



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

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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122 **POLICIES of PHCC—National Association**
123

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133 becomes the “property of the assembly” and it cannot be withdrawn or amended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

- 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 Executive Vice President. 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. Any active member firm or life member
446 may receive a copy of the approved minutes of an Executive Committee meeting
447 upon written or electronic request to the Executive Vice President. Minutes of
448 committee, task force and enhanced service group meetings are to be stamped
449 "draft" and distributed within three weeks of the meeting to all members who

- 450 attended that meeting and the PHCC Executive Committee. All approved minutes
451 of committee, task force and enhanced service group meetings will be distributed
452 to the Board of Directors in advance of the next in-person meeting. (Approved
453 05.21.13)
- 454 2.1.3 *Secretary-designate*. The Secretary-designate shall receive all Executive
455 Committee and Board of Directors correspondence as soon as s/he is designated
456 by the President-elect. (Approved 10.02.12)
- 457 2.1.4 *Communication Between Officers, Zone Directors and Staff*. All relationships and
458 communications between the officers, zone directors and the staff are to be
459 conducted on a strictly professional basis. Employees with grievances shall be
460 instructed to follow the grievance procedure in the Employee Policy Handbook.
461 A copy of the latest edition of the Employee Policy Handbook will be distributed
462 to the Executive Committee on an annual basis. Communication between
463 officers, zone directors and staff are not only needed but are a necessary
464 requirement of all individuals. Zone directors will be promptly informed of any
465 activities and communications that affect the states they represent. (Approved
466 10.02.12)
- 467 2.1.5 *Zone Directors' Responsibilities*. The responsibilities of Zone Directors include
468 the following: (Approved 10.02.12)
- 469 2.1.5.1 Attend all meetings of the PHCC Board of Directors.
- 470 2.1.5.2 Attend state conventions of the states they represent unless deemed not to be
471 prudent by mutual agreement of the PHCC President, Zone Director and the
472 state association affected, and submit a report.
- 473 2.1.5.3 Contact the president and/or executive of each state in their zone on a monthly
474 basis and report in writing findings to the PHCC President and Executive Vice
475 President.
- 476 2.1.5.4 Follow up on member prospects in their zone.
- 477 2.1.5.5 Develop one area in their zone to start a new affiliate association.
- 478 2.1.5.6 The Zone Director will assist the state in seeing that the national officer and
479 companion are introduced and escorted to the various functions at affiliate
480 convention meetings.
- 481 2.1.5.7 For reimbursement of expenses see Policy 4.7.
- 482 2.1.5.8 Board members are encouraged to attend both the Leadership Conference and
483 the Legislative Conference.
- 484 2.1.5.9 The senior Zone Director in each zone shall be the coordinator of all activities
485 within that zone.
- 486 2.1.6 Recognition. PHCC will present to each outgoing officer and zone director an
487 appreciation plaque.

488 **2.2 . Elections**

489 2.2.1 *Members' Voting Rights* According to the Articles of Incorporation, each
490 representative of an active member firm and each life member has the a right to
491 vote at the Annual Business Meeting and for a Vice Presidential candidate. In
492 order to accomplish this the following policy is established: Each representative
493 of an active member firm and each life member must have certified credentials to
494 vote. Members may obtain voting credentials by one or more of the following
495 methods. (Approved 10.02.12)

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

502 2.2.1.2 Each life member and each representative of an active member firm not
503 registering for the Annual Convention but intending to vote at the Annual
504 Business Meeting, must submit a voter registration form to the National office
505 15 days prior to the first day of the Annual Business Meeting. (Approved
506 10.18.13)

507 2.2.1.3 Each life member and each representative of an active member firm in good
508 standing shall be eligible to vote for the election of the Vice President either at
509 the Annual Business Meeting or by requesting an absentee ballot. (Approved
510 05.21.13)

511 2.2.1.4 Within one hundred twenty (120) days prior to the first day of the Annual
512 Business Meeting, each life member and each representative of an active
513 member firm in good standing may request an absentee ballot. Members shall
514 be made aware of this process through notifications placed in National
515 publications on a timely basis. (Approved 05.21.13)

516 2.2.1.5 The absentee ballot request form must be received at the National office no
517 later than thirty (30) days before the first day of the Annual Business Meeting.
518 (Approved 05.21.13)

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

526 paid through the month of the Annual Business Meeting) and received in the
527 National office. (Approved 05.21.13)

528 2.2.1.7 Upon receipt of the absentee ballot request from a life member, an absentee
529 ballot will be provided within sixty (60) days of the first day of the Annual
530 Business Meeting. (Approved 10.02.12)

531 2.2.1.8 The completed (original) absentee ballot must be returned to the National
532 office in the return envelope that was provided with the ballot, not later than
533 fifteen (15) days prior to the first day of the Annual Business Meeting.
534 (Approved 05.21.13)

535 2.2.1.9 Absentee ballots will be kept in the safe at the National office until staff leave
536 for the annual convention. At no time will staff count absentee ballots. The
537 Executive Vice President will designate a senior staff member to hand carry
538 absentee ballots to the annual convention. After the voting booths are closed,
539 all ballots will be given to the Sergeant-at-Arms. All ballots will be counted in
540 the presence of a representative of the vice presidential candidate(s).
541 (Approved 10.02.12)

