



**PLUMBING-HEATING-COOLING
CONTRACTORS ASSOCIATION®**
Best People. Best Practices.®

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POLICIES of PHCC—National Association

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110 4.7.10 PHCC shall reimburse newly appointed PHCC National Directors for a navy
111 blazer, embroidering and shipping. Reimbursement for the blazer shall not exceed \$200.
112 Costs for embroidering and shipping shall be fully reimbursed. (Approved 05.24.18) 31
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124 **1. Administrative Policies**

125 **1.1. General**

126 1.1.1. *Audio and Video Recording.* Based on the advice of the Association’s legal
127 counsel, there shall be no audio or video recording of any association meetings,
128 unless specifically authorized in writing by the Executive Committee. All votes at
129 Board of Directors’ and Executive Committee meetings will be recorded in the
130 minutes. The names of members making motions and seconding motions will not be
131 recorded. As prescribed on Section 4, page 38, lines 17-24 in Robert’s Rules of
132 Order Newly Revised (10th Edition), once the chair “states the question” a motion
133 becomes the “property of the assembly” and it cannot be withdrawn or amended
134 without the assembly’s consent. This recommendation shall be communicated to all
135 state and local associations on an annual basis. (Approved 10.02.12)

136 1.1.2. *Correspondence to Capitol Hill.* All PHCC correspondence directed to the Hill in
137 support of or in opposition to a political issue will be over the signature of the
138 President. (Approved 10.02.12)

139 1.1.3. *Annual Report.* Before the annual business meeting there shall be an annual report
140 from the President submitted in an informative and efficient format to include
141 highlights of the year, including any noteworthy committee and task force reports
142 and the year’s balance statement. (Approved 10.02.12)

143 1.1.4. *Press Releases.* PHCC press releases will be sent to affiliated associations and
144 presidents the same day they are sent to national trade publications. (Approved
145 10.02.12)

146 1.1.5. *PHCC Member Mailing Lists.* PHCC is committed to protecting the privacy of its
147 members. PHCC does not sell or rent member information but may release member

148 mailing list to PHCC Associate Members on a case-by-case basis, and to other
149 parties based on potential benefits to members. Lists are restricted to primary
150 contact name, company name and address, and are available for one-time use upon
151 receipt of a Mailing List Agreement from the PHCC Associate member. Members
152 may request to opt-out of external communications at any time. (05.27.2021)

153 1.1.6. *Amendments to Policies.* These policies may be amended by a two-thirds vote of
154 the Board of Directors. (Approved 10.07.14)

155 1.2. **PHCC Annual Business Meeting** (Approved 10.02.12)

156 1.2.1. *Annual Business Meeting.* Affiliate's association executives should work with
157 their presidents and their zone director in order to present matters before the Annual
158 Business Meeting. The Business Sessions are conducted for the membership. Staff
159 executives shall not speak from the floor of the Annual Business Meeting unless
160 requested to do so by the PHCC President.

161 1.2.2. *Annual Business Meeting Minutes.* Annual Business Meeting minutes will not be
162 editorialized. All members in good standing shall receive a copy of the Annual
163 Business Meeting minutes upon request.

164 1.3. **Antitrust and Conflict of Interest** (Approved 10.02.12)

165 1.3.1. *Introduction.* The purpose of PHCC is to promote and support the business
166 interests of plumbing-heating-cooling contractors. The national association includes
167 the enhanced service groups (Construction Contractors' Alliance, Quality Service
168 Contractors and Union-Affiliated Contractors), the PHCC National Auxiliary, the
169 Association Executives Council and the PHCC Educational Foundation.

170 1.3.2. *PHCC Antitrust Statement.* PHCC is not intended to, and may not, play any role
171 in the competitive decisions of its members nor in any way restrict competition.
172 Antitrust compliance is the responsibility of every member of the association. The
173 following rules are applicable to all association activities as well as all oral and
174 written communications, including e-mails.

175 1.3.2.1. No association meeting, committee, or activity will be used to bring about
176 an agreement, whether formal or informal, among competitors with regard to
177 prices, terms or condition of sale, sales and promotions, distribution, volume of
178 production, territories, or customers.

179 1.3.2.2. No association meeting, committee, or activity will include any discussion
180 whatsoever of actual prices, costs, or any other terms of competition. No
181 information on such subjects will be exchanged or discussed without prior
182 approval of counsel.

183 1.3.2.3. No association meeting, committee, or activity will include any discussion
184 which might be construed as an attempt to prevent any business entity from
185 gaining access to any market or customer for goods or services, or to prevent

186 any business entity from obtaining a supply of goods or otherwise purchasing
187 goods or services freely in the market.

188 1.3.2.4. All members are expected to comply with these standards in informal
189 discussions at the site of any association meeting.

190 1.3.3. *Conflict of Interest.* This policy shall apply to all PHCC—National Association
191 officers, members of the Board of Directors, committee members, employees and
192 such other individuals as the Board of Directors shall determine (collectively called
193 “Covered Persons”). PHCC—National Association shall have the affirmative
194 obligation to periodically distribute this policy to all Covered Persons.

195 1.3.3.1. *General.* Covered Persons shall promptly and fully disclose all actual or
196 apparent conflicts of interest or dualities of interest (hereinafter referred to as
197 “conflicts”) to the PHCC—National Association President and Chief
198 Executive Officer. Covered Persons having such conflicts are prohibited from
199 involvement in the affairs of the PHCC—National Association where the
200 conflict exists. A conflict refers only to personal, proprietary interests of the
201 persons covered by this policy and their families and not to philosophical or
202 professional differences of opinion.

203 1.3.3.2. *Disclosure of Conflicts.* All Covered Persons shall promptly disclose all
204 conflicts which they discover or which have been brought to their attention in
205 connection with PHCC—National Association activities. “Disclosure” as used
206 in this policy shall mean providing promptly to the PHCC—National
207 Association President and Chief Executive Officer or his/her designee a
208 written description of the facts comprising the actual or apparent conflict
209 whenever conflicts arise or become known.

- 210 • An annual disclosure statement (see Appendix Section 5.4) shall be circulated
211 to all Covered Persons prior to or at the fall meeting of the Board of Directors.
212 All Covered Persons shall return the completed disclosure statement to the
213 PHCC—National Association Chief Executive Officer or his/her designee
214 within forty-five (45) days of its distribution, whether or not a conflict exists.
- 215 • In addition, prior to election of any person as an officer or member of the
216 Board of Directors, that person shall be required, if he or she has not already
217 done so, to submit a disclosure statement in accordance with this policy.
- 218 • Any conflict of interest that arises with respect to an individual shall be noted
219 for the record in the minutes of a meeting of the Board of Directors.

220 1.3.3.3. *Proscribed Activity of Persons Having Conflicts.* When a Covered Person
221 believes that he/she might have or does have an apparent or real conflict,
222 he/she shall, in addition to filing the annual disclosure notice required under
223 this policy, abstain from participating, making motions, lobbying, voting,

224 executing agreements, or taking any other similar action on behalf of the
225 PHCC—National Association in matters where a conflict might exist.

226 • If information is presented at a meeting or circulated among Covered Persons
227 which is of a confidential and proprietary nature (e.g., new product
228 information or new marketing strategies) and which raises a real or apparent
229 conflict, any Covered Person with such a conflict shall absent him/herself
230 from any such meeting and information shall not be made available to
231 him/her. For all other matters, his/her presence shall be counted in
232 determining whether a quorum exists at any meeting of the Board of
233 Directors.

234 • In the event that any Covered Person fails to comply with this policy, or
235 refuses if requested to do so, or in the event that a Covered Person’s
236 relationship with a third-party results in a conflict which prevents such
237 Covered Person from fulfilling his/her fiduciary obligations to the PHCC—
238 National Association, the Board of Directors shall take steps to terminate the
239 Covered Person from his/her position in accordance with the Bylaws.

240 1.3.3.4. *Additional Policies.* The PHCC—National Association President is
241 authorized to recommend and submit to the Board of Directors rules and
242 regulations to supplement and implement this policy.

243 1.4. **Awards.** (Approved 10.02.12)

244 1.4.1. *Eligibility.* The following individuals are ineligible for awards presented during
245 the PHCC Annual Business Meeting: Board of Directors, Executive Committee,
246 national staff and committee members responsible for selecting persons that receive
247 awards. This exclusion also includes relatives and employees of the foregoing.
248 Awards covered by this policy include but are not limited to: Delta Contractor of the
249 Year, HVAC Contractor of the Year and the Colonel George D. Scott award.

250 1.4.2. *Colonel George D. Scott Award.* The Colonel George D. Scott award policy and
251 nominating form shall be sent to all affiliated state associations. (rev. 5.24.2018)

252 1.4.2.1. The Colonel George D. Scott Award was initiated in 1968 to provide a
253 perpetual memorial for the first PHCC president and at the same time
254 recognize a member for meritorious service. In establishing this award, the
255 Board of Directors designated the responsibility of selecting the recipient to the
256 PHCC Policy Committee under the following guidelines:

257 1.4.2.2. This meritorious award is created for the purpose of giving formal
258 recognition to members who have shown outstanding dedication and service to
259 the national association, affiliated associations and to the plumbing-heating-
260 cooling industry.

