# POLICIES of PHCC—National Association

## Table of Contents

1. Administrative Policies ................................................................. 4
   1.1. General ................................................................................. 4
       1.1.1. Audio and Video Recording ............................................. 4
           1.1.2. Correspondence to Capitol Hill ................................. 4
       1.1.3. Annual Report ............................................................... 4
       1.1.4. Press Releases ............................................................... 4
       1.1.5. Amendments to Policies ................................................. 4
   1.2. PHCC Annual Business Meeting ................................................ 4
       1.2.1. Annual Business Meeting ............................................... 4
           1.2.2. Annual Business Meeting Minutes .............................. 4
   1.3. Antitrust and Conflict of Interest .............................................. 5
       1.3.1. Introduction ................................................................. 5
       1.3.2. PHCC Antitrust Statement ............................................. 5
       1.3.3. Conflict of Interest ....................................................... 5
   1.4. Awards ................................................................................... 7
       1.4.1. Eligibility ..................................................................... 7
   1.5. Bylaws and Resolutions .......................................................... 8
       1.5.1. Bylaws Amendments and Resolutions .............................. 8
           1.5.2. Modifying a Bylaws Amendment at an Annual Business Meeting ............................................... 8
   1.6. Enhanced Service Groups ......................................................... 8
       1.6.1. Governance of Enhanced Service Groups ......................... 8
       1.6.2. Membership in Enhanced Service Groups ......................... 9
   1.7. Publications ............................................................................ 9
       1.7.1. Publication Procedures .................................................. 9
           1.7.2. Pricing of Manuals and Books ................................... 9
       1.7.3. State Chapter Bookstores .............................................. 9
       1.7.4. Publications for State Associations ................................. 9
       1.7.5. Publications for Board ................................................... 10
           1.7.6. Disclaimer ................................................................. 10
       1.7.7. Attribution ................................................................... 10
       1.7.8. Copyright Symbol and PHCC Logo ................................. 10
   1.8. Trademark and Logo Use ......................................................... 10
       1.8.6. Logo Display Guidelines ............................................... 11
       1.8.7. Web Site Logo Display Guidelines ................................ 11
       1.8.8. Logo Use Enforcement Policy ....................................... 11
   2. Board of Directors and Committees ............................................. 11

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PHCC Policies
Revised May 9, 2019
Page 1 of 36
4.4.6. Board and Investment Transactions (Approved 10.07.14).................25
4.4.1. Bank and Investment Signatures.............................................25
4.4.1.1. Bank and Investment Statements..................................25
4.4.1.2. Authorization of Checks.............................................25
4.4.1.3. Authorization for Electronic Banking Transactions..........25
4.4.1.4. Authorization for Payments by a Third-.........................26
4.4.1.5. Payment of Routine Service Fees................................26
4.4.2. Fund Management..............................................................26
4.5. Contract Bids.................................................................26
4.6. Insurance and Legal ..............................................................27
4.6.1. Director and Officer Liability and Other Insurance............27
4.6.2. Liability Insurance for National Auxiliary.........................27
4.6.3. Legal Work Authorization................................................27
4.7. Reimbursement......................................................................27
4.7.1. General..............................................................................27
4.7.2. Alcoholic Beverages...........................................................27
4.7.3. Board of Directors.............................................................27
4.7.4. State Conventions and Board of Directors’ Meetings..........27
4.7.5. Committee Members (Approved 10.02.12).........................28
4.7.6. Executive Committee (Approved 10.02.12).........................29
4.7.7. Accommodation and Travel at PHCC Annual Convention....30
4.7.8. Secretary-designate.............................................................30
4.7.9. PHCC Employees...............................................................31
4.7.10. PHCC shall reimburse newly appointed PHCC National Directors for a navy blazer, embroidering and shipping. Reimbursement for the blazer shall not exceed $200. Costs for embroidering and shipping shall be fully reimbursed. (Approved 05.24.18)........31

5. Appendix.................................................................................31
5.1. Member Firms with Multiple Locations..................................31
5.2. Policy 2.4.6 - Time Schedule for Dues Payments to National........31
5.3. Policy 2.4.6 Dues Investment Billing Cycle for National/State/Local ....32
5.4. Policy 1.3.3 Conflict of Interest Disclosure Statement...............35