542 2.2.1.10 Assistant Sergeants-at-Arms may not count votes cast by members in their
543 zone. (Approved 10.02.12)

544 2.2.1.11 A Life member and the representative of an active member firm may only
545 vote once and the first ballot cast is the one that counts for the election of Vice
546 President. If a life member or the representative of an active member firm
547 casts an absentee ballot, that same person is not allowed to vote at the Annual
548 Business Meeting for the election of Vice President. (Approved 10.02.12)

549 2.2.1.12 Life members and representatives of an active member firm who have cast
550 an absentee ballot prior to attending the Annual Business Meeting shall be
551 issued a different color credential to allow them to vote on bylaws
552 amendments and resolutions. (Approved 10.02.12)

553 2.2.2 *Campaign for Vice President* (Approved 08.01.12)

554 2.2.2.1 Article VII, Section 4B of the PHCC Bylaws specifies that the Nominating
555 Committee shall have the specific duty to nominate qualified candidates for
556 the office of vice president. The Nominating Committee is encouraged to
557 review, explore and appropriately interview all candidates selected or
558 submitted from the states within the zones.

559 2.2.2.2 The Executive Vice President shall distribute this policy to each candidate at
560 the commencement of each candidate's campaign.

561 2.2.2.3 PHCC will provide each candidate, at no charge, a table with sign and chairs
562 as required in the annual convention registration area. If there are two or

563 more candidates, the selection of tables will be determined by flipping a coin
564 or drawing straws.

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

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

582 2.2.2.6 After a motion to close nominations for vice president is approved, the
583 President will invite each candidate to address the Annual Business Meeting.

584 2.2.2.7 Further rules to observe:

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

600 article of 75 words or less monthly, which must be submitted to the PHCC
601 office on a schedule provided by the Executive Vice President.

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

606 2.3. Board Meetings

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

612 2.4 . Chapters: Local, State and International

613 2.4.1 *Membership Display.* PHCC shall maintain a membership display which shall be
614 made available to affiliated associations on a loan basis. Shipping and insurance
615 charges are the responsibility of the affiliate association. (Approved 10.02.12)

616 2.4.2 *Leadership Directory* An up-to-date leadership directory shall be maintained
617 electronically for use by all interested members. (Approved 10.02.12)

618 2.4.3 *Convention Dates.* PHCC will request the following year's convention dates from
619 each affiliate state association and these dates will be given to the incoming
620 President no later than one month prior to the Annual Business Meeting.
621 (Approved 10.02.12)

622 2.4.4 *Copies of Correspondence.* Zone Directors will receive copies of all
623 correspondence between the National office and associations in the states for
624 which they are responsible. (Approved 10.02.12)

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

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

638 located in the Canadian provinces may remit dues payments in Canadian
639 dollars. (Approved 10.18.16)

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

649 2.4.6.2 There exist certain member benefits for timely payment of dues, including a
650 5% discount for those members who send such payment directly to the PHCC
651 headquarters by January 1. For state/local associations that forward annual
652 dues payments on behalf of its members to PHCC, the 5% discount will be
653 recognized for payments received by January 31st. Local chapters that remit
654 dues through a state chapter must do so by January 15th. For purposes of the
655 5% discount, PHCC will recognize the "post-mark" on the envelope or the
656 date received in the Lock Box as the effective date.

657 2.4.6.3 PHCC offers its members a "grace period" for payment of members' dues.
658 Members are entitled to retain all membership benefits, with the exception of
659 voting privileges, throughout the grace period. Member voting privileges are
660 discussed in the policy on member voting rights.

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

667 2.4.6.5 State and local chapters have the option of having the national office collect
668 dues directly and disburse the amount of state and/or local dues collected to
669 the chapters. Dues collected for chapters will be distributed by the 15th of the
670 month following the month in which the dues are collected.

671 2.4.7 *State Convention Policy.* This policy has been developed to explain the process by
672 which affiliated state associations may invite PHCC Officers, Zone Directors,
673 Committee Chairmen and/or National staff to attend state conventions.

674

675 If a state wishes national representation at a state convention, their request should
676 be sent to the attention of the Executive Vice President in accordance with Policy
677 2.4.3. Affiliated state associations are entitled to request that a PHCC officer be
678 assigned to attend their state convention. The PHCC President will assign officers
679 based upon their availability and funding. When the assignment has been made,
680 the national office will inform the state association executive manager which
681 officer has been assigned to attend the state convention. If, for any reason, the
682 state association does not want a national officer to attend or cannot meet the
683 conditions set forth herein, an invitation does not have to be extended. (Approved
684 05.24.18)

685
686 PHCC representatives (excluding staff) will be invited at the expense of the state
687 extending the invitation. Any state that is unable to pay the expense for a national
688 representative may appeal to the President for the expense to be paid by PHCC.
689 Staff invited to attend a state convention (excluding the Executive Vice President
690 who shall be treated as an officer) shall not be required to pay hotel room or
691 convention registration expenses.