261 1.4.2.3. Emphasis in selecting nominees should be given to sustained service for
262 any given ten-year period with a multiplicity of specific deeds rather than a
263 single outstanding deed. The evaluation process should include consideration
264 of the results of the nominee’s contribution and service.

265 1.4.2.4. An average minimum score of 70 points must be achieved on the
266 combined evaluation criteria for a candidate(s) to receive the award. All
267 nominees shall receive a minimum score of 40 points. If there is more than one
268 nominee in a given year, the nominee with the highest average score over 70
269 will receive the award.

270 1.4.2.5. The eligibility requirements for this award are:

- 271 • A nominee shall be endorsed by and the Nominating Form submitted by the
272 nominee’s local and state association.
- 273 • Nominees shall be current members of any class of PHCC who shall have
274 been members continuously for any ten-year period prior to nomination for
275 the award.
- 276 • Nominees need not have held any particular national office or position.
- 277 • No member may receive this award more than once.
- 278 • The list of those ineligible to receive this award (see Policy 1.4.1) shall be
279 noted on the Nominating Form.

280 1.4.2.6. In selecting a nominee, special consideration should be given to the extent
281 of his or her influence and the diversity and duration of his or her service.
282 Nominations for this coveted award should be submitted by the local and state
283 association with background information justifying the nominee’s
284 qualifications to be a recipient of the award. Nominations should be sent to the
285 PHCC Policy Committee, 180 South Washington Street, Suite 100, Falls
286 Church, VA 22046 not later than 60 days prior to the PHCC Annual Business
287 Meeting.

288 1.4.2.7. It was further stipulated that this award need not necessarily be presented
289 annually, but would be presented only when a nominee meets the outstanding
290 service requirements as set forth in these guidelines. If a nominee is selected,
291 presentation of the award will be made at the Annual Business Meeting. (June,
292 1977)

293 1.4.2.8. No PHCC sitting officer shall provide a written recommendation for a
294 candidate being considered for the Col. Scott Award. (May, 2019)

295 **1.5. Bylaws and Resolutions**

296 1.5.1. *Bylaws Amendments and Resolutions.* See Bylaws Article X, Section A (2) for
297 the deadline by which proposed amendments to the bylaws must be submitted.
298 Once proposed amendments have been reviewed by the Bylaws Committee, they

299 shall be sent to the Executive Committee, Board of Directors, affiliate association
300 presidents and executives at least forty-five (45) days prior to the Annual Business
301 Meeting. Proposed Resolutions must be submitted and distributed by the same
302 deadline. (Approved 10.02.12)

303 1.5.2. *Modifying a Bylaws Amendment at an Annual Business Meeting.* Once the
304 Bylaws Committee presents a properly proposed amendment at the Annual Business
305 Meeting, those Active and Life Members who are present and eligible to vote have
306 the right to modify the amendment. A two-thirds affirmative vote is required to
307 modify a proposed amendment and such modification must be within the scope of
308 the original amendment as presented by the Bylaws Committee. (See RONR (10th
309 ed.), pp. 576-577, 16-25. (Approved 09.17.12)

310 1.6. **Enhanced Service Groups** (Approved 10.02.12)

311 1.6.1. *Governance of Enhanced Service Groups.* Each Enhanced Service Group (ESG)
312 will be allowed to elect and establish its own Board of Trustees which, in
313 accordance with PHCC policy, will be affirmed by the PHCC President. Each ESG
314 can develop its own mission statement, goals, and guidelines for operation, which
315 will be in compliance with PHCC Bylaws. Each ESG can establish its own dues or
316 voluntary contributions above and beyond PHCC's membership investment. These
317 funds will be placed in an account for use by ESG trustees. If for any reason the
318 ESG is dissolved, all funds will revert back to PHCC and will be controlled by the
319 PHCC's Board of Directors to provide programs for the specific purpose of the
320 originating ESG.

321 1.6.1.1 All ESGs shall submit an annual budget that shows net revenue to be zero or
322 greater. In cases where the budget shows a deficit, funds described in Section 1.6.1
323 shall be used to offset losses sufficient to balance the proposed ESG budget.
324 ;(October 9, 2018)

325 1.6.2. *Membership in Enhanced Service Groups.* Membership in enhanced service
326 groups is available to those who are members of the Plumbing-Heating-Cooling
327 Contractors Association on the national level and on the local and state levels,
328 where applicable. The employee designated to represent an active member firm
329 with an enhanced service group does not need to be the same person who represents
330 the firm for PHCC purposes, such as voting.

331 1.7. **Publications** (Approved 10.02.12)

332 1.7.1. *Publication Procedures.* Production procedures to be taken before implementing a
333 PHCC publication or manual:

- 334 • Staff shall analyze the market to see if the publication is needed and if sales will
335 likely offset the cost of production.
- 336 • The appropriate committee should determine the need for the publication.

- 337 • Staff shall determine an estimated cost utilizing the best production method.
- 338 • The Chief Executive Officer shall provide the committee's recommendation and
- 339 other information to the Executive Committee which will decide whether or not to
- 340 proceed with producing the publication. The Executive Committee shall establish
- 341 the price of all publications
- 342 • The Chief Executive Officer shall assign a staff coordinator and establish project
- 343 completion dates.
- 344 1.7.2. *Pricing of Manuals and Books.* The Executive Committee, with the advice of the
- 345 Chief Executive Officer, shall determine the price of all PHCC manuals and books.
- 346 1.7.3. *State Chapter Bookstores.* PHCC shall offer to states who desire to participate a
- 347 discount of ten percent (10%) on all manuals which they sell and purchase through
- 348 their association office. This discount shall be in addition to the quantity volume
- 349 discounts in effect. It shall be the state association's decision as to distribution on all
- 350 discounts. (Approved 10.18.16)
- 351 1.7.4. *Publications for State Associations.* State associations may obtain one set of
- 352 apprentice manuals at no cost for review. Additional manuals must be purchased at
- 353 the price set by the PHCC Educational Foundation. State associations that wish to
- 354 review other publications, videos, etc. may purchase them at cost.
- 355 1.7.5. *Publications for Board.* All new national board members may receive a copy of
- 356 PHCC printed or electronic publications upon request and at no charge
- 357 1.7.6. *Disclaimer.* A disclaimer statement prepared by the PHCC attorney shall be put
- 358 on all PHCC publications. This disclaimer will be reviewed upon revision of any
- 359 publication.
- 360 1.7.7. *Attribution.* PHCC manuals and materials will not carry any names of authors on
- 361 the exterior cover. An acknowledgment to contributors may be included on an
- 362 interior page.
- 363 1.7.8. *Copyright Symbol and PHCC Logo.* The copyright symbol and PHCC logo will
- 364 be used on all PHCC publications and manuals. All publications are to be registered
- 365 with the U.S. Copyright Office.
- 366 **1.8. Trademark and Logo Use** (Approved 10.02.12)
- 367 *Trademark and Logo Use Policy.* PHCC's registered trademark (also referred to as
- 368 "logo") is the property of and an asset of PHCC. PHCC has established this trademark or
- 369 logo use policy to permit members and affiliate associations to use its logo in certain
- 370 ways and to prohibit its use in other ways. Additionally, in order to protect its interest in
- 371 the logo, PHCC is required by trademark law to police its use so that its asset is not
- 372 misused or its value diminished. Accordingly, PHCC establishes the following policy
- 373 regarding the use of its trademark or logo:

- 374 1.8.1. PHCC Active Members may use the logo (see Appendix 5.5) to identify
375 themselves as PHCC members on such items as stationery, business cards,
376 advertisements (print and web site), telephone yellow pages, business promotional
377 stickers on installed or serviced products, trucks, doors, store front or office
378 displays, and other similar ways.
- 379 1.8.2. PHCC affiliate associations may use the logo (see Appendix 5.7) to identify
380 themselves as affiliated with PHCC on such items as literature, promotional
381 materials (print and web site), membership applications, educational, trade show
382 and meeting information, and other similar materials.
- 383 1.8.3. PHCC associate members may use the appropriate logo which shall include the
384 words, “Associate Member” (see Appendix section 5.6) on such items as stationery,
385 business cards, advertisements (print and web site), telephone yellow pages,
386 business promotional stickers, trucks, doors, store front, and in other similar ways;
387 however, this does not allow the associate member to use the PHCC logo on
388 manufactured products without a duly executed PHCC Logo Royalty Agreement.
- 389 1.8.4. PHCC associate members may only utilize the PHCC logo in jurisdictions within
390 which they maintain associate membership status (i.e.: local member—within the
391 local's geographic area; state member—within the state's boundaries; PHCC
392 associate member—nationally).
- 393 1.8.5. The Executive Committee will mediate any disputes.
- 394 1.8.6. *Logo Display Guidelines*
- 395 1.8.6.1. To increase awareness of PHCC, as well as to promote the professionalism
396 of PHCC members, it is recommended that the PHCC logo be displayed by
397 members and affiliate associations on business and promotional materials as
398 often as possible.
- 399 1.8.6.2. When displaying the logo, it is recommended that members and
400 associations:
- 401 • Follow the size example shown in Appendix section 5.5 of this document.
 - 402 • Provide an electronic logo in high res format or low res format to the printer or
403 web site designer for reproduction on promotional materials. Electronic versions
404 of the logo may be obtained from the National office.
 - 405 • Use the four-color version of the logo whenever possible.
 - 406 • Include the text “Plumbing-Heating-Cooling Contractors Association®” and the
407 tagline “Best People. Best Practices.®” below the logo using font Helvetica Neue
408 LT Std 87 Condensed (or as close as possible), whenever possible.
- 409 1.8.7. *Web Site Logo Display Guidelines*
- 410 1.8.7.1. PHCC members and affiliate PHCC organizations may display the PHCC
411 logo on their company/association web sites. The logo display guidelines

412 outlined above apply to web site display. When needed, members may obtain
413 an electronic version of the logo from the National office.