PHCC Policies
Revised May 9, 2019
Page 3 of 36
1. Administrative Policies

1.1. General

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

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

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

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

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

1.2. PHCC Annual Business Meeting (Approved 10.02.12)

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

1.2.2. Annual Business Meeting Minutes. Annual Business Meeting minutes will not be editorialized. All members in good standing shall receive a copy of the Annual Business Meeting minutes upon request.
1.3. **Antitrust and Conflict of Interest** (Approved 10.02.12)

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

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

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

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

1.3.2.3. No association meeting, committee, or activity will include any discussion which might be construed as an attempt to prevent any business entity from gaining access to any market or customer for goods or services, or to prevent any business entity from obtaining a supply of goods or otherwise purchasing goods or services freely in the market.

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

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

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

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

- An annual disclosure statement (see Appendix Section 5.4) shall be circulated
to all CoveredPersons prior to or at the fall meeting of the Board of Directors.
All Covered Persons shall return the completed disclosure statement to the
PHCC—National Association Executive Vice President or his/her designee
within forty-five (45) days of its distribution, whether or not a conflict exists.

- In addition, prior to election of any person as an officer or member of the
Board of Directors, that person shall be required, if he or she has not already
done so, to submit a disclosure statement in accordance with this policy.

- Any conflict of interest that arises with respect to an individual shall be noted
for the record in the minutes of a meeting of the Board of Directors.

1.3.3.3. Proscribed Activity of Persons Having Conflicts. When a Covered Person
believes that he/she might have or does have an apparent or real conflict,
he/she shall, in addition to filing the annual disclosure notice required under
this policy, abstain from participating, making motions, lobbying, voting,
executing agreements, or taking any other similar action on behalf of the
PHCC—National Association in matters where a conflict might exist.

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

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

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

1.4. Awards. (Approved 10.02.12)

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

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

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

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

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

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

1.4.2.5. The eligibility requirements for this award are:

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

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

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

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

1.5. Bylaws and Resolutions
1.5.1. Bylaws Amendments and Resolutions. See Bylaws Article X, Section A (2) for the deadline by which proposed amendments to the bylaws must be submitted. Once proposed amendments have been reviewed by the Bylaws Committee, they shall be sent to the Executive Committee, Board of Directors, affiliate association presidents and executives at least forty-five (45) days prior to the Annual Business Meeting. Proposed Resolutions must be submitted and distributed by the same deadline. (Approved 10.02.12)

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

1.6. Enhanced Service Groups (Approved 10.02.12)
1.6.1. Governance of Enhanced Service Groups. Each Enhanced Service Group (ESG) will be allowed to elect and establish its own Board of Trustees which, in accordance with PHCC policy, will be affirmed by the PHCC President. Each ESG
can develop its own mission statement, goals, and guidelines for operation, which will be in compliance with PHCC Bylaws. Each ESG can establish its own dues or voluntary contributions above and beyond PHCC’s membership investment. These funds will be placed in an account for use by ESG trustees. If for any reason the ESG is dissolved, all funds will revert back to PHCC and will be controlled by the PHCC’s Board of Directors to provide programs for the specific purpose of the originating ESG.

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

1.7. Publications (Approved 10.02.12)

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

• Staff shall analyze the market to see if the publication is needed and if sales will likely offset the cost of production.

• The appropriate committee should determine the need for the publication.

• 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.

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.

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 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 discounts. (Approved 10.18.16)

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 the price set by the PHCC Educational Foundation. State associations that wish to review other publications, videos, etc. may purchase them at cost.
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.

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 publication.

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 interior page.

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 with the U.S. Copyright Office.

1.8. **Trademark and Logo Use** (Approved 10.02.12)

*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 logo use policy to permit members and affiliate associations to use its logo in certain 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 misused or its value diminished. Accordingly, PHCC establishes the following policy regarding the use of its trademark or logo:

1.8.1. PHCC Active Members may use the logo (see Appendix 5.5) to identify themselves as PHCC members on such items as stationery, business cards, advertisements (print and web site), telephone yellow pages, business promotional stickers on installed or serviced products, trucks, doors, store front or office displays, and other similar ways.

1.8.2. PHCC affiliate associations may use the logo (see Appendix 5.7) to identify themselves as affiliated with PHCC on such items as literature, promotional materials (print and web site), membership applications, educational, trade show and meeting information, and other similar materials.