692
693 PHCC will pay travel and other incidentals for the officer and spouse/companion
694 while attending a state convention. PHCC shall expect the state association to
695 provide complimentary convention registration, hotel accommodations, and to
696 allocate the officer twenty (20) minutes time on the convention program
697 (preferably the business session) to make a report on the activities of the PHCC.
698

699 Each zone director will be provided complimentary convention registration for
700 each state the director represents.

701
702 State Associations should follow these courtesies and protocols when inviting a
703 national officer to attend a state convention:

- 704 • Send a letter of invitation to the national officer. The letter should include the
705 date, place and location of the convention and if the information is available, a
706 copy of the convention agenda and program. If formal attire is required for
707 any event(s) this information should also be provided. The national officer
708 should be asked to provide the flight number and time of his or her arrival and
709 departure.
- 710 • The state association should arrange to: (a) provide the national officer and
711 companion with convention packets (badges, programs, tickets, etc.); (b)
712 introduce the national officer and companion to the state association president,

713 officers and other VIPs; (c) invite the national officer to any function for state
714 past presidents; (d) seat the national officer and companion at the head table
715 for the President’s Banquet or other major event; and (e) if the state auxiliary
716 has a program or there is a program for companions, the national officer’s
717 companion should be invited to these functions (if any special dress is
718 required for a function this information should also be provided).

719 2.4.8 *National Meeting Notifications.* National staff is to notify the state and/or local
720 anytime a national meeting is to be held in their area. Anytime a national officer
721 and/or national staff are in an area on official business, the affiliate association
722 should be notified prior to that visit.

723 2.4.9 *Rights, Obligations and Dues of International Chapters.* Pursuant to Article III,
724 Section 2 (B) (3) of the PHCC National Bylaws, the Board of Directors may, at its
725 discretion, grant membership to international plumbing and mechanical
726 contractors in the form and manner the board prescribes. Accordingly, the Board
727 of Directors has adopted the following policies with regard to International
728 Chapters:

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

736 2.4.9.2 Upon acceptance, the Board of Directors will grant a charter of affiliation.
737 Such organization will be designated as an International Chapter of PHCC and
738 will be listed as such in PHCC’s membership roster. The charter shall specify
739 a designated territory to which the International Chapter is granted
740 jurisdiction.

741 2.4.9.3 An International Chapter of PHCC shall be granted rights substantially equal
742 to PHCC state and local associations except the right to participate in the
743 governance of PHCC. Specifically, an International Chapter shall have the
744 following rights:

- 745 • Use of the designation “International Chapter, Plumbing-Heating-Cooling
746 Contractors – National Association” or “PHCC International Chapter” along
747 with use of PHCC trademarks and logo.
- 748 • Receipt of all PHCC regular mailings and electronic communications.
- 749 • Right to purchase copies of any of PHCC publications at member rates
750 (exclusive of shipping costs). The bulk purchase of PHCC publications or the

- 751 rights to republish such materials for distribution to plumbing/HVAC
752 contractors and other entities within its jurisdiction shall be negotiated
753 between the International Chapter, PHCC, and where applicable, PHCC's
754 affiliates.
- 755 • Right of the members of the International Chapter to attend PHCC's annual
756 convention at member registration fees.
 - 757 • Right of the International Chapter's staff executives to attend PHCC's
758 Association Executive Council's annual Spectrum conference.
 - 759 • Right of an International Chapter to designate a delegate to attend PHCC's
760 Board of Director's meetings. Such delegate shall have the right to speak, if
761 appropriate, at such meetings but shall not have the right to vote on any
762 matter.
 - 763 • The obligations regarding affiliation of chapters stated in Bylaws Article III,
764 Section 6 shall not apply to International Chapters.
 - 765 • The granting of a charter of affiliation to an International Chapter shall not
766 prevent direct membership in PHCC by an individual plumbing or HVAC
767 contractor.
 - 768 • The annual dues for an International Chapter shall be \$500 (U.S.) per calendar
769 year payable by January 31 of each year.

770 2.5. Past National Officers

771 2.5.1 *Annual Convention Complimentary Registration.* Past National Presidents, Past
772 National Secretaries, Past Foundation Chairs and their spouse or a guest receive
773 complimentary registration to the annual convention. The surviving spouses of
774 Past National Presidents, Past National Secretaries and Past Foundation Chairs
775 will receive one complimentary registration to the annual convention. (Approved
776 08.01.12)

777 2.5.2 *Deceased Past National Officers (PNOs).* Flowers or a memorial contribution
778 will be sent in memory of all deceased Past National Officers and Past Foundation
779 Chairs. All present directors and present officers and past national officers will be
780 notified of the death of a PNO. (Approved 10.02.12)

781 2.6 . Political Action Committee (Approved 10.02.12)

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

784 2.6.1 Such committee shall be a subcommittee of the PHCC Government Relations
785 Committee and will conduct its business in compliance with the Federal Election
786 Commission (FEC) regulations.

787 2.6.2 Such committee shall be known as the PHCC Political Action Committee (PHCC-
788 PAC).

789 2.6.3 The financials of PAC will be made available to the Finance Committee,
790 Executive Committee, Board of Directors and PAC Committee at least annually.

