committee to be continued subject to such conditions it deems appropriate.

OFFICERS

The Officers of the Council shall consist of the Immediate Past-President, President, Vice-President, Secretary, Treasurer, Membership Officer and Meeting Arrangements Officer. These officers shall be elected at the annual meeting and shall hold office for one (1) year. There is the expectation that the Vice-President shall become the President in the year following their term as Vice-President.

QUORUMS

Any four (4) members of the Executive Committee shall constitute a quorum for the transaction of business and the Committee shall have the power to fill, for the unexpired term, any vacancy which may occur in the offices, provided that at least four (4) members of the Committee vote unanimously in favour of the appointment.

One-fourth (1/4) of the members of the Council shall constitute a quorum at any regular, special or annual general meeting of the Council.

NOMINATIONS AND ELECTIONS

The Executive Committee shall, at least thirty (30) days prior to the date of any annual meeting, encourage members to seek election for the Executive Committee. Any member, by notice in writing filed with the Secretary at least five (5) days before the meeting, may nominate a candidate for the Executive Committee with the consent of the nominee, and the members shall be entitled to vote for such nominated candidates at such annual meeting.

ANNUAL MEETINGS AND SPECIAL MEETINGS

The first Annual General Meeting of the Council was held in September, 1970 and subsequent Annual General Meetings of the Council shall be held in May of each year thereafter at such time and place as may be selected by the Executive Committee.

Special Meetings shall be called at the request of the President or, in the President's absence, by the Vice-President or upon the written request of three (3) members.

The Secretary shall send to each member a notice of each Annual General Meeting and of each Special Meeting at least ten (10) days prior to the date thereof.

EXECUTIVE COMMITTEE MEETINGS

Meetings of the Executive Committee may be called by the President at the President's discretion, or when requested to do so by three (3) members of the Committee. It shall be the duty of the Executive Committee to establish rules of procedure and practice for any meeting subject to the approval of, or amendment by the Council. In the case of a tie vote, the President shall cast the deciding ballot.

COMMITTEES

The Executive Committee shall have the power to appoint such committees as may be required to carry out the proper functions of the Council, and to delegate to such committees such power and authority as it shall deem advisable.

REGULAR MEETINGS

Meetings for the furtherance of the objects of the Council may be called by the Executive Committee at stated times, or from time to time in its discretion, and the program of such meetings shall be arranged by the Executive Committee.

The Secretary shall send to each member a notice of each such meeting at least seven (7) days prior to the date thereof.

Notice of each such meeting and of each Annual General Meeting and of each Special Meeting shall be in writing and may be sent by ordinary mail to the
member's address in the records of the Council or by email to the member's email address in the

records of the Council and shall be deemed to have been received by the member on the first business day following the date of its deposit in the mail or the date of its transmission by email, as the case may be.

PRESIDENT

The President shall, when present, preside at all 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.

VICE-PRESIDENT

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

SECRETARY

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

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 Saskatoon. All withdrawals of such funds shall be by: (i) e-transfer for amounts of $1000.00 or less per month, or greater amounts with the approval of the President; or (ii) by cheques signed by any two of the President, Vice-President and Treasurer. The Treasurer shall prepare a statement of the financial affairs of the Council as at the end of each fiscal year of the Council, and shall submit each statement to the Executive Committee of the Council within thirty (30) days of the end of each such fiscal year.

FINANCIAL STATEMENTS

The statement of the financial affairs of the Council shall be submitted to the members of the Council at such time and in such manner as the Executive Committee thinks fit, provided, however, that such statement shall be submitted to the members of the Council prior to the commencement of the Council's activities for the succeeding year.

FINANCIAL YEAR

The fiscal year of the Council shall be from July 1 to June 30, or as otherwise determined by the Executive Committee.

EXPENSES AND DUES

The expenses of the Council shall be provided for by annual dues from each member, the amount of which shall from time to time be fixed by the Executive Committee with the approval of Council. Membership fees shall be payable on adoption of these Articles and thereafter on or before the 30th day of October of each fiscal year. Any member not paying fees that are due shall not be entitled to attend any meeting or vote unless and until their membership is paid in full.

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 four (4) members of the Executive Committee so vote.

NO ACCREDITATION

A member shall not publicly promote themselves as having additional credentials due solely to their membership in the Council, or in any way give the impression that the Council is a professional accrediting body.