1.8.3. PHCC associate members may use the appropriate logo which shall include the words, “Associate Member” (see Appendix section 5.6) on such items as stationery, business cards, advertisements (print and web site), telephone yellow pages, business promotional stickers, trucks, doors, store front, and in other similar ways; however, this does not allow the associate member to use the PHCC logo on manufactured products without a duly executed PHCC Logo Royalty Agreement.

1.8.4. PHCC associate members may only utilize the PHCC logo in jurisdictions within which they maintain associate membership status (i.e.: local member—within the local's geographic area; state member—within the state's boundaries; PHCC associate member—nationally).
1.8.5. The Executive Committee will mediate any disputes.

1.8.6. Logo Display Guidelines

1.8.6.1. To increase awareness of PHCC, as well as to promote the professionalism of PHCC members, it is recommended that the PHCC logo be displayed by members and affiliate associations on business and promotional materials as often as possible.

1.8.6.2. When displaying the logo, it is recommended that members and associations:

- Follow the size example shown in Appendix section 5.5 of this document.
- Provide an electronic logo in high res format or low res format to the printer or web site designer for reproduction on promotional materials. Electronic versions of the logo may be obtained from the National office.
- Use the four-color version of the logo whenever possible.
- Include the text “Plumbing-Heating-Cooling Contractors Association®” and the tagline “Best People. Best Practices.®” below the logo using font Helvetica Neue LT Std 87 Condensed (or as close as possible), whenever possible.

1.8.7. Web Site Logo Display Guidelines

1.8.7.1. PHCC members and affiliate PHCC organizations may display the PHCC logo on their company/association web sites. The logo display guidelines outlined above apply to web site display. When needed, members may obtain an electronic version of the logo from the National office.

1.8.8. Logo Use Enforcement Policy

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

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

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

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

2. Board of Directors and Committees

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

2.1.2 Meeting Minutes. Board of Directors’ meeting minutes are to be stamped "draft" and distributed within three weeks of the meeting to board members and the PNO Chairman. Any active member firm or life member may receive a copy of the approved minutes of a meeting of the Board of Directors upon written or electronic request to the Executive Vice President. Executive Committee minutes are to be stamped “draft” and distributed to Executive Committee members within three (3) weeks after a meeting. All approved minutes of the Executive Committee will be distributed to the Board of Directors and the PNO Chairman within three (3) weeks after approval. Any active member firm or life member may receive a copy of the approved minutes of an Executive Committee meeting upon written or electronic request to the Executive Vice President. Minutes of committee, task force and enhanced service group meetings are to be stamped “draft” and distributed within three weeks of the meeting to all members who attended that meeting and the PHCC Executive Committee. All approved minutes of committee, task force and enhanced service group meetings will be distributed to the Board of Directors in advance of the next in-person meeting. (Approved 05.21.13)

2.1.3 Secretary-designate. The Secretary-designate shall receive all Executive Committee and Board of Directors correspondence as soon as s/he is designated by the President-elect. (Approved 10.02.12)

2.1.4 Communication Between Officers, Zone Directors and Staff. All relationships and communications between the officers, zone directors and the staff are to be conducted on a strictly professional basis. Employees with grievances shall be instructed to follow the grievance procedure in the Employee Policy Handbook. A copy of the latest edition of the Employee Policy Handbook will be distributed to the Executive Committee on an annual basis. Communication between officers, zone directors and staff are not only needed but are a necessary requirement of all individuals. Zone directors will be promptly informed of any activities and communications that affect the states they represent. (Approved 10.02.12)

2.1.5 Zone Directors’ Responsibilities. The responsibilities of Zone Directors include the following: (Approved 10.02.12)
2.1.5.1 Attend all meetings of the PHCC Board of Directors.
2.1.5.2 Attend state conventions of the states they represent unless deemed not to be prudent by mutual agreement of the PHCC President, Zone Director and the state association affected, and submit a report.
2.1.5.3 Contact the president and/or executive of each state in their zone on a monthly basis and report in writing findings to the PHCC President and Executive Vice President.
2.1.5.4 Follow up on member prospects in their zone.
2.1.5.5 Develop one area in their zone to start a new affiliate association.
2.1.5.6 The Zone Director will assist the state in seeing that the national officer and companion are introduced and escorted to the various functions at affiliate convention meetings.
2.1.5.7 For reimbursement of expenses see Policy 4.7.
2.1.5.8 Board members are encouraged to attend both the Leadership Conference and the Legislative Conference.
2.1.5.9 The senior Zone Director in each zone shall be the coordinator of all activities within that zone.