791 **2.7 . Position Papers.** Appropriate committees shall review their position papers at least
792 annually. All changed position papers will be forwarded to the Board of Directors for
793 approval. (Approved 10.02.12)

794 **3 Employee Personnel Policies** (Approved 10.02.12)

795 **3.1 National Staff Members’ Salaries.** National staff members’ salaries shall only be
796 disclosed by and at the discretion of the Executive Committee. Requests for specific
797 information, other than that routinely published, pertaining to the association's finances,
798 administration or personnel, shall be requested in writing and approved by the Executive
799 Committee.

800 **3.2 Staff Changes.** Board Directors will be notified of changes in National staff within 10
801 days.

802 **4. Financial and Investment Policies**

803 **4.1 General**

804 4.1.1 *Royalties.* No contractor member shall receive payments of royalties for books,
805 manuals or materials created or amended for or on behalf of PHCC while serving
806 on an officially appointed committee of PHCC. Except a contractor member that
807 presents seminars, books, manuals or other materials that are their personal work
808 product may have the same status as to compensation for this product as any other
809 independent producer. A contractor member should not present his or her
810 personal work at PHCC functions without prior approval of the Executive
811 Committee. PHCC manuals and materials will not carry the names of authors on
812 the exterior cover. An acknowledgment to contributors may be included on an
813 interior page. (Approved 10.02.12)

814 4.1.2 *Workshops Presented by Members.* The following policy is established effective
815 January 21, 1989, with regard to payment of PHCC members who are asked by
816 staff, the Annual Business Meeting Committee Chairman or the President to
817 present workshops at the Annual Business Meeting. The individual or individuals
818 who agree to present workshops at the Annual Business Meeting will be offered
819 per diem and hotel accommodations for that day. In addition, PHCC will pay the
820 cost of printing handout materials used in conjunction with the workshop and
821 other expenses within budget, approved by the Executive Vice President.
822 (Approved 10.02.12)

823 4.1.3 *Financial Information.* Upon receiving an affiliated association’s written request
824 for financial information, staff will forward the written request to the Executive
825 Committee and the Director, which represents the affiliate on the Board, for
826 informational purposes. Staff is authorized to provide the last financial statement

827 or the last audited statement, which have been approved by the Board of
828 Directors. (Approved 10.02.12)

829 4.1.4 *Credit Cards and Check Register*

830 4.1.4.1 All PHCC staff directors and senior managers will be considered for a
831 corporate credit card. The determination of who receives a corporate card will
832 be made by the Executive Vice President. (Approved 10.02.12)

833 4.1.4.2 On a weekly basis PHCC credit card expense reports and all receipts are to be
834 given to the Executive Vice President for review and approval. A summary of
835 all expense reports and the credit card statement will be sent to the Treasurer
836 (President-elect) quarterly. (Approved 9.29.15)

837 4.1.4.3 A check register shall be furnished at least once per month to the Executive
838 Committee. (Approved 10.02.12)

839 4.1.4.4 Additional backup information shall be furnished upon request of an
840 Executive Committee member. Further, PHCC is audited by a CPA firm on an
841 annual basis. (Approved 9.29.15)

842 **4.2 . Audit Committee and Finance Committee** (Approved 10.02.12)

843 4.2.1 This policy is meant to assure consistent, diligent oversight of the PHCC fiscal
844 operations.

845 4.2.2 The composition and responsibilities of the Audit Committee are defined in the
846 Bylaws. Upon completion of the annual audit, it will immediately be distributed
847 to the Board of Directors, the Audit Committee and the Finance Committee. The
848 Chair of the Audit Committee will report to the Board of Directors at least
849 annually. Once the Board of Directors has approved the annual audit, it will be
850 placed in the members-only section on the Association’s website. A paper copy
851 of the audited financials will be provided upon request.

852 4.2.3 The composition of the Finance Committee is defined in the Bylaws. This
853 committee is responsible for the development and ongoing oversight of the annual
854 budget.

855 4.2.4 The Finance Committee will present a draft budget to the Board of Directors for
856 review, revision and approval at least thirty (30) days prior to the end of the fourth
857 quarter of the fiscal year.

858 4.2.5 The Finance Committee will assure that monthly financial statements are
859 produced and distributed to a clearly defined roster of stakeholders in national
860 leadership. These will include the Board of Directors and members of the Finance
861 Committee.

862 **4.3 . Budget, Spouse/Guest Travel, Entertainment, Officers’ Honorariums and Reserve**
863 **Spending**

864 4.3.1 *Budget.* Fiduciary control of the overall budget is the responsibility of the
865 President and Executive Committee, within the total allocation set by the Board of
866 Directors. (Approved 10.02.12)

867 4.3.1.1 *Notification of Board When Budget Exceeds a 5% Variance.* When the total
868 PHCC operating budget exceeds a 5% variance anytime during the fiscal year,
869 then the staff shall notify the Board of Directors and seek approval for staff's
870 recommended plan of action. (Approved 10.18.16)