414 1.8.8. *Logo Use Enforcement Policy*

415 1.8.8.1. In cases where a member or non-member uses the logo in violation of the
416 Trademark or Logo Use Policy outlined above, these enforcement actions will
417 be taken:

418 1.8.8.2. An initial notification letter will be sent from the PHCC office. The Logo
419 Use Policy will be included with the letter. The letter will alert the
420 individual/company of the logo use violation and ask that use of the logo be
421 halted. In cases where the violator is not a member of PHCC, the letter will
422 stress the benefits of membership, including the right to display the PHCC
423 logo.

424 1.8.8.3. If the logo use/display violation is not corrected, a second letter will be
425 sent to the individual/company. This letter will be sent by the PHCC attorney
426 and will threaten legal action if the logo use/display is not halted.

427 1.8.8.4. If the violation is not corrected, following the second written notification,
428 legal action will be pursued.

429 **2. Board of Directors and Committees**

430 2.1. **General**

431 2.1.1 *Agendas for Meetings.* The agenda for the Executive Committee and Board of
432 Directors meetings, including all available background material, will be sent to
433 the appropriate members at least ten (10) days prior to the meeting. The agenda
434 for committee meetings, including all available background material, will be sent
435 to the appropriate members prior to the meeting at the direction of the Chairman.
436 (Approved 10.02.12)

437 2.1.2 *Meeting Minutes.* Board of Directors' meeting minutes are to be stamped "draft"
438 and distributed within three weeks of the meeting to board members and the PNO
439 Chairman. Any active member firm or life member may receive a copy of the
440 approved minutes of a meeting of the Board of Directors upon written or
441 electronic request to the Chief Executive Officer. Executive Committee minutes
442 are to be stamped "draft" and distributed to Executive Committee members within
443 three (3) weeks after a meeting. All approved minutes of the Executive
444 Committee will be distributed to the Board of Directors and the PNO Chairman
445 within three (3) weeks after approval. Minutes of committee, task force and
446 enhanced service group meetings are to be stamped "draft" and distributed within
447 three weeks of the meeting to all members who attended that meeting and the
448 PHCC Executive Committee. All approved minutes of committee, task force and

- 449 enhanced service group meetings will be distributed to the Board of Directors in
450 advance of the next in-person meeting. (Approved 05.21.13)
- 451 2.1.3 *Secretary-designate*. The Secretary-designate shall receive all Executive
452 Committee and Board of Directors correspondence as soon as s/he is designated
453 by the President-elect. (Approved 10.02.12)
- 454 2.1.4 *Communication Between Officers, Zone Directors and Staff*. All relationships and
455 communications between the officers, zone directors and the staff are to be
456 conducted on a strictly professional basis. Employees with grievances shall be
457 instructed to follow the grievance procedure in the Employee Policy Handbook.
458 Communication between officers, zone directors and staff are not only needed but
459 are a necessary requirement of all individuals. Zone directors will be promptly
460 informed of any activities and communications that affect the states they
461 represent. (Approved 10.02.12)
- 462 2.1.5 *Zone Directors' Responsibilities*. The responsibilities of Zone Directors include
463 the following: (Approved 10.02.12)
- 464 2.1.5.1 Attend all meetings of the PHCC Board of Directors.
- 465 2.1.5.2 Attend state conventions of the states they represent unless deemed not to be
466 prudent by mutual agreement of the PHCC President, Zone Director and the
467 state association affected, and submit a report.
- 468 2.1.5.3 Contact the president and/or executive of each state in their zone on a monthly
469 basis and report in writing findings to the PHCC Membership Department
470 designated staff.
- 471 2.1.5.4 Follow up on member prospects in their zone.
- 472 2.1.5.5 Develop one area in their zone to start a new affiliate association.
- 473 2.1.5.6 The Zone Director will assist the state in seeing that the national officer and
474 companion are introduced and escorted to the various functions at affiliate
475 convention meetings.
- 476 2.1.5.7 For reimbursement of expenses see Policy 4.7.
- 477 2.1.5.8 Board members are encouraged to attend both the Leadership Conference and
478 the Legislative Conference.
- 479 2.1.5.9 The senior Zone Director in each zone shall be the coordinator of all activities
480 within that zone.
- 481 2.1.6 Recognition. PHCC will present to each outgoing officer and zone director an
482 appreciation plaque.

483 2.2 . Elections

- 484 2.2.1 *Members' Voting Rights* According to the Articles of Incorporation, each
485 representative of an active member firm and each life member has the a right to
486 vote at the Annual Business Meeting and for a Vice Presidential candidate. In

487 order to accomplish this the following policy is established: Each representative
488 of an active member firm and each life member must have certified credentials to
489 vote. Members may obtain voting credentials by one or more of the following
490 methods. (Approved 10.02.12)

491 2.2.1.1 Each life member who is registered for the Annual Convention and each
492 representative of an active member firm who has paid the registration fee for
493 the Annual Convention, regardless of the amount of the fee paid, and whose
494 dues are paid for the current term (i.e. paid through the month of the Annual
495 Business Meeting) and received in the National office shall automatically be
496 issued voting credentials. (Approved 05.21.13)

497 2.2.1.2 Each life member and each representative of an active member firm not
498 registering for the Annual Convention but intending to vote at the Annual
499 Business Meeting, must submit a voter registration form to the National office
500 15 days prior to the first day of the Annual Business Meeting. (Approved
501 10.18.13)

502 2.2.1.3 Each life member and each representative of an active member firm in good
503 standing shall be eligible to vote for the election of the Vice President either at
504 the Annual Business Meeting or by requesting an absentee ballot. (Approved
505 05.21.13)

506 2.2.1.4 Within one hundred twenty (120) days prior to the first day of the Annual
507 Business Meeting, each life member and each representative of an active
508 member firm in good standing may request an absentee ballot. Members shall
509 be made aware of this process through notifications placed in National
510 publications on a timely basis. (Approved 05.21.13)

511 2.2.1.5 The absentee ballot request form must be received at the National office no
512 later than thirty (30) days before the first day of the Annual Business Meeting.
513 (Approved 05.21.13)

514 2.2.1.6 Upon receipt of the absentee ballot request form from an active member firm,
515 staff will verify that the firm is in good standing. If the active member firm is
516 in good standing, an absentee ballot will be provided within sixty (60) days of
517 the first day of the Annual Business Meeting. If the active member firm is not
518 in good standing, staff will notify the representative of that firm and the
519 affiliated association executive(s). PHCC will allow the absentee vote to be
520 counted only after the dues investment is fully paid for the current term (i.e.
521 paid through the month of the Annual Business Meeting) and received in the
522 National office. (Approved 05.21.13)

- 523 2.2.1.7 Upon receipt of the absentee ballot request from a life member, an absentee
524 ballot will be provided within sixty (60) days of the first day of the Annual
525 Business Meeting. (Approved 10.02.12)
- 526 2.2.1.8 The completed (original) absentee ballot must be returned to the National
527 office in the return envelope that was provided with the ballot, not later than
528 fifteen (15) days prior to the first day of the Annual Business Meeting.
529 (Approved 05.21.13)
- 530 2.2.1.9 Absentee ballots will be kept in the safe at the National office until staff leave
531 for the annual convention. At no time will staff count absentee ballots. The
532 Chief Executive Officer will designate a senior staff member to hand carry
533 absentee ballots to the annual convention. After the voting booths are closed,
534 all ballots will be given to the Sergeant-at-Arms. All ballots will be counted in
535 the presence of a representative of the vice presidential candidate(s).
536 (Approved 10.02.12)
- 537 2.2.1.10 Assistant Sergeants-at-Arms may not count votes cast by members in their
538 zone. (Approved 10.02.12)
- 539 2.2.1.11 A Life member and the representative of an active member firm may only
540 vote once and the first ballot cast is the one that counts for the election of Vice
541 President. If a life member or the representative of an active member firm
542 casts an absentee ballot, that same person is not allowed to vote at the Annual
543 Business Meeting for the election of Vice President. (Approved 10.02.12)
- 544 2.2.1.12 Life members and representatives of an active member firm who have cast
545 an absentee ballot prior to attending the Annual Business Meeting shall be
546 issued a different color credential to allow them to vote on bylaws
547 amendments and resolutions. (Approved 10.02.12)
- 548 2.2.2 *Campaign for Vice President* (Approved 08.01.12)
- 549 2.2.2.1 Article VII, Section 4B of the PHCC Bylaws specifies that the Nominating
550 Committee shall have the specific duty to nominate qualified candidates for
551 the office of vice president. The Nominating Committee is encouraged to
552 review, explore and appropriately interview all candidates selected or
553 submitted from the states within the zones.
- 554 2.2.2.2 The Chief Executive Officer shall distribute this policy to each candidate at
555 the commencement of each candidate's campaign.
- 556 2.2.2.3 PHCC will provide each candidate, at no charge, a table with sign and chairs
557 as required in the annual convention registration area. If there are two or
558 more candidates, the selection of tables will be determined by flipping a coin
559 or drawing straws.