2.1.6 Recognition. PHCC will present to each outgoing officer and zone director an appreciation plaque.

2.2. Elections

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

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

2.2.1.2 Each life member and each representative of an active member firm not registering for the Annual Convention but intending to vote at the Annual Business Meeting, must submit a voter registration form to the National office 15 days prior to the first day of the Annual Business Meeting. (Approved 10.18.13)
2.2.1.3 Each life member and each representative of an active member firm in good standing shall be eligible to vote for the election of the Vice President either at the Annual Business Meeting or by requesting an absentee ballot. (Approved 05.21.13)

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

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

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

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

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

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

2.2.1.10 Assistant Sergeants-at-Arms may not count votes cast by members in their zone. (Approved 10.02.12)
2.2.1.11 A Life member and the representative of an active member firm may only vote once and the first ballot cast is the one that counts for the election of Vice President. If a life member or the representative of an active member firm casts an absentee ballot, that same person is not allowed to vote at the Annual Business Meeting for the election of Vice President. (Approved 10.02.12)

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

2.2.2 Campaign for Vice President (Approved 08.01.12)

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

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

2.2.2.3 PHCC will provide each candidate, at no charge, a table with sign and chairs as required in the annual convention registration area. If there are two or more candidates, the selection of tables will be determined by flipping a coin or drawing straws.

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

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

2.2.2.7 Further rules to observe:

- No officer shall campaign for any candidate.
- No staff person shall campaign for any candidate.
- Members of the Nominating Committee shall not participate in campaigning and shall not represent a candidate running for any national office.
- All materials made available to one candidate are to be made available to all candidates. No lists other than the membership list, the annual convention registration list and eligible voter list will be provided. All lists provided may only be used by the candidate and may not be shared with another entity. Lists provided to candidates may not be used to contact members regarding a candidate’s position on proposed bylaws amendments or resolutions or for any purpose other than the election process.
- All requests for information and services are to go through the Executive Vice President. No information will be sent unless requested by a candidate.
- Announcements of the candidates running for office and their platforms will be included in Association publications. Each candidate will be offered an article of 75 words or less monthly, which must be submitted to the PHCC office on a schedule provided by the Executive Vice President.
- A candidate for the purpose of this section is the representative of an active member firm and a life member, as defined in the bylaws, who has been recognized by the Nominating Committee as one seeking the office of Vice President.

2.3. Board Meetings

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

2.4. Chapters: Local, State and International

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

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

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

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

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

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

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

2.4.6.2 There exist certain member benefits for timely payment of dues, including a 
5% discount for those members who send such payment directly to the PHCC 
headquarters by January 1. For state/local associations that forward annual 
dues payments on behalf of its members to PHCC, the 5% discount will be 
recognized for payments received by January 31st. Local chapters that remit 
dues through a state chapter must do so by January 15th. For purposes of the 
5% discount, PHCC will recognize the “post-mark” on the envelope or the 
date received in the Lock Box as the effective date.
2.4.6.3 PHCC offers its members a “grace period” for payment of members’ dues. Members are entitled to retain all membership benefits, with the exception of voting privileges, throughout the grace period. Member voting privileges are discussed in the policy on member voting rights.

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

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

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

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

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

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

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

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

- Send a letter of invitation to the national officer. The letter should include the date, place and location of the convention and if the information is available, a copy of the convention agenda and program. If formal attire is required for any event(s) this information should also be provided. The national officer should be asked to provide the flight number and time of his or her arrival and departure.
- The state association should arrange to: (a) provide the national officer and companion with convention packets (badges, programs, tickets, etc.); (b) introduce the national officer and companion to the state association president, officers and other VIPs; (c) invite the national officer to any function for state past presidents; (d) seat the national officer and companion at the head table for the President’s Banquet or other major event; and (e) if the state auxiliary has a program or there is a program for companions, the national officer’s companion should be invited to these functions (if any special dress is required for a function this information should also be provided).