871 4.3.2 *Board Member Spouse/Guest Travel and Entertainment.* The IRS requires PHCC
872 to issue a 1099 to board members if the total amount reimbursed for spouse or
873 guest travel and expended for spouse or guest entertainment in a calendar year
874 exceeds \$600. Because the majority of PHCC member companies are family
875 businesses, it is the PHCC policy to provide board member spouse/guest travel to
876 two board meetings a year. In addition, modest receptions during the week of a
877 board meeting are held in the Presidential Suite and the First Spouse hosts a
878 spouse/guest breakfast or lunch and other modest spouse/guest activities during
879 the board meeting time frame, including the traditional board dinner for board
880 members and spouses/guests. These activities are not considered taxable because
881 they are official business functions as determined by this board policy. (Approved
882 9.29.15)

883 4.3.3 *President and First Spouse Entertainment at Official Meetings.* To enable the
884 President and First Spouse to host board members and other guests during board
885 meetings and the annual convention, the following guidelines are established as
886 PHCC policy. The PHCC budget will include the following funds to support
887 entertainment by the President and First Spouse. The traditional dinner for board
888 members and spouses/guests will be budgeted separately. (Approved 9.29.15)

889 President

- 890 • Winter board meeting and board meeting in conjunction with the
891 Legislative Conference: an allowance of up to \$500 for the purchase of
892 alcohol, wine and beer for consumption in the presidential suite. In
893 addition, PHCC will pick up the cost of daily service to refresh ice,
894 glasses, sodas, bottled water and modest dry snacks (such as chips and
895 pretzels).
- 896 • Convention: in the presidential suite - one full bar (one-each 1.75 liter
897 bottles of mid-price range scotch, bourbon and gin or vodka) plus the
898 following based on consumption: wine, beer, sodas, bottled water and
899 modest dry snacks (such as chips and pretzels). PHCC will pick up the
900 cost of daily service to refresh ice, glasses and dry snacks. Any
901 additional alcohol will not be paid by PHCC.

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First Spouse

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

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

4.3.5 *Executive Committee Office Expense.* The Executive Committee officers shall receive a minimum monthly office expense reimbursement adopted by the Board of Directors. The President will receive \$600 per month, the President-elect will receive \$300 per month, the Vice President and Secretary will receive \$200 each per month. (Approved 10.02.12)

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

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

	Cash Reserves	Percentage Allowed	Actual Budget
934	<= \$2 million	20%	\$400,000
935	<= \$3 million	18%	\$540,000
936	<= \$4 million	16%	\$640,000

974 Finance will notify the Executive Committee of all such payments when they
975 are initiated and when a new Executive Committee is seated.

976 4.4.2 *Fund Management.* Under the management of the Executive Committee, PHCC
977 funds are to be kept fluid while maximizing the earnings of these accounts. The
978 Director of Finance has responsibility for this activity with overall financial
979 authority resting with the Finance Committee. The Director of Finance will
980 provide the Executive Committee with quarterly investment performance reports
981 and will provide an annual report to the Board of Directors at the winter board
982 meeting.

983 4.5 . **Contract Bids.** The Executive Vice President shall enter into contracts that are in the
984 best interests of PHCC. A minimum of three (3) bids will be obtained before entering into
985 contracts of \$25,000 or more unless an exception is approved by the Executive
986 Committee. (Approved 10.02.12)

987 4.5.1 The Executive Vice President is permitted to sign contracts in an amount up to
988 \$25,000 if the expenditure is included in the approved budget. All contracts over
989 \$25,000 must be approved by the PHCC Executive Committee and may be signed
990 by the Executive Vice President with the written approval of the President.
991 (Approved 10.02.12)

992 4.5.2 Copies of all contracts will be distributed within two weeks of their signing to the
993 PHCC Vice President. (Approved 9.29.15)

994 4.5.3 It is the duty of the Executive Vice President and Director of Finance to insure
995 that all payments to individuals are proper and in order by reviewing Form 1099s,
996 W-2s and contracts on an annual basis. (Approved 10.02.12)

997 4.6 . **Insurance and Legal** (Approved 10.02.12)

998 4.6.1 *Director and Officer Liability and Other Insurance.* The Association will
999 maintain a number of insurance policies, including Director and Officer Liability,
1000 Event Cancellation, Property and General Liability. The Director of Finance will
1001 prepare an annual summary of all insurance coverage in place including limits,
1002 renewal dates and carriers. The summary information will be included in the
1003 Board Handbook and reviewed during new board orientation and at the winter
1004 board meeting. No insurance shall be cancelled without the complete knowledge
1005 and approval of the Executive Committee.

1006 4.6.2 *Liability Insurance for National Auxiliary.* The association will pay the cost of
1007 providing Director and Officer Liability Insurance for the PHCC National
1008 Auxiliary.

1009 4.6.3 *Legal Work Authorization.* Any legal work ordered or legal opinions desired or
1010 obtained in the name of the Association, shall first be approved by the President
1011 or Executive Vice President with notification to the Executive Committee.