560 2.2.2.4 During the Annual Convention, the use of stickers, banners, etc., on walls,
561 elevators, furniture, drapes and other public property is to be avoided. Any
562 cost to the association for removal, clean-up or damages will be charged to the
563 candidate. The distribution of campaign literature, promotional items, etc.,
564 shall be confined to public areas that will not interfere with the normal flow of
565 traffic. No handouts or distribution or use of any campaign materials shall
566 take place inside any convention meeting room, event or business session.

567 2.2.2.5 During the Annual Business Meeting the Chairman of the Nominating
568 Committee shall announce those known candidates for vice president. After
569 the floor is opened for additional nominations, the President will allow
570 representatives of each candidate to make one (1) five-minute nominating
571 speech and two (2) two-minute seconding speeches. (The names of these three
572 speakers should be given to the Chief Executive Officer no later than noon the
573 day before the Annual Business Meeting is held.) Representatives of just one
574 candidate will be on the stage at one time. Selection of which group goes first
575 will be determined by flipping a coin or drawing straws. Additional seconding
576 speeches (less than one minute each) may be made from the floor.

577 2.2.2.6 After a motion to close nominations for vice president is approved, the
578 President will invite each candidate to address the Annual Business Meeting.

579 2.2.2.7 Further rules to observe:

- 580 • No officer shall campaign for any candidate.
- 581 • No staff person shall campaign for any candidate.
- 582 • Members of the Nominating Committee shall not participate in campaigning
583 and shall not represent a candidate running for any national office.
- 584 • All materials made available to one candidate are to be made available to all
585 candidates. No lists other than the membership list, the annual convention
586 registration list and eligible voter list will be provided. All lists provided may
587 only be used by the candidate and may not be shared with another entity.
588 Lists provided to candidates may not be used to contact members regarding a
589 candidate's position on proposed bylaws amendments or resolutions or for any
590 purpose other than the election process.
- 591 • All requests for information and services are to go through the Chief
592 Executive Officer. No information will be sent unless requested by a
593 candidate.
- 594 • Announcements of the candidates running for office and their platforms will
595 be included in Association publications. Each candidate will be offered an
596 article of 75 words or less monthly, which must be submitted to the PHCC
597 office on a schedule provided by the Chief Executive Officer.

- 598 • A candidate for the purpose of this section is the representative of an active
599 member firm and a life member, as defined in the bylaws, who has been
600 recognized by the Nominating Committee as one seeking the office of Vice
601 President.

602 **2.3. Board Meetings**

603 Board meetings will be open to the membership except in those cases where an
604 Executive Session has been called (See Roberts Rules of Order Newly Revised).
605 No media is allowed to attend the PHCC Board of Directors or Executive
606 Committee meetings. Appropriate information will be supplied to the press in a
607 timely manner. (Approved 10.02.12)

608 **2.4 . Chapters: Local, State and International**

609 2.4.1 *Membership Display.* PHCC shall maintain a membership display which shall be
610 made available to affiliated associations on a loan basis. Shipping and insurance
611 charges are the responsibility of the affiliate association. (Approved 10.02.12)

612 2.4.2 *Leadership Directory* An up-to-date leadership directory shall be maintained
613 electronically for use by all interested members. (Approved 10.02.12)

614 2.4.3 *Convention Dates.* PHCC will request the following year’s convention dates from
615 each affiliate state association and these dates will be given to the incoming
616 President no later than one month prior to the Annual Business Meeting.
617 (Approved 10.02.12)

618 2.4.4 *Copies of Correspondence.* Zone Directors will receive copies of all
619 correspondence between the National office and associations in the states for
620 which they are responsible. (Approved 10.02.12)

621 2.4.5 *Recruiting New Members.* In order to facilitate the recruitment of new members, it
622 is imperative that an accurate listing of all state and local association dues
623 amounts be maintained at the national office. National zone directors are
624 responsible for providing dues information for the database, with the support and
625 help of state and local executives and national staff. (Approved 10.02.12)

626 2.4.6 *State Chapters and Membership Dues.* PHCC provides each state/local
627 association with a roster of that association’s membership for use as the basis for
628 collecting and forwarding to National the annual dues investments paid by
629 member firms. PHCC conducts dues billing on a monthly, quarterly, semi-
630 annual, or annual basis. Annual dues payments, which are not paid in full are
631 subject to an administrative processing fee. The amount of this fee will be set by
632 the Board of Directors. All state/local associations submitting dues payments will
633 be required to include a list of companies associated with such payment. Members
634 located in the Canadian provinces may remit dues payments in Canadian
635 dollars. (Approved 10.18.16)

636 2.4.6.1 Essentially, PHCC members pre-pay dues to the organization. PHCC begins
637 its annual dues billing process on or about October 15 with a notice to state
638 and local associations with a complete list of members' dues investment rates
639 for full and installment payments. Such notice will include information
640 regarding the amount of the lobbying expense deduction, a sample letter to
641 use in informing state/local members of the dues payment schedule, an
642 authorization form for recurring credit card or ACH or bank debit payments
643 for remitting monthly dues, and an offer for PHCC to assist the state or local
644 with the dues billing and collection process. (Approved 10.18.16)

645 2.4.6.2 There exist certain member benefits for timely payment of dues, including a
646 5% discount for those members who send such payment directly to the PHCC
647 headquarters by January 1. For state/local associations that forward annual
648 dues payments on behalf of its members to PHCC, the 5% discount will be
649 recognized for payments received by January 31st. Local chapters that remit
650 dues through a state chapter must do so by January 15th. For purposes of the
651 5% discount, PHCC will recognize the "post-mark" on the envelope or the
652 date received in the Lock Box as the effective date.

653 2.4.6.3 PHCC offers its members a "grace period" for payment of members' dues.
654 Members are entitled to retain all membership benefits, with the exception of
655 voting privileges, throughout the grace period. Member voting privileges are
656 discussed in the policy on member voting rights.

657 2.4.6.4 A time schedule for dues payments is outlined in Appendix section 5.2 of this
658 policy document. PHCC may drop members when payment for dues is not
659 received by the end of the grace period. Such a member is viewed as a
660 delinquent member. Other notable dates regarding the dues investment billing
661 cycle for national-state-local are identified in Appendix section 5.3 of this
662 policy document. (Approved 10.02.12)

663 2.4.6.5 State and local chapters have the option of having the national office collect
664 dues directly and disburse the amount of state and/or local dues collected to
665 the chapters. Dues collected for chapters will be distributed by the 15th of the
666 month following the month in which the dues are collected.

667 2.4.7 *State Convention Policy*. This policy has been developed to explain the process by
668 which affiliated state associations may invite PHCC Officers, Zone Directors,
669 Committee Chairmen and/or National staff to attend state conventions.

670

671 If a state wishes for national representation at a state convention, its request
672 should be sent to the attention of the designated staff person in the PHCC
673 Membership Department in accordance with Policy 2.4.3. Affiliated state

674 associations are entitled to request that a PHCC officer be assigned to attend their
675 state convention. The PHCC Membership Department staff will assign officers
676 based upon their availability and funding. When the assignment has been made,
677 the national office will inform the state association executive manager which
678 officer has been assigned to attend the state convention. If, for any reason, the
679 state association does not want a national officer to attend or cannot meet the
680 conditions set forth herein, an invitation does not have to be extended. (Approved
681 05.24.18)

682
683
684 PHCC shall expect the state association to provide complimentary convention
685 registration, hotel accommodations to any invited PHCC representative (including
686 staff) and to allocate the officer/staff person twenty (20) minutes time on the
687 convention program (preferably the business session) to make a report on the
688 activities of the PHCC. PHCC will pay travel (airfare or mileage) and other
689 incidentals for the invited officer, spouse/companion or staff while attending a
690 state convention.

691
692 Each zone director will be provided complimentary convention registration for
693 each state the director represents.