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

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

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

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

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

- Use of the designation “International Chapter, Plumbing-Heating-Cooling Contractors – National Association” or “PHCC International Chapter” along with use of PHCC trademarks and logo.
- Receipt of all PHCC regular mailings and electronic communications.
- Right to purchase copies of any of PHCC publications at member rates (exclusive of shipping costs). The bulk purchase of PHCC publications or the rights to republish such materials for distribution to plumbing/HVAC contractors and other entities within its jurisdiction shall be negotiated between the International Chapter, PHCC, and where applicable, PHCC’s affiliates.
- Right of the members of the International Chapter to attend PHCC’s annual convention at member registration fees.
- Right of the International Chapter’s staff executives to attend PHCC’s Association Executive Council’s annual Spectrum conference.
- Right of an International Chapter to designate a delegate to attend PHCC’s Board of Director’s meetings. Such delegate shall have the right to speak, if appropriate, at such meetings but shall not have the right to vote on any matter.
- The obligations regarding affiliation of chapters stated in Bylaws Article III, Section 6 shall not apply to International Chapters.
- The granting of a charter of affiliation to an International Chapter shall not prevent direct membership in PHCC by an individual plumbing or HVAC contractor.
- The annual dues for an International Chapter shall be $500 (U.S.) per calendar year payable by January 31 of each year.

2.5. Past National Officers

PHCC Policies
Revised May 9, 2019
Page 20 of 36
2.5.1 Annual Convention Complimentary Registration. Past National Presidents, Past National Secretaries, Past Foundation Chairs and their spouse or a guest receive complimentary registration to the annual convention. The surviving spouses of Past National Presidents, Past National Secretaries and Past Foundation Chairs will receive one complimentary registration to the annual convention. (Approved 08.01.12)

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

2.6. Political Action Committee (Approved 10.02.12)

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

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

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

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

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

3 Employee Personnel Policies (Approved 10.02.12)

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

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

4. Financial and Investment Policies

4.1 General

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

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

4.1.3 Financial Information. Upon receiving an affiliated association’s written request for financial information, staff will forward the written request to the Executive Committee and the Director, which represents the affiliate on the Board, for informational purposes. Staff is authorized to provide the last financial statement or the last audited statement, which have been approved by the Board of Directors. (Approved 10.02.12)

4.1.4 Credit Cards and Check Register

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

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

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

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

4.2 Audit Committee and Finance Committee (Approved 10.02.12)

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

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

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

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

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

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

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

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

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

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

President

- Winter board meeting and board meeting in conjunction with the Legislative Conference: an allowance of up to $500 for the purchase of alcohol, wine and beer for consumption in the presidential suite. In addition, PHCC will pick up the cost of daily service to refresh ice, glasses, sodas, bottled water and modest dry snacks (such as chips and pretzels).

- Convention: in the presidential suite - one full bar (one each 1.75 liter bottles of mid-price range scotch, bourbon and gin or vodka) plus the following based on consumption: wine, beer, sodas, bottled water and modest dry snacks (such as chips and pretzels). PHCC will pick up the cost of daily service to refresh ice, glasses and dry snacks. Any additional alcohol will not be paid by PHCC.

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.

<table>
<thead>
<tr>
<th>Cash Reserves</th>
<th>Percentage Allowed</th>
<th>Actual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;= $2 million</td>
<td>20%</td>
<td>$400,000</td>
</tr>
<tr>
<td>&lt;= $3 million</td>
<td>18%</td>
<td>$540,000</td>
</tr>
<tr>
<td>&lt;= $4 million</td>
<td>16%</td>
<td>$640,000</td>
</tr>
<tr>
<td>&lt;= $5 million</td>
<td>15%</td>
<td>$750,000</td>
</tr>
</tbody>
</table>

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

4.4. Bank and Investment Transactions (Approved 10.07.14)

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

4.4.1.1 Bank and Investment Statements. All bank and investment statements received by mail will be opened and reviewed by the Executive Vice President.

4.4.1.2 Authorization of Checks. All paper checks produced by the Association will be signed by two individuals named in a Resolution approved at the Annual Meeting of the Board of Directors.
4.4.1.3 Authorization for Electronic Banking Transactions. Payments made by electronic means will be preauthorized by two individuals authorized in a Resolution approved at the Annual Meeting of the Board of Directors. If one individual authorized in this Resolution produces and transmits the electronic file containing payment information to the bank, the act of transmission shall be deemed to be one signature.