- 1012 **4.7 . Reimbursement**
- 1013 4.7.1 *General.* Whenever possible, a majority of the Board of Directors, Executive
- 1014 Committee and/or staff should not be allowed to travel on the same aircraft.
- 1015 (Approved 10.02.12)
- 1016 4.7.2 *Alcoholic Beverages.* There will be no reimbursement for alcoholic beverages
- 1017 without prior permission from the President. (Approved 10.02.12)
- 1018 4.7.3 *Board of Directors.* For the twelve elected directors, the AEC representative and
- 1019 the PHCC National Auxiliary representative. (Approved 10.02.12)
- 1020 4.7.3.1 Board members and the AEC/Auxiliary representatives to the board must
- 1021 submit a travel/meeting request form for local and other official meetings if
- 1022 they plan to file for reimbursement.
- 1023 4.7.3.2 A fully completed current expense form must be submitted along with all
- 1024 receipts. An itemized receipt is required for all expenses expected to be
- 1025 reimbursed.
- 1026 4.7.3.3 Expense reimbursement statements must be submitted within forty five (45)
- 1027 days from the last date of the meeting, for reimbursement to be paid. There
- 1028 will be no exceptions. Each completed expense report will be made available
- 1029 for inspection by the Executive Committee, the Board of Directors and by
- 1030 members, if requested in writing.
- 1031 4.7.4 *State Conventions and Board of Directors' Meetings.* (Approved 10.02.12)
- 1032 4.7.4.1 Best air fare (21 day advance purchase)
- 1033 4.7.4.2 Ground Transportation: Members are expected to use the most economical
- 1034 ground transportation appropriate under the circumstances and should
- 1035 generally use the following:
- 1036 • Auto allowance as determined by the Internal Revenue Service.
- 1037 • Taxi fares with receipt
- 1038 • Parking with receipt
- 1039 • Car rental with prior approval of the president or EVP (with notification to
- 1040 the president) when the cost is less than alternative methods of
- 1041 transportation.
- 1042 • When driving to a meeting, reimbursement for mileage, tolls and parking
- 1043 will not exceed the cost of the most economical public transportation,
- 1044 parking and ground transportation
- 1045 4.7.4.3 A maximum per diem of up to \$60.00 per day to cover meals, tips and all
- 1046 other expenses not provided, for each and every day of the meeting. Itemized
- 1047 receipts are required for reimbursement. On days in which dinner and/or
- 1048 lunches/breakfasts are provided by PHCC or others, the per diem amount
- 1049 requested should be adjusted accordingly.

- 1050 4.7.4.4 Hotel accommodations plus applicable taxes for actual meeting dates.
- 1051 4.7.4.5 The Board of Directors, AEC and Auxiliary representatives will receive
- 1052 complimentary registration to the PHCC annual convention. Spouse
- 1053 convention registration is not complimentary.
- 1054 4.7.4.6 Spouse or companion transportation is allowed to one (1) meeting of the
- 1055 Board of Directors and to the annual convention. Non transportation expenses
- 1056 for spouse/companion will not be reimbursed.
- 1057 4.7.4.7 If a Director is unable to attend any official meeting requested by the
- 1058 President, he/she is requested to notify the National office as soon as possible.
- 1059 4.7.4.8 Officers and Directors will not be reimbursed for expenses to attend their own
- 1060 state convention. (Approved 10.07.14)
- 1061 4.7.5 *Committee Members (Approved 10.02.12)*
- 1062 4.7.5.1 All committee meetings must be approved by the President unless expenses
- 1063 for the meeting are included in the annual budget for said committee, in which
- 1064 case the President is to be informed of the anticipated cost of the meeting
- 1065 before it is held.
- 1066 4.7.5.2 A fully completed current committee expense and report form must be
- 1067 submitted along with all receipts. Itemized receipts are required for all
- 1068 expenses expected to be reimbursed. Each completed expense report will be
- 1069 made available for inspection by the Executive Committee, Board of Directors
- 1070 and by members if requested in writing.)
- 1071 4.7.5.3 Expense reimbursement statements must be submitted within forty-five (45)
- 1072 days from the last date of the meeting, for reimbursement to be paid. There
- 1073 will be no exceptions.
- 1074 4.7.5.4 Best air fare (21 day advance purchase)
- 1075 4.7.5.5 Ground Transportation: Members are expected to use the most economical
- 1076 ground transportation appropriate under the circumstances and should
- 1077 generally use the following:
- 1078 • Auto allowance as determined by the Internal Revenue Service.
 - 1079 • Taxi fares with receipt
 - 1080 • Parking with receipt
 - 1081 • Car rental with prior approval of the president or EVP (with notification to
 - 1082 the president) when the cost is less than alternative methods of
 - 1083 transportation.
 - 1084 • When driving to a meeting, reimbursement for mileage, tolls and parking
 - 1085 will not exceed the cost of the most economical public transportation,
 - 1086 parking and ground transportation.

1087 4.7.5.6 A maximum per diem of up to \$60.00 per day to cover meals, tips and all
1088 other expenses not provided, for each and every day of the meeting. Itemized
1089 receipts are required for reimbursement. On days in which dinner and/or
1090 lunches/breakfasts are provided by PHCC, the per diem amount requested
1091 should be adjusted accordingly.

1092 4.7.5.7 Hotel accommodations plus applicable taxes for actual meeting dates.

1093 4.7.5.8 No expenses will be paid to committee members who conduct meetings at the
1094 annual convention unless approved by the President.