694
695 State Associations should follow these courtesies and protocols when inviting a
696 national officer to attend a state convention:

- 697 • After the state's request is approved by the designated staff person in the
698 PHCC Membership Department, send an invitation to the national officer.
699 The invitation should include the date, place and location of the convention
700 and if the information is available, a copy of the convention agenda and
701 program. If formal attire is required for any event(s) this information should
702 also be provided. The national officer should be asked to provide the flight
703 number and time of his or her arrival and departure.
- 704 • The state association should arrange to: (a) provide the national officer and
705 companion with convention packets (badges, programs, tickets, etc.); (b)
706 introduce the national officer and companion to the state association president,
707 officers and other VIPs; (c) invite the national officer to any function for state
708 past presidents; (d) seat the national officer and companion at the head table
709 for the President's Banquet or other major event; and (e) if the state auxiliary
710 has a program or there is a program for companions, the national officer's

711 companion should be invited to these functions (if any special dress is
712 required for a function this information should also be provided).

713 2.4.8 *National Meeting Notifications.* National staff is to notify the state and/or local
714 anytime a national meeting is to be held in their area. Anytime a national officer
715 and/or national staff are in an area on official business, the affiliate association
716 should be notified prior to that visit.

717 2.4.9 *Rights, Obligations and Dues of International Chapters.* Pursuant to Article III,
718 Section 2 (B) (3) of the PHCC National Bylaws, the Board of Directors may, at its
719 discretion, grant membership to international plumbing and mechanical
720 contractors in the form and manner the board prescribes. Accordingly, the Board
721 of Directors has adopted the following policies with regard to International
722 Chapters:

723 2.4.9.1 Any organization located outside the United States of America, the U.S.
724 Territories, the District of Columbia and the Canadian provinces which
725 represents members engaged in the business of plumbing, heating or cooling
726 contracting and whose purposes are substantially similar to those of PHCC
727 may apply for a charter of affiliation as an International Chapter. Such
728 organization shall submit a petition to affiliate, signed by its officers, to the
729 PHCC Board of Directors.

730 2.4.9.2 Upon acceptance, the Board of Directors will grant a charter of affiliation.
731 Such organization will be designated as an International Chapter of PHCC and
732 will be listed as such in PHCC’s membership roster. The charter shall specify
733 a designated territory to which the International Chapter is granted
734 jurisdiction.

735 2.4.9.3 An International Chapter of PHCC shall be granted rights substantially equal
736 to PHCC state and local associations except the right to participate in the
737 governance of PHCC. Specifically, an International Chapter shall have the
738 following rights:

- 739 • Use of the designation “International Chapter, Plumbing-Heating-Cooling
740 Contractors – National Association” or “PHCC International Chapter” along
741 with use of PHCC trademarks and logo.
- 742 • Receipt of all PHCC regular mailings and electronic communications.
- 743 • Right to purchase copies of any of PHCC publications at member rates
744 (exclusive of shipping costs). The bulk purchase of PHCC publications or the
745 rights to republish such materials for distribution to plumbing/HVAC
746 contractors and other entities within its jurisdiction shall be negotiated
747 between the International Chapter, PHCC, and where applicable, PHCC’s
748 affiliates.

- 749 • Right of the members of the International Chapter to attend PHCC’s annual
750 convention at member registration fees.
- 751 • Right of the International Chapter’s staff executives to attend PHCC’s
752 Association Executive Council’s annual Spectrum conference.
- 753 • Right of an International Chapter to designate a delegate to attend PHCC’s
754 Board of Director’s meetings. Such delegate shall have the right to speak, if
755 appropriate, at such meetings but shall not have the right to vote on any
756 matter.
- 757 • The obligations regarding affiliation of chapters stated in Bylaws Article III,
758 Section 6 shall not apply to International Chapters.
- 759 • The granting of a charter of affiliation to an International Chapter shall not
760 prevent direct membership in PHCC by an individual plumbing or HVAC
761 contractor.
- 762 • The annual dues for an International Chapter shall be \$500 (U.S.) per calendar
763 year payable by January 31 of each year.

764 **2.5. Past National Officers**

765 2.5.1 *Annual Convention Complimentary Registration.* Past National Presidents, Past
766 National Secretaries, Past Foundation Chairs and their spouse or a guest receive
767 complimentary registration to the annual convention. The surviving spouses of
768 Past National Presidents, Past National Secretaries and Past Foundation Chairs
769 will receive one complimentary registration to the annual convention. (Approved
770 08.01.12)

771 2.5.2 *Deceased Past National Officers (PNOs).* Flowers or a memorial contribution
772 will be sent in memory of all deceased Past National Officers and Past Foundation
773 Chairs. All present directors and present officers and past national officers will be
774 notified of the death of a PNO. (Approved 10.02.12)

775 **2.6 . Political Action Committee** (Approved 10.02.12)

776 PHCC endorses the formation of a non-partisan political action committee subject to the
777 following:

778 2.6.1 Such committee shall be a subcommittee of the PHCC Government Relations
779 Committee and will conduct its business in compliance with the Federal Election
780 Commission (FEC) regulations.

781 2.6.2 Such committee shall be known as the PHCC Political Action Committee (PHCC-
782 PAC).

783 2.6.3 The financials of PAC will be made available to the Finance Committee,
784 Executive Committee, Board of Directors and PAC Committee at least annually.

- 785 2.7 . **Position Papers.** Appropriate committees shall review their position papers at least
786 annually. All changed position papers will be forwarded to the Board of Directors for
787 approval. (Approved 10.02.12)
- 788 3 **Employee Personnel Policies** (Approved 10.02.12)
- 789 ~~3.1~~ **National Staff Members’ Salaries.** National staff members’ salaries shall only be
790 disclosed by and at the discretion of the CEO. (Approved 5.26.22)
- 791 3.2 **Staff Changes.** Board Directors will be notified of changes in National staff within 10
792 days.
- 793 4. **Financial and Investment Policies**
- 794 4.1 **General**
- 795 4.1.1 *Royalties.* No contractor member shall receive payments of royalties for books,
796 manuals or materials created or amended for or on behalf of PHCC while serving
797 on an officially appointed committee of PHCC. Except a contractor member that
798 presents seminars, books, manuals or other materials that are their personal work
799 product may have the same status as to compensation for this product as any other
800 independent producer. A contractor member should not present his or her
801 personal work at PHCC functions without prior approval of the Executive
802 Committee. PHCC manuals and materials will not carry the names of authors on
803 the exterior cover. An acknowledgment to contributors may be included on an
804 interior page. (Approved 10.02.12)
- 805 4.1.2 *Financial Information.* Upon receiving an affiliated association’s written request
806 for financial information, staff will forward the written request to the Executive
807 Committee and the Director, which represents the affiliate on the Board, for
808 informational purposes. Staff is authorized to provide the last financial statement
809 or the last audited statement, which have been approved by the Board of
810 Directors. (Approved 10.02.12)
- 811 4.1.3 *Credit Cards and Check Register*
- 812 4.1.3.1 All PHCC staff directors and senior managers will be considered for a
813 corporate credit card. The determination of who receives a corporate card will
814 be made by the Vice President of Finance. (Approved 10.02.12)
- 815 4.1.3.2 On a monthly basis PHCC credit card expense report and all receipts are to be
816 given to the Chief Executive Officer for review and approval. (Approved
817 5.26.22)
- 818 4.1.3.3 Additional backup information shall be furnished upon request of an
819 Executive Committee member. Further, PHCC is audited by a CPA firm on an
820 annual basis. (Approved 9.29.15)
- 821 4.2 . **Audit Committee and Finance Committee** (Approved 10.02.12)

- 822 4.2.1 This policy is meant to assure consistent, diligent oversight of the PHCC fiscal
823 operations.
- 824 4.2.2 The composition and responsibilities of the Audit Committee are defined in the
825 Bylaws. Upon completion of the annual audit, it will immediately be distributed
826 to the Board of Directors, the Audit Committee and the Finance Committee. The
827 Chair of the Audit Committee will report to the Board of Directors at least
828 annually. Once the Board of Directors has approved the annual audit, it will be
829 placed in the members-only section on the Association’s website. A paper copy
830 of the audited financials will be provided upon request.
- 831 4.2.3 The composition of the Finance Committee is defined in the Bylaws. This
832 committee is responsible for the development and ongoing oversight of the annual
833 budget.
- 834 4.2.4 The Finance Committee will present a draft budget to the Board of Directors for
835 review, revision and approval at least thirty (30) days prior to the end of the fourth
836 quarter of the fiscal year.
- 837 4.2.5 The Finance Committee will assure that monthly financial statements are
838 produced and distributed to a clearly defined roster of stakeholders in national
839 leadership. These will include the Board of Directors and members of the Finance
840 Committee.
- 841 **4.3 . Budget, Spouse/Guest Travel, Entertainment, Officers’ Honorariums and Reserve**
842 **Spending**
- 843 4.3.1 *Budget.* Fiduciary control of the overall budget is the responsibility of the
844 President and Executive Committee, within the total allocation set by the Board of
845 Directors. (Approved 10.02.12)
- 846 4.3.1.1 *Notification of Board When Budget Exceeds a 5% Variance.* When the total
847 PHCC operating budget exceeds a 5% variance anytime during the fiscal year,
848 then the staff shall notify the Board of Directors and seek approval for staff’s
849 recommended plan of action. (Approved 10.18.16)
- 850 4.3.2 *Board Member Spouse/Guest Travel and Entertainment.* The IRS requires PHCC
851 to issue a 1099 to board members if the total amount reimbursed for spouse or
852 guest travel and expended for spouse or guest entertainment in a calendar year
853 exceeds \$600. Because the majority of PHCC member companies are family
854 businesses, it is the PHCC policy to provide board member spouse/guest travel to
855 two board meetings a year. In addition, modest receptions during the week of a
856 board meeting are held in the Presidential Suite and the First Spouse hosts a
857 spouse/guest breakfast or lunch and other modest spouse/guest activities during
858 the board meeting time frame, including the traditional board dinner for board
859 members and spouses/guests. These activities are not considered taxable because