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

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

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

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

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

4.5.2 Copies of all contracts will be distributed within two weeks of their signing to the PHCC Vice President. (Approved 9.29.15)
4.5.3 It is the duty of the Executive Vice President and Director of Finance to insure
that all payments to individuals are proper and in order by reviewing Form 1099s,
W-2s and contracts on an annual basis. (Approved 10.02.12)

4.6. Insurance and Legal (Approved 10.02.12)

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

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

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

4.7. Reimbursement

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

4.7.2 Alcoholic Beverages. There will be no reimbursement for alcoholic beverages
without prior permission from the President. (Approved 10.02.12)

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

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

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

4.7.3.3 Expense reimbursement statements must be submitted within forty five (45)
days from the last date of the meeting, for reimbursement to be paid. There
will be no exceptions. Each completed expense report will be made available
for inspection by the Executive Committee, the Board of Directors and by
members, if requested in writing.

4.7.4 State Conventions and Board of Directors’ Meetings. (Approved 10.02.12)
4.7.4.1 Best air fare (21 day advance purchase)

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

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

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

4.7.4.4 Hotel accommodations plus applicable taxes for actual meeting dates.

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

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

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

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

4.7.5 Committee Members (Approved 10.02.12)

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

4.7.5.2 A fully completed current committee expense and report form must be submitted along with all receipts. Itemized receipts are required for all expenses expected to be reimbursed. Each completed expense report will be
made available for inspection by the Executive Committee, Board of Directors
and by members if requested in writing.)

4.7.5.3 Expense reimbursement statements must be submitted within forty-five (45)
days from the last date of the meeting, for reimbursement to be paid. There
will be no exceptions.

4.7.5.4 Best air fare (21 day advance purchase)

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

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

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

4.7.5.7 Hotel accommodations plus applicable taxes for actual meeting dates.

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

4.7.6 Executive Committee (Approved 10.02.12)

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

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

4.7.6.3 Best air fare (21 day advance purchase)

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

4.7.6.5 Ground Transportation

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

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

4.7.6.7 Hotel accommodations plus applicable taxes only

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

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

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

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

4.7.7.2 PHCC will pay best airfare travel and hotel expenses incurred by the President, President-elect, Vice President, Secretary, Secretary-designate and their spouses to the annual convention. PHCC will not be responsible for hotel accommodations or other expenses for other members of the President’s, Secretary’s, President-elect’s, or Secretary-designates’ family or other individuals they may invite to the annual convention. (Approved 10.02.12)

4.7.8 Secretary-designate: If the President-elect has selected a secretary-designate, then travel expenses will be paid for the secretary-designate to attend all meetings
of the Board Directors and Executive Committee from January 1st of the year in which the president-elect will become president. Travel expenses for the secretary-designate will be reimbursed per the expense reimbursement policy for the Executive Committee. (Approved 10.02.12)

4.7.9 **PHCC Employees.** PHCC staff members will follow the expense reimbursement policy specified for Committee Members. (Approved 05.21.13)

4.7.10 PHCC shall reimburse newly appointed PHCC National Directors for a navy blazer, embroidering and shipping. Reimbursement for the blazer shall not exceed $200. Costs for embroidering and shipping shall be fully reimbursed. (Approved 05.24.18)

