Policies Established by the Board

1. **Treasury**: The Board will maintain a balance of $4,000 in its account, and budget accordingly. (10/20/2017)

2. **Partial Dues**: After the May luncheon meeting, anyone who applies for membership will be contacted by the Secretary and offered the opportunity to pay ½ the full year’s membership dues (or, allowed to attend as a Guest and pay the Guest fee). No other proration is available. (10/20/2017)

3. **Self-promotion** at the meetings is permissible for members, speakers and sponsors (e.g.: handouts, business cards, notice of charitable or business-related events), but not for Guests unless they are invited by the Board to attend (e.g.: donees of EPC grants). (10/20/2017)

4. **Primary Discipline**: Members will be asked to self-select their primary membership category, but may change it as they determine. (10/20/2017)

5. **Guest Meeting Fees**: Fees paid in advance are refundable if cancellation is received more than 48 hours prior to the event. No-shows for whom no fee was paid in advance and no cancellation was received more than 48 hours in advance are responsible for full payment of the Guest fee. (10/20/17)

6. **Sponsorships**: Non-members may submit a request to the Board for the opportunity to sponsor the dessert at a luncheon for a fee established by the Board. The sponsor will be identified as the sponsor in an EPC email blast to the members announcing the luncheon, listed on the website as the sponsor of the luncheon, allowed to place literature on the tables, given the opportunity to address the group for a maximum of 3 minutes before the presentation, and allowed to network with the membership before the meeting. Details will be posted at the latest of the luncheon announcement or when the request and payment has been received. Sponsorships will be no more than one per luncheon, and evaluated and granted on a first-come, first-served basis. The fee will be lower for members than for non-members, and the Southwest Florida Community Foundation will always be granted the member fee. The sponsor will be allowed one luncheon meal without fee; any additional guests will pay the then-prevailing Guest fee. (7/28/02017)

7. **Refundability of Dues**: Annual dues are not refundable. The Board may consider and grant exceptions for unusual circumstances. (6/13/17)

8. **Philanthropic Professionals as Members**: The NAEPC has added this category for membership, but will not be added to this Council’s eligibility list unless they also qualify in some other category. (5/3/2016)

9. **Announcements**: Members will be asked to share announcements of events or new estate planning related information at the beginning of the meeting. (7/27/2015)

10. **Meeting Attendance Substitution**: A non-member may not be substituted for a member’s luncheon reservation. Such non-member must pay the Guest fee. (10/23/2014)

11. **AEP Designation**: This Council will not provide endorsement or sponsorship of applicants for the NAEP’s Advanced Estate Planner designation. (10/23/2014)

12. **Bank Account Signatures**: The signatories to the Council’s bank account will be the Treasurer and the Secretary. (1/16/14)

13. **Online Membership Directory**: The membership directory may be published in printed form and distributed to members with the caveat that the information is not to be used for other than EPC related business, and not (per the Bylaws) for advertisement or solicitation purposes. The membership information is available online, but will not be available to be printed out or exported. Similarly, the membership list will not be made available to non-members, except as is visible to the public online. (10/29/2013)

14. **Meeting Reservations/Cancellations**: Notices will be emailed approximately 2 weeks in advance of a meeting. (4/22/19)
   a. The **deadline** for reservations will be **noon on the Friday before the day of the luncheon** to give a guarantee to the Club.
b. "Last Call" will be sent out approximately 24 hours before the deadline.

c. **The website will not accept reservations after the deadline.**

d. Anyone who cannot attend after reserving should notify the Secretary as soon as possible by email
   (EstatePlanningLee@gmail.com) or by phone (239.433.4662). (This will be helpful to the Club; and
   may save the Council money even if the cancellation is at the last minute on the day of the meeting.)