860 they are official business functions as determined by this board policy. (Approved
861 9.29.15)
862 4.3.3 *President and First Spouse Entertainment at Official Meetings.* To enable the
863 President and First Spouse to host board members and other guests during board
864 meetings and the annual convention, the following guidelines are established as
865 PHCC policy. The PHCC budget will include the following funds to support
866 entertainment by the President and First Spouse. The traditional dinner for board
867 members and spouses/guests will be budgeted separately. (Approved 9.29.15)

868 President

- 869 • Winter board meeting and board meeting in conjunction with the
870 Legislative Conference: an allowance of up to \$500 for the purchase of
871 alcohol, wine and beer for consumption in the presidential suite. In
872 addition, PHCC will pick up the cost of daily service to refresh ice,
873 glasses, sodas, bottled water and modest dry snacks (such as chips and
874 pretzels).
- 875 • Convention: in the presidential suite - one full bar (one-each 1.75 liter
876 bottles of mid-price range scotch, bourbon and gin or vodka) plus the
877 following based on consumption: wine, beer, sodas, bottled water and
878 modest dry snacks (such as chips and pretzels). PHCC will pick up the
879 cost of daily service to refresh ice, glasses and dry snacks. Any
880 additional alcohol will not be paid by PHCC.

881 First Spouse

- 882 • Winter board meeting and board meeting in conjunction with the Legislative
883 Conference: an allowance for the two meetings combined of up to \$2,500.
884 May be used for a breakfast, lunch or other food event or for an off-site event
885 or any combination thereof.
- 886 • Convention: an allowance of up to \$2,500. May be used for breakfast, lunch
887 or other food event or for an off-site event or any combination thereof.

888 4.3.4 *President's and Secretary's Honorarium.* The President and his/her Secretary
889 shall receive an honorarium for services rendered with the amount to be
890 determined annually by the Board of Directors. The amount for the President
891 shall not be less than \$15,000 and the amount for the Secretary shall not be less
892 than \$5,000. (Approved 10.02.12)

893 4.3.5 *Executive Committee Office Expense.* The Executive Committee officers shall
894 receive a minimum monthly office expense reimbursement adopted by the Board
895 of Directors. The President will receive \$600 per month, the President-elect will
896

897 receive \$300 per month, the Vice President and Secretary will receive \$200 each
898 per month. (Approved 10.02.12)

899 4.3.6 *Directors' and Building Reserve Funds.* The Directors' and Building Reserve
900 Funds may only be spent by majority vote of the Board of Directors. The Building
901 Reserve Fund is strictly for capital repairs and maintenance of the building. Each
902 year a fixed amount of \$20,000 will be added to the Directors' Reserve Fund until
903 the fund reaches a cap of \$200,000. Each year a fixed amount of \$29,000 will be
904 added to the Building Reserve Fund until the fund reaches a cap of \$250,000.
905 (Approved 05.21.13)

906 4.3.7 *Reserve Spending Policy.* To maintain a permanent and consistent source of
907 funding on an annual basis, a formula has been developed to calculate the
908 maximum amount that may be expended from the cash reserves of the
909 Association. This amount is calculated as a percentage of the cash reserves as
910 stated in the audited financial statements for the preceding fiscal year and is not to
911 exceed that amount.

| 912 | Cash Reserves | Percentage Allowed | Actual Budget |
|-----|----------------------|---------------------------|----------------------|
| 913 | <= \$2 million | 20% | \$400,000 |
| 914 | <= \$3 million | 18% | \$540,000 |
| 915 | <= \$4 million | 16% | \$640,000 |
| 916 | <= \$5 million | 15% | \$750,000 |

917 As the cash reserves increase above \$5 million, the percentage used to calculate
918 the actual budget shall remain at 15%. If the cash reserves decrease below \$2
919 million, the percentage shall remain at 20%. Cash reserves are defined as Cash
920 and Cash Equivalents and Certificates of Deposits & Short Term Investments as
921 categorized on the audited financial statements. (Approved 10.02.12)

922 4.4 . **Bank and Investment Transactions** (Approved 10.07.14)

923 4.4.1 *Banking and Investment Signatures.* All banking and investment transactions are
924 to be signed and/or approved by two of the following staff members: the Chief
925 Executive Officer, the Vice President of Finance, the Executive Director of the
926 Educational Foundation and one other staff director recommended by the Chief
927 Executive Officer and approved by the Executive Committee. At the Annual
928 Meeting of the Board of Directors, the board will be asked to adopt a Resolution
929 that will delineate the authorized signers.

930 4.4.1.1 *Bank and Investment Statements.* All bank and investment statements
931 received by mail will be opened and reviewed by the Vice President of
932 Finance.

933 4.4.1.2 *Authorization of Checks.* All paper checks produced by the Association will
934 be signed by two individuals named in a Resolution approved at the Annual
935 Meeting of the Board of Directors.

936 4.4.1.3 *Authorization for Electronic Banking Transactions.* Payments made by
937 electronic means will be preauthorized by two individuals authorized in a
938 Resolution approved at the Annual Meeting of the Board of Directors. If one
939 individual authorized in this Resolution produces and transmits the electronic
940 file containing payment information to the bank, the act of transmission shall
941 be deemed to be one signature.

942 4.4.1.4 *Authorization for Payments by a Third-Party Benefit Administrator.*
943 Electronic payments made by a third-party benefit plan administrator to
944 Association employees will have been approved and authorized by such
945 administrator in accordance with Internal Revenue Service regulations, their
946 internal policies and their contract with the Association to provide such
947 services. As such, issuance of electronic reimbursement payments under a
948 reimbursable benefit plan by a third-party benefits plan administrator does not
949 require additional approval.

950 4.4.1.5 *Payment of Routine Service Fees.* Payment of routine and/or recurring service
951 fees (e.g., payroll service) of less than \$2,500 per month are authorized to be
952 made by automatic debit to Association bank accounts. The Director of
953 Finance will notify the Executive Committee of all such payments when they
954 are initiated and when a new Executive Committee is seated.

955 4.4.2 *Fund Management.* Under the management of the Executive Committee, PHCC
956 funds are to be kept fluid while maximizing the earnings of these accounts. The
957 Director of Finance has responsibility for this activity with overall financial
958 authority resting with the Finance Committee. The Director of Finance will
959 provide the Executive Committee with quarterly investment performance reports
960 and will provide an annual report to the Board of Directors at the winter board
961 meeting.

962 4.5 . **Contract Bids.** The Chief Executive Officer shall enter into contracts that are in the
963 best interests of PHCC. A minimum of three (3) bids will be obtained before entering into
964 contracts of \$25,000 or more unless an exception is approved by the Executive
965 Committee. (Approved 10.02.12)

966 4.5.1 The Chief Executive Officer is permitted to sign contracts in an amount up to
967 \$25,000 if the expenditure is included in the approved budget. All contracts over

968 \$25,000 must be approved by the PHCC Executive Committee and may be signed
969 by the Chief Executive Officer with the written approval of the President.
970 (Approved 10.02.12)

971 4.5.2 Copies of all contracts will be distributed within two weeks of their signing to the
972 PHCC Vice President. (Approved 9.29.15)

973 4.5.3 It is the duty of the Chief Executive Officer and Vice President of Finance to
974 insure that all payments to individuals are proper and in order by reviewing Form
975 1099s, W-2s and contracts on an annual basis. (Approved 10.02.12)

976 **4.6 . Insurance and Legal** (Approved 10.02.12)

977 4.6.1 *Director and Officer Liability and Other Insurance.* The Association will
978 maintain a number of insurance policies, including Director and Officer Liability,
979 Event Cancellation, Property and General Liability. The Vice President of
980 Finance will prepare an annual summary of all insurance coverage in place
981 including limits, renewal dates and carriers. The summary information will be
982 included in the Board Handbook and reviewed during new board orientation and
983 at the winter board meeting. No insurance shall be cancelled without the
984 complete knowledge and approval of the Executive Committee. (Approved
985 5.26.22)

986 4.6.2 *Legal Work Authorization.* Any legal work ordered or legal opinions desired or
987 obtained in the name of the Association, shall first be approved by the President
988 or Chief Executive Officer with notification to the Executive Committee.