5. **Appendix**

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

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

<table>
<thead>
<tr>
<th>Payment duration and how submitted</th>
<th>Membership Period</th>
<th>Payment Due Period</th>
<th>Payment Due in order to receive 5% discount</th>
<th>Grace Period Deadline (5% discount does not apply)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual: Member submitting payment</td>
<td>1/1 – 12/31</td>
<td>11/1/<em>-12/31/</em></td>
<td>January 1</td>
<td>90 days, 3/31</td>
</tr>
<tr>
<td>Annual: State forwarding payment</td>
<td>1/1 – 12/31</td>
<td>11/1/<em>-12/31/</em></td>
<td>January 31</td>
<td>90 days, 3/31</td>
</tr>
<tr>
<td>Semi-annual:</td>
<td>1/1 – 6/30</td>
<td>12/31/*</td>
<td>N/A</td>
<td>45 days, 1st Half, 2/15</td>
</tr>
<tr>
<td></td>
<td>7/1 – 12/31</td>
<td>6/30</td>
<td>N/A</td>
<td>2nd Half, 8/15</td>
</tr>
<tr>
<td>Quarterly:</td>
<td></td>
<td>N/A</td>
<td>N/A</td>
<td>45 days,</td>
</tr>
</tbody>
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PHCC Policies
Revised May 9, 2019
Page 31 of 36
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<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>September</td>
<td>September: 8/30</td>
<td>September: 8/30</td>
<td>September: 8/30</td>
<td>September: 8/30</td>
<td>September: 10/15</td>
<td>September: 10/15</td>
<td>September: 10/15</td>
<td>September: 10/15</td>
</tr>
</tbody>
</table>

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

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

- **October 15**
  - PHCC—National Association dues investment rates for the next calendar year are sent to all state and local offices, along with:
  - Dues Reporting Forms
  - A. An offer from National to process dues invoices and payments.
  - B. Customized templates for:
    - Invoice including lobbying expense deduction
    - Renewal letter to members
  - C. Eligibility requirements for the 5% discount payment incentive.
D. Authorization Form for recurring Credit Card or ACH/Bank Debits

E. Note that dues investments paid in installments (monthly, quarterly, semi-annually) are due no later than the last date for which the dues investment has been paid. Members who have not paid the next installment by the due date will be considered delinquent and will be sent lapsed membership notices, etc.

F. Monthly dues payments are acceptable only on a recurring credit card charge or ACH/Bank debit basis.

The timeline for processing dues investment is as follows:

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

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

January 31  State Associations submit dues investment to national using the Dues Reporting Form indicating the name of the member who has paid and the amount to be credited. A separate reporting form must be used for members paying recurring monthly installments. January 31 A 5% discount is given to active members if the dues investment is paid in full and received by January 1st. For states and locals submitting national dues for members, the deadline to receive payments that qualify for the 5% discount is January 31st. PHCC utilizes the postmark date or the date received by the PHCC Lock Box.

February 15  A list of “delinquent members” who have not renewed will be sent to each state and to the respective zone director. Zone directors will contact states in their subzones to discuss the status of the members’ dues. A “past due” postcard will be mailed to delinquent members.

March 31  Delinquent members are dropped from the national membership roster and a dropped member report will be mailed to state offices with a copy and to the respective PHCC zone director.

April 15  Notices and exit surveys are sent to members dropped for nonpayment of dues.

April 30  Current membership reports indicating members that need to be billed for the second half of the year are sent to states. A timeline reminder for remitting dues for the second half of the year will be included.

June 30  Membership dues investments for the second half of the year are due. States should submit payments in time to arrive at national no later than June 30th.
August 2

A list of “delinquent members” who have not renewed will be sent to each state and the respective PHCC zone director. Zone Directors will contact the states in their sub zone to discuss the status of the members’ dues. A “past due” postcard will be mailed to delinquent members.

August 15

Delinquent members are dropped from the national membership roster and a dropped member report will be mailed to state offices with a copy to the respective PHCC zone director.

Note: The following process applies to members who remit dues on an installment (monthly, quarterly, semiannual) basis:

- Dues payments are due on or before the last day of the month for the next billing period.
- Installment payments are subject to an administrative processing fee as set by the Board of Directors.
- Monthly dues payments are acceptable only on a recurring credit card charge or bank debit basis.
- Delinquent rosters will be sent to states and PHCC zone directors one month prior to the end of the grade period.
- Delinquent members will be dropped from the national membership roster 45 days after the payment due date.
- Notification and exit surveys will be sent to lapsed members 15 days after they have been dropped.
5.4. Policy 1.3.3 Conflict of Interest Disclosure Statement

PLUMBING-HEATING-COOLING CONTRACTORS
NATIONAL ASSOCIATION

CONFLICT OF INTEREST DISCLOSURE STATEMENT

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

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

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

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

______________________________
(Signature)

______________________________
(Date)

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

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

PHCC Policies
Revised May 9, 2019
Page 35 of 36
5.5 PHCC Logo

5.6 Associate Member Logo

5.7. Affiliated Association Logos

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