1095 4.7.6 *Executive Committee (Approved 10.02.12)*

1096 4.7.6.1 A fully completed current expense form must be submitted along with all
1097 receipts. An itemized receipt is required for all expenses expected to be
1098 reimbursed. Each completed expense report will be made available for
1099 inspection by the Executive Committee, Board of Directors and by members,
1100 if requested in writing.

1101 4.7.6.2 Expense reimbursement statements must be submitted within forty-five (45)
1102 days from the last date of the meeting for reimbursement to be paid.

1103 4.7.6.3 Best air fare (21 day advance purchase)

1104 4.7.6.4 Spouse or companion travel for up to four meetings of the Executive
1105 Committee, state conventions and other industry meetings where
1106 spouse/companion is expected is allowed for the President or his/her designee.
1107 Any other spouse/companion travel must be approved by the President, except
1108 for the Annual Meeting (see Policy 4.7.4.6). The President is given discretion
1109 to take a companion to two additional meetings.

1110 4.7.6.5 Ground Transportation

- 1111 • Auto allowance as determined by the Internal Revenue Service
- 1112 • Taxi fares with receipt
- 1113 • Parking with receipt
- 1114 • Car rental with prior approval by president or EVP (with notification to
1115 the President) when the cost is less than alternative methods of
1116 transportation.
- 1117 • When driving to a meeting, reimbursement for mileage, tolls and parking will
1118 not exceed the cost of the most economical public transportation, parking and
1119 ground transportation.

1120 4.7.6.6 A maximum per diem of up to \$60.00 per day to cover meals, tips and all
1121 other expenses not provided, for each and every day of the meeting. Itemized
1122 receipts are required for reimbursement. On days in which dinner and/or
1123 lunches/breakfasts are provided by PHCC or others, the per diem amount
1124 requested should be adjusted accordingly.

- 1125 4.7.6.7 Hotel accommodations plus applicable taxes only
1126 4.7.6.8 Entertainment expenses for officers to host VIPs at official meetings with
1127 prior approval of the President.
1128 4.7.6.9 Officers and spouse/companion shall receive complimentary registration to
1129 the PHCC annual convention.
1130 4.7.7 *Accommodation and Travel at PHCC Annual Convention.* (Approved 10.02.12)
1131 4.7.7.1 A complimentary two bedroom suite shall be reserved for the use of the
1132 President and Secretary. A complimentary two bedroom suite will be reserved
1133 for the use of the President-elect and Secretary-designate. These suites are to
1134 be reserved for the length of the required stay for executive committee and
1135 board meetings and continuing through one day following the last day of the
1136 annual convention.
1137 4.7.7.2 PHCC will pay best airfare travel and hotel expenses incurred by the
1138 President, President-elect, Vice President, Secretary, Secretary-designate and
1139 their spouses to the annual convention. PHCC will not be responsible for
1140 hotel accommodations or other expenses for other members of the President's,
1141 Secretary's, President-elect's, or Secretary-designates' family or other
1142 individuals they may invite to the annual convention. (Approved 10.02.12)
1143 4.7.8 *Secretary-designate:* If the President-elect has selected a secretary-designate,
1144 then travel expenses will be paid for the secretary-designate to attend all meetings
1145 of the Board Directors and Executive Committee from January 1st of the year in
1146 which the president-elect will become president. Travel expenses for the
1147 secretary-designate will be reimbursed per the expense reimbursement policy for
1148 the Executive Committee. (Approved 10.02.12)
1149 4.7.9 *PHCC Employees.* PHCC staff members will follow the expense reimbursement
1150 policy specified for Committee Members. (Approved 05.21.13)
1151 4.7.10 PHCC shall reimburse newly appointed PHCC National Directors for a navy
1152 blazer, embroidering and shipping. Reimbursement for the blazer shall not exceed
1153 \$200. Costs for embroidering and shipping shall be fully reimbursed. (Approved
1154 05.24.18)

1155 5. **Appendix**

- 1156 5.1 **Member Firms with Multiple Locations** Member firms having multiple locations or
1157 branches shall abide by the Bylaws (Article III, Section B). PHCC will provide service
1158 to branch locations which are national members. Branch locations which are not national
1159 members shall receive no membership services from PHCC. If a member wishes
1160 someone from a branch location to attend a meeting or purchase something, then he/she
1161 must do it from the home location to get the member price. (Approved 10.02.12)

1162 5.2. **Policy 2.4.6 - Time Schedule for Dues Payments to National**

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

1164 NOTE: * denotes prior year; ** denotes next year;

1165 **5.3. Policy 2.4.6 Dues Investment Billing Cycle for National/State/Local**

1166 October 15 PHCC—National Association dues investment rates for the next
 1167 calendar year are sent to all state and local offices, along with:
 1168 Dues Reporting Forms

- 1169 A. An offer from National to process dues invoices and payments.
 1170 B. Customized templates for:
 1171 • Invoice including lobbying expense deduction
 1172 • Renewal letter to members
 1173 C. Eligibility requirements for the 5% discount payment incentive.
 1174 D. Authorization Form for recurring Credit Card or ACH/Bank
 1175 Debits
 1176 E. Note that dues investments paid in installments (monthly,
 1177 quarterly, semi-annually) are due no later than the last date for
 1178 which the dues investment has been paid. Members who have
 1179 not paid the next installment by the due date will be considered
 1180 delinquent and will be sent lapsed membership notices, etc.
 1181 F. Monthly dues payments are acceptable only on a recurring
 1182 credit card charge or ACH/Bank debit basis.