989 **4.7 . Reimbursement**

990 4.7.1 *General.* Whenever possible, a majority of the Board of Directors, Executive
991 Committee and/or staff should not be allowed to travel on the same aircraft.
992 (Approved 10.02.12)

993 4.7.2 *Alcoholic Beverages.* There will be no reimbursement for alcoholic beverages
994 without permission from the President for the Board and CEO. The CEO may
995 approve reimbursement for alcoholic beverages for the staff. (Approved 5.26.22)

996 4.7.3 *Board of Directors.* For the twelve elected directors, the AEC representative and
997 the PHCC National Auxiliary representative. (Approved 10.02.12)

998 4.7.3.1 Board members and the AEC/Auxiliary representatives to the board must
999 submit a travel/meeting request form for local and other official meetings if
1000 they plan to file for reimbursement.

1001 4.7.3.2 A fully completed current expense form must be submitted along with all
1002 receipts. An itemized receipt is required for all expenses expected to be
1003 reimbursed.

1004 4.7.3.3 Expense reimbursement statements must be submitted within forty five (45)
1005 days from the last date of the meeting, for reimbursement to be paid. There

1006 will be no exceptions. Each completed expense report will be made available
1007 for inspection by the Executive Committee, the Board of Directors and by
1008 members, if requested in writing.

1009 4.7.4 *State Conventions and Board of Directors' Meetings.* (Approved 10.02.12)

1010 4.7.4.1 Best air fare (21 day advance purchase)

1011 4.7.4.2 Ground Transportation: Members are expected to use the most economical
1012 ground transportation appropriate under the circumstances and should
1013 generally use the following:

- 1014 • Auto allowance as determined by the Internal Revenue Service.
- 1015 • Taxi fares with receipt
- 1016 • Parking with receipt
- 1017 • Car rental with prior approval of the president or CEO (with notification to
1018 the president) when the cost is less than alternative methods of
1019 transportation.
- 1020 • When driving to a meeting, reimbursement for mileage, tolls and parking
1021 will not exceed the cost of the most economical public transportation,
1022 parking and ground transportation

1023 4.7.4.3 A maximum per diem of up to \$60.00 per day to cover meals, tips and all
1024 other expenses not provided, for each and every day of the meeting. Itemized
1025 receipts are required for reimbursement. On days in which dinner and/or
1026 lunches/breakfasts are provided by PHCC or others, the per diem amount
1027 requested should be adjusted accordingly.

1028 4.7.4.4 Hotel accommodations plus applicable taxes for actual meeting dates.

1029 4.7.4.5 The Board of Directors, AEC and Auxiliary representatives will receive
1030 complimentary registration to the PHCC annual convention. Spouse
1031 convention registration is not complimentary.

1032 4.7.4.6 Spouse or companion transportation is allowed to one (1) meeting of the
1033 Board of Directors and to the annual convention. Non transportation expenses
1034 for spouse/companion will not be reimbursed.

1035 4.7.4.7 If a Director is unable to attend any official meeting requested by the
1036 President, he/she is requested to notify the National office as soon as possible.

1037 4.7.4.8 Officers and Directors will not be reimbursed for expenses to attend their own
1038 state convention. (Approved 10.07.14)

1039 4.7.5 *Committee Members* (Approved 10.02.12)

1040 4.7.5.1 All committee meetings must be approved by the President unless expenses
1041 for the meeting are included in the annual budget for said committee, in which
1042 case the President is to be informed of the anticipated cost of the meeting
1043 before it is held.

- 1044 4.7.5.2 A fully completed current committee expense and report form must be
1045 submitted along with all receipts. Itemized receipts are required for all
1046 expenses expected to be reimbursed. Each completed expense report will be
1047 made available for inspection by the Executive Committee, Board of Directors
1048 and by members if requested in writing.)
- 1049 4.7.5.3 Expense reimbursement statements must be submitted within forty-five (45)
1050 days from the last date of the meeting, for reimbursement to be paid. There
1051 will be no exceptions.
- 1052 4.7.5.4 Best air fare (21 day advance purchase)
- 1053 4.7.5.5 Ground Transportation: Members are expected to use the most economical
1054 ground transportation appropriate under the circumstances and should
1055 generally use the following:
- 1056 • Auto allowance as determined by the Internal Revenue Service.
 - 1057 • Taxi fares with receipt
 - 1058 • Parking with receipt
 - 1059 • Car rental with prior approval of the president or CEO (with notification to
1060 the president) when the cost is less than alternative methods of
1061 transportation.
 - 1062 • When driving to a meeting, reimbursement for mileage, tolls and parking
1063 will not exceed the cost of the most economical public transportation,
1064 parking and ground transportation.
- 1065 4.7.5.6 A maximum per diem of up to \$60.00 per day to cover meals, tips and all
1066 other expenses not provided, for each and every day of the meeting. Itemized
1067 receipts are required for reimbursement. On days in which dinner and/or
1068 lunches/breakfasts are provided by PHCC, the per diem amount requested
1069 should be adjusted accordingly.
- 1070 4.7.5.7 Hotel accommodations plus applicable taxes for actual meeting dates.
- 1071 4.7.5.8 No expenses will be paid to committee members who conduct meetings at the
1072 annual convention unless approved by the President.
- 1073 4.7.6 *Executive Committee (Approved 10.02.12)*
- 1074 4.7.6.1 A fully completed current expense form must be submitted along with all
1075 receipts. An itemized receipt is required for all expenses expected to be
1076 reimbursed. Each completed expense report will be made available for
1077 inspection by the Executive Committee, Board of Directors and by members,
1078 if requested in writing.
- 1079 4.7.6.2 Expense reimbursement statements must be submitted within forty-five (45)
1080 days from the last date of the meeting for reimbursement to be paid.
- 1081 4.7.6.3 Best air fare (21 day advance purchase)

1082 4.7.6.4 Spouse or companion travel for up to four meetings of the Executive
1083 Committee, state conventions and other industry meetings where
1084 spouse/companion is expected is allowed for the President or his/her designee.
1085 Any other spouse/companion travel must be approved by the President, except
1086 for the Annual Meeting (see Policy 4.7.4.6). The President is given discretion
1087 to take a companion to two additional meetings.

1088 4.7.6.5 Ground Transportation

- 1089 • Auto allowance as determined by the Internal Revenue Service
- 1090 • Taxi fares with receipt
- 1091 • Parking with receipt
- 1092 • Car rental with prior approval by president or CEO (with notification to
1093 the President) when the cost is less than alternative methods of
1094 transportation.
- 1095 • When driving to a meeting, reimbursement for mileage, tolls and parking will
1096 not exceed the cost of the most economical public transportation, parking and
1097 ground transportation.

1098 4.7.6.6 A maximum per diem of up to \$60.00 per day to cover meals, tips and all
1099 other expenses not provided, for each and every day of the meeting. Itemized
1100 receipts are required for reimbursement. On days in which dinner and/or
1101 lunches/breakfasts are provided by PHCC or others, the per diem amount
1102 requested should be adjusted accordingly.

1103 4.7.6.7 Hotel accommodations plus applicable taxes only

1104 4.7.6.8 Entertainment expenses for officers to host VIPs at official meetings with
1105 prior approval of the President.

1106 4.7.6.9 Officers and spouse/companion shall receive complimentary registration to
1107 the PHCC annual convention.

1108 4.7.7 *Accommodation and Travel at PHCC Annual Convention.* (Approved 10.02.12)

1109 4.7.7.1 A complimentary two bedroom suite shall be reserved for the use of the
1110 President and Secretary. A complimentary two bedroom suite will be reserved
1111 for the use of the President-elect and Secretary-designate. These suites are to
1112 be reserved for the length of the required stay for executive committee and
1113 board meetings and continuing through one day following the last day of the
1114 annual convention.

