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Advisory Committee Appointments

The President shall make Advisory Committee appointments with all appointees being an elected/appointed commissioner or official of a member township or Secretariat staff.

The President shall advise the Executive Committee of all appointments at the next regular meeting of the Executive Committee.

The Secretary shall maintain a roster with the names, addresses and expiration date of the appointment for all appointees.

All appointees shall support the position of the Pennsylvania State Association of Township Commissioners before the Committee.

All appointees shall annually provide the President with a written report of Committee activities or at other intervals as directed by the President.

At the prerogative of the President, the appointee may be invited to attend an Executive Board Meeting, at Association expense, to update the full Board on crucial issues.

Adopted February 10, 1989
Re-Adopted November 9, 2001
Amended November 15, 2008
Affirmed November 21, 2009
Policy 1.00

Awards

It shall be the responsibility of the Executive Committee, as determined by the President, to provide three (3) Outstanding Service Awards at each Annual Meeting and Educational Conference. Each region shall name one recipient. Recipients shall be named at the Spring Executive Committee meeting.

It shall also be the responsibility of the Executive Committee, as determined by the President, to provide one (1) President's Award at each Annual Meeting and Educational Conference.

The current, sitting President shall receive the Individual Recognition Award presented annually at the Local Government Day Recognition Luncheon. If the President leaves office or is unable to accept the award, the Officers will determine who shall receive the award for that year.

Adopted April 22, 1989
Re-Adopted November 9, 2001
Amended November 9, 2007
Amended November 15, 2008
Affirmed November 21, 2009
Amended November 2, 2012
Policy 2.00

Executive Committee Handbook

It shall be the Policy of the Executive Committee, for each administration, to establish and Executive Committee Handbook for each member of the Executive Committee. The handbook shall include, but not be limited to, the following sections:

- Executive Committee Membership
- Constitutional By-Laws
- Valid Resolutions
- Executive Committee Minutes
- Treasurer's Report
- Past Presidents' contact information
- Oath of Office
- Current Policy

Adopted February 10, 1989
Re-Adopted November 9, 2001
Affirmed November 21, 2009
Policy 3.00

Executive Committee Responsibilities

- I. It shall be the responsibility of the Executive Committee to provide Service Awards at each Annual Meeting and Educational Conference for each commissioner of a member township currently serving his or her twelfth (12th) year of service or twenty-fourth (24th) year of service. A Commissioner's years of service do not have to be consecutive. Annually, each region is responsible for collecting the names of commissioners to be presented with a service award.

- II. It shall be the responsibility of the Executive Committee to financially support the attendance, at each Annual Meeting and Educational Conference, of the Association's three (3) Solicitors and their spouse/guest. The invitation to attend shall be tendered by the Executive Committee for three (3) nights and four (4) days with registration being made with the Conference Committee.

Adopted February 10, 1989
Re-Adopted November 9, 2001
Affirmed November 21, 2009
Amended November 2, 2012
Amended April 18, 2021
Policy 4.0

Executive Committee Meeting Attendance

It shall be the Policy of the Executive Committee that attendance at Executive Committee meetings shall be limited to the following:

1. Executive Committee members;
2. Alternate members to the Executive Committee, when their attendance is due to the absence of regular members of the Executive Committee;
3. Solicitors to the Pennsylvania State Association of Township Commissioners;
4. Staff of the Secretariat to the Pennsylvania State Association of Township Commissioners; and
5. Persons invited by the Executive Committee President, for purposes of providing professional advice, consultation, education or other information to the Executive Committee. However, persons falling under this Paragraph