AMENDMENTS

These Articles may be amended at any Annual General Meeting or Special Meeting of the Council by a vote of two-thirds (2/3) of the members of the Council present at such meeting, provided that notice setting forth such proposed amendment or amendments shall have been sent to all of the members at least ten (10) days prior to the date of such Meeting.

ROLES AND RESPONSIBILITIES OF EXECUTIVE OFFICERS

Role and Responsibilities of the President

Overview: The President serves as the "face" of SEPC and through leadership of the Executive Committee and overseeing the operations of the Association, ensures that the needs of the membership are met through provision of professional development and networking opportunities while providing for the sustainability of the Association into the future.

Details:

- Following the AGM and prior to August, working with the Secretary, coordinate a call for the first Executive Committee meeting of the year and set an Agenda for that meeting

- As needed throughout the year, working with the Secretary, coordinate a call for Executive Committee meetings as may be needed throughout the year and set the Agenda for those meetings

- Lead discussion and decision making of the Executive Committee at in-person meetings and through electronic means throughout the year

- Introduce speakers and make association announcements at meetings of the members

- Oversees planning for the AGM and chairs the AGM. Shoulder taps members for nomination to executive committee positions, if necessary.

Role and Responsibilities of the Vice-President

Overview: The Vice-President serves for one year. Working with the speaker committee, they arrange the speakers for the SEPC meetings and exercise the duties and powers of the President during the absence or inability of the President. The Vice-President becomes the President in the following year, and then Past-President the year after that.

Details:

Arranging for Speakers:

- Brainstorming is done at the summer executive committee meeting for possible speaking topics
- An informal Speaker Committee is populated with 2 to 3 members of the

executive committee during the executive committee's summer meeting (usually members- at-large)

- The Vice-President arranges a meeting of the Speaker Committee where they brainstorm and prepare a draft speaker schedule with topics and possible speakers for the eight regularly scheduled monthly meetings of the SEPC
- With the help of the members of the Speaker Committee potential speakers are contacted and asked to speak on specific topics and dates are confirmed
- The Speaker Committee meets a second time for an update on scheduling and to determine if additional potential speakers are required; then the Vice-President and committee members contact potential speakers until the roster is filled
- The Vice-President contacts those individuals who have agreed to speak, obtaining a description of the equipment they will need, the name of their presentation, and requesting their bio
- The Vice-President tells the Secretary the name of the presentation and what equipment is required so the Secretary can arrange with the Saskatoon Club to have the necessary equipment
- After each speaker's bio is received, it is forwarded to the President to use when the President introduces the speaker(s) at the SEPC meeting
- The Vice-President purchases enough $100 gift certificates from various restaurants to give one to each speaker. If there is more than one speaker for a session, each speaker receives a $100 gift certificate.

Backup for the President:

- If the President is unable to attend an SEPC meeting, the Vice-President fills in for the President. This could include: providing a "question" for members to answer during the introduction portion of the meeting; introducing the speaker(s) and thanking them at the end; and communicating any announcements or information to the SEPC.
- If the President is away for an extended period or is unable to complete their term during the year, the Vice-President fills the President's role.

Successor to the President:

- After serving as Vice-President for one year, the Vice-President becomes the President for the next year

Role and Responsibilities of the Past-President

Overview: The Past-President provides organizational memory and supports a smooth transition in leadership.

Details:

- Attend Executive Council meetings and where helpful, share information about past practice and circumstances of the organization
- If the President and the Vice-President are unable to attend an SEPC meeting, the Past - President fills in for them. This could include: providing a "question" for members to answer during the introduction portion of the meeting; introducing the speaker(s) and thanking them at the end; and communicating any announcements or information to the SEPC.

Role and Responsibilities of the Membership Officer

Overview: As the point of contact for prospective members, the Membership Officer receives, vets, proposes, and shares the approval or denial with any applicants. This role also coordinates updates to membership lists on the SEPC website (https://www.saskatoonepc.com/). To be able to receive the applications, the website service provider must link the Membership Officer's email to the notifications on the backend of the website. Once that is in place, the steps of the process are as set out below.