1115 4.7.7.2 PHCC will pay best airfare travel and hotel expenses incurred by the
1116 President, President-elect, Vice President, Secretary, Secretary-designate and
1117 their spouses to the annual convention. PHCC will not be responsible for
1118 hotel accommodations or other expenses for other members of the President's,

1119 Secretary's, President-elect's, or Secretary-designates' family or other
 1120 individuals they may invite to the annual convention. (Approved 10.02.12)
 1121 4.7.8 *Secretary-designate*: If the President-elect has selected a secretary-designate,
 1122 then travel expenses will be paid for the secretary-designate to attend all meetings
 1123 of the Board Directors and Executive Committee from January 1st of the year in
 1124 which the president-elect will become president. Travel expenses for the
 1125 secretary-designate will be reimbursed per the expense reimbursement policy for
 1126 the Executive Committee. (Approved 10.02.12)
 1127 4.7.9 *PHCC Employees*. PHCC staff members will follow the expense reimbursement
 1128 policy specified for Committee Members. (Approved 05.21.13)
 1129 4.7.10 PHCC shall reimburse newly appointed PHCC National Directors for a navy
 1130 blazer, embroidering and shipping. Reimbursement for the blazer shall not exceed
 1131 \$200. Costs for embroidering and shipping shall be fully reimbursed. (Approved
 1132 05.24.18)

1133 **5. Appendix**

1134 **5.1 Member Firms with Multiple Locations** Member firms having multiple locations or
 1135 branches shall abide by the Bylaws (Article III, Section B). PHCC will provide service
 1136 to branch locations which are national members. Branch locations which are not national
 1137 members shall receive no membership services from PHCC. If a member wishes
 1138 someone from a branch location to attend a meeting or purchase something, then he/she
 1139 must do it from the home location to get the member price. (Approved 10.02.12)

1140 **5.2. Policy 2.4.6 - Time Schedule for Dues Payments to National**

1141

| Payment duration and how submitted | Membership Period | Payment Due | Payment Due in order to receive 5% discount | Grace Period Deadline (5% discount does not apply) |
|---|--------------------------|--------------------|--|---|
| Annual: Member submitting payment | 1/1 – 12/31 | 11/1/*-12/31/* | January 1 | 90 days, 3/31 |
| Annual: State forwarding payment | 1/1 – 12/31 | 11/1/*-12/31/* | January 31 | 90 days, 3/31 |
| Semi-annual: | 1/1 – 6/30 | 12/31/* | N/A | 45 days, 1 st Half, 2/15 |

| | | | | |
|------------|--|---|-----|---|
| | 7/1 – 12/31 | 6/30 | | 2 nd Half, 8/15 |
| Quarterly: | 1/1 – 3/31 4/1 - 6/30 7/1 – 9/30 10/1 – 12/31 | 1 st Qtr: 12/31/* 2 nd Qtr: 3/31 3 rd Qtr: 6/30 4 th Qtr: 9/30 | N/A | 45 days, 1 st Qtr: 2/15 2 nd Qtr: 5/15 3 rd Qtr: 8/15 4 th Qtr: 11/15 |
| Monthly: | January February March April May June July August September October November December | January: 12/31/* February: 1/31 March: 2/28 April: 3/31 May: 4/30 June: 5/31 July: 6/30 August: 7/30 September: 8/30 October: 9/30 November: 10/30 December: 11/30 | N/A | 45 days, January: 2/15 February: 3/15 March: 4/15 April: 5/15 May: 6/15 June: 7/15 July: 8/15 August: 9/15 September: 10/15 October: 11/15 November: 12/15 December: 1/15** |

1142 NOTE: * denotes prior year; ** denotes next year;

1143 5.3. **Policy 2.4.6 Dues Investment Billing Cycle for National/State/Local**

1144 October 15 PHCC—National Association dues investment rates for the next
1145 calendar year are sent to all state and local offices, along with:
1146 Dues Reporting Forms

- 1147 A. An offer from National to process dues invoices and payments.
1148 B. Customized templates for:

- 1149 • Invoice including lobbying expense deduction
- 1150 • Renewal letter to members
- 1151 C. Eligibility requirements for the 5% discount payment incentive.
- 1152 D. Authorization Form for recurring Credit Card or ACH/Bank
- 1153 Debits
- 1154 E. Note that dues investments paid in installments (monthly,
- 1155 quarterly, semi-annually) are due no later than the last date for
- 1156 which the dues investment has been paid. Members who have
- 1157 not paid the next installment by the due date will be considered
- 1158 delinquent and will be sent lapsed membership notices, etc.
- 1159 F. Monthly dues payments are acceptable only on a recurring
- 1160 credit card charge or ACH/Bank debit basis.
- 1161 The timeline for processing dues investment is as follows:
- 1162 November 1 Dues investment invoices are sent to members. Membership dues
- 1163 investments for members paying for the full year and the first
- 1164 payment for those paying on an installment basis are due on
- 1165 December 31st
- 1166 January 15 Local chapters submit dues investment to state associations
- 1167 indicating the name of the member who has paid and the amount to
- 1168 be credited.
- 1169 January 31 State Associations submit dues investment to national using the
- 1170 Dues Reporting Form indicating the name of the member who has
- 1171 paid and the amount to be credited. A separate reporting form must
- 1172 be used for members paying recurring monthly installments.
- 1173 January 31 A 5% discount is given to active members if the
- 1174 dues investment is paid in full and received by January 1st. For
- 1175 states and locals submitting national dues for members, the
- 1176 deadline to receive payments that qualify for the 5% discount is
- 1177 January 31st. PHCC utilizes the postmark date or the date received
- 1178 by the PHCC Lock Box.
- 1179 February 15 A list of “delinquent members” who have not renewed will be sent
- 1180 to each state and to the respective zone director. Zone directors
- 1181 will contact states in their subzones to discuss the status of the
- 1182 members’ dues. A “past due” postcard will be mailed to
- 1183 delinquent members.
- 1184 March 31 Delinquent members are dropped from the national membership
- 1185 roster and a dropped member report will be mailed to state offices
- 1186 with a copy and to the respective PHCC zone director.
- 1187 April 15 Notices and exit surveys are sent to members dropped for
- 1188 nonpayment of dues.
- 1189 April 30 Current membership reports indicating members that need to be
- 1190 billed for the second half of the year are sent to states. A timeline

| | | |
|------|-----------|---|
| 1191 | | reminder for remitting dues for the second half of the year will be |
| 1192 | | included. |
| 1193 | June 30 | Membership dues investments for the second half of the year are |
| 1194 | | due. States should submit payments in time to arrive at national no |
| 1195 | | later than June 30 th . |
| 1196 | August 2 | A list of “delinquent members” who have not renewed will be sent |
| 1197 | | to each state and the respective PHCC zone director. Zone |
| 1198 | | Directors will contact the states in their sub zone to discuss the |
| 1199 | | status of the members’ dues. A “past due” postcard will be mailed |
| 1200 | | to delinquent members |
| 1201 | August 15 | Delinquent members are dropped from the national membership |
| 1202 | | roster and a dropped member report will be mailed to state offices |
| 1203 | | with a copy to the respective PHCC zone director. |
| 1204 | Note: | The following process applies to members who remit dues on an installment |
| 1205 | | (monthly, quarterly, semiannual) basis: |
| 1206 | | • Dues payments are due on or before the last day of the month for the next |
| 1207 | | billing period. |
| 1208 | | • Installment payments are subject to an administrative processing fee as set by |
| 1209 | | the Board of Directors. |
| 1210 | | • Monthly dues payments are acceptable only on a recurring credit card charge |
| 1211 | | or bank debit basis. |
| 1212 | | • Delinquent rosters will be sent to states and PHCC zone directors one month |
| 1213 | | prior to the end of the grade period. |
| 1214 | | • Delinquent members will be dropped from the national membership roster 45 |
| 1215 | | days after the payment due date. |
| 1216 | | • Notification and exit surveys will be sent to lapsed members 15 date after they |
| 1217 | | have been dropped. |
| 1218 | | |

1219 5.4. Policy 1.3.3 Conflict of Interest Disclosure Statement

1220 PLUMBING-HEATING-COOLING CONTRACTORS
1221 NATIONAL ASSOCIATION

1222
1223 CONFLICT OF INTEREST DISCLOSURE STATEMENT

1224
1225 I, _____, have reviewed the Plumbing-Heating-Cooling
1226 Contractors—National Association Conflict of Interest Policy. I hereby certify that I (check one)
1227 have _____ do not have _____ a conflict of interest. If I have indicated that I have a conflict of
1228 interest, I hereby attach a written description of that conflict of interest.

1229 I also certify that since my last written certification (check one) I have _____ have not had _____
1230 occasion to make written disclosure as required by Conflict of Interest policy. If I have had
1231 occasion to make such written disclosure, I attach copies of the same.

1232 Do you, or a member of your immediate family, serve on the Board of Directors of any
1233 organization that could have a potential conflict or does business directly or indirectly with the
1234 Plumbing-Heating-Cooling Contractors—National Association (other than purchasing goods or
1235 services from the Association)? Yes No

1236 Do you, or a member of your immediate family, have an ownership interest in any company that
1237 conducts business with the Plumbing-Heating-Cooling Contractors—National Association (other
1238 than purchasing goods or services from the Association)? For purposes of this question, please
1239 exclude any ownership of publicly-traded equity securities. Yes No

1240 _____
1241 (Signature)

1242 _____
1243 (Date)

1244

1245

1246

1247

1248 **PLEASE COMPLETE, SIGN AND RETURN THIS FORM TO THE**
1249 **PHCC—National Association AT THE FOLLOWING ADDRESS:**

1250 President, PHCC—National Association
1251 180 South Washington Street, Suite 100
1252 Falls Church, VA 22046
1253 Fax 703-237-7442

1254

1255 5.5 PHCC Logo



1256

1257 5.6 Associate Member Logo



1258

1259 5.7. Affiliated Association Logos

1260 Note: Electronic logos for affiliated state and local chapters are available from the
1261 national headquarters office.

1262