1183 The timeline for processing dues investment is as follows:

1184 November 1 Dues investment invoices are sent to members. Membership dues
 1185 investments for members paying for the full year and the first
 1186 payment for those paying on an installment basis are due on
 1187 December 31st

1188 January 15 Local chapters submit dues investment to state associations
 1189 indicating the name of the member who has paid and the amount to
 1190 be credited.

1191 January 31 State Associations submit dues investment to national using the
 1192 Dues Reporting Form indicating the name of the member who has
 1193 paid and the amount to be credited. A separate reporting form must
 1194 be used for members paying recurring monthly installments.

1195 January 31 A 5% discount is given to active members if the
 1196 dues investment is paid in full and received by January 1st. For

1197		states and locals submitting national dues for members, the
1198		deadline to receive payments that qualify for the 5% discount is
1199		January 31 st . PHCC utilizes the postmark date or the date received
1200		by the PHCC Lock Box.
1201	February 15	A list of “delinquent members” who have not renewed will be sent
1202		to each state and to the respective zone director. Zone directors
1203		will contact states in their subzones to discuss the status of the
1204		members’ dues. A “past due” postcard will be mailed to
1205		delinquent members.
1206	March 31	Delinquent members are dropped from the national membership
1207		roster and a dropped member report will be mailed to state offices
1208		with a copy and to the respective PHCC zone director.
1209	April 15	Notices and exit surveys are sent to members dropped for
1210		nonpayment of dues.
1211	April 30	Current membership reports indicating members that need to be
1212		billed for the second half of the year are sent to states. A timeline
1213		reminder for remitting dues for the second half of the year will be
1214		included.
1215	June 30	Membership dues investments for the second half of the year are
1216		due. States should submit payments in time to arrive at national no
1217		later than June 30 th .
1218	August 2	A list of “delinquent members” who have not renewed will be sent
1219		to each state and the respective PHCC zone director. Zone
1220		Directors will contact the states in their sub zone to discuss the
1221		status of the members’ dues. A “past due” postcard will be mailed
1222		to delinquent members
1223	August 15	Delinquent members are dropped from the national membership
1224		roster and a dropped member report will be mailed to state offices
1225		with a copy to the respective PHCC zone director.
1226	Note:	The following process applies to members who remit dues on an installment
1227		(monthly, quarterly, semiannual) basis:
1228		• Dues payments are due on or before the last day of the month for the next
1229		billing period.
1230		• Installment payments are subject to an administrative processing fee as set by
1231		the Board of Directors.
1232		• Monthly dues payments are acceptable only on a recurring credit card charge
1233		or bank debit basis.
1234		• Delinquent rosters will be sent to states and PHCC zone directors one month
1235		prior to the end of the grade period.
1236		• Delinquent members will be dropped from the national membership roster 45
1237		days after the payment due date.

1238
1239
1240

- Notification and exit surveys will be sent to lapsed members 15 date after they have been dropped.

1241 5.4. Policy 1.3.3 Conflict of Interest Disclosure Statement

1242 PLUMBING-HEATING-COOLING CONTRACTORS
1243 NATIONAL ASSOCIATION

1244
1245 CONFLICT OF INTEREST DISCLOSURE STATEMENT

1246
1247 I, _____, have reviewed the Plumbing-Heating-Cooling
1248 Contractors—National Association Conflict of Interest Policy. I hereby certify that I (check one)
1249 have _____ do not have _____ a conflict of interest. If I have indicated that I have a conflict of
1250 interest, I hereby attach a written description of that conflict of interest.

1251 I also certify that since my last written certification (check one) I have _____ have not had _____
1252 occasion to make written disclosure as required by Conflict of Interest policy. If I have had
1253 occasion to make such written disclosure, I attach copies of the same.

1254 Do you, or a member of your immediate family, serve on the Board of Directors of any
1255 organization that could have a potential conflict or does business directly or indirectly with the
1256 Plumbing-Heating-Cooling Contractors—National Association (other than purchasing goods or
1257 services from the Association)? Yes No

1258 Do you, or a member of your immediate family, have an ownership interest in any company that
1259 conducts business with the Plumbing-Heating-Cooling Contractors—National Association (other
1260 than purchasing goods or services from the Association)? For purposes of this question, please
1261 exclude any ownership of publicly-traded equity securities. Yes No

1262 _____
1263 (Signature)

1264 _____
1265 (Date)

1266
1267
1268
1269

1270 **PLEASE COMPLETE, SIGN AND RETURN THIS FORM TO THE**
1271 **PHCC—National Association AT THE FOLLOWING ADDRESS:**

1272 President, PHCC—National Association
1273 180 South Washington Street, Suite 100
1274 Falls Church, VA 22046
1275 Fax 703-237-7442

1277 5.5 PHCC Logo



1278

1279 5.6 Associate Member Logo



1280

1281 5.7. Affiliated Association Logos

1282 Note: Electronic logos for affiliated state and local chapters are available from the
1283 national headquarters office.

1284