Details:

1. The Membership Officer receives the application notification and confirms with the applicant that it has been received and that their application will be reviewed.
2. Depending on the profession, the applicant's eligibility is confirmed using the appropriate governing body/employer's website, as per membership eligibility guidelines:
   a. Financial planners - https://www.fpcanada.ca/planner-directory
   b. Lawyers – https://www.lawsociety.sk.ca/for-the-public/finding-legal-assistance/
   c. Accountants - https://member.cpask.ca/CPASK/Member-Firm-Search-Pages/Find_a_CPA_Member.aspx
   d. Insurance Underwriters - https://www.advocis.ca/find-an-advisor/
   e. Planned Giving Officers – query with Canadian Association of Gift Planners
   f. Trust Officers – confirm position with employer
3. Share, by email, an overview of the application, along with confirmation of verifying eligibility, with the executive committee, asking for review and

approval/denial of the applicant.

4. Once a majority of votes have been received, notify the applicant of their approval or denial as a member of the Council. In instance of approval, copy the secretary and treasurer on the acceptance email to trigger invoicing process.
5. Notify the website service provider of the name, email address, and firm of the new member to be added to the website.

In addition, in the event of a member resigning from the Council, the Membership Officer notifies the website service provider to remove their name.

The Membership Officer also shares changes to the executive with the website service provider for annual updates.

As of June 30th, 2025 the website service provider is Kendra Reineke, available through kendrajeanphotography@hotmail.com.

Role and Responsibilities of the Treasurer

Overview: The Treasurer is responsible for overseeing all aspects of the Association's finances. The treasurer monitors and manages the financial health of the Association and reports on that to the Executive Committee when called to do so and to the membership at the Annual General Meeting.

Responsibilities:

- Accept e-transfers and make deposits of cheques for membership fees – mostly Sept and Oct, but can be throughout the year for people paying late or half year memberships
- Issue receipts to individuals that pay for their own memberships (compared to businesses paying for them)
- Pay (e-transfer) Saskatoon Club monthly invoices
- Pay (reimburse) for gift cards for guest speakers and AGM expenses
- Keep track of Members who have paid and let Secretary and Membership Officer know in October, so that website can be updated by Membership Officer and Secretary follows up with unpaid members.
- Maintain spreadsheet of transactions for the year
- Provide treasurer's report at AGM of revenue and expenses for the year
- Send email to Affinity Credit Union (currently Dakota.boutin@affinitycu.ca) with AGM minutes with new President and Vice-President to change signing authority – every 2 years in July as VP becomes President and President becomes Past-President.

- Provide budget for AGM and membership fees if necessary

Role and Responsibilities of the Secretary/Meeting Arranger

Overview: Ensures members know of upcoming meetings and venue is booked. Maintaining the records of the Association.

Details:

- June - Book all meeting dates with venue - Saskatoon Club - for the next year.

- Summer- Executive Meeting - Find a date, book and take and distribute minutes to Executive Committee. As well as any other Executive Meetings called by the Chair throughout the year.

- August - email out list of meeting dates and invoice for membership fees to all members from last year (this is a mass email).

- Monthly (September to April):
    - Confirm Speakers and Topics with Programming Committee
    - Send out meeting notice 2 weeks before the meeting (this is a mass email)
    - Confirm with venue and let them know what equipment is needed by speaker
    - Keep a list of RSVP's and dietary requirements
    - Week before meeting send out a reminder, if I see that a lot of regular attendees have not RSVP'd (only send this to those I have not heard from yet)
    - The Friday before the Tuesday meeting, confirm number of attendees with venue and let them know of any dietary requirements.
    - Day of meeting, bring a list of those who said they were attending, so they can sign it.

- January and May- Create certificates for members for attendance at meetings and email them out (this is an email to each individual member - as the certificates are personalized).

- In May help with the AGM - sending out formal meeting notice at least 10 days before meeting, accepting RSVP's etc.

Meeting Guide

Luncheon

11:45 a.m. People arrive and get settled. Buffet is open for people to get their food.

12:00 p.m. Welcome from President and Introductions around the room

12 - 12:15 p.m. Speaker starts (depending on length of presentation and speaker's desire to eat)

12:45 p.m. Time for questions and any announcements

1:00 p.m. Everyone heads back to work

Dinner Timeline

5:00 p.m. Members arrive

5:30 p.m. Welcome from President and Introductions around the room

5:45 p.m. Dinner is served

6:15 p.m. Speaker begins while dessert is served

8:00 p.m. Meeting ends (at the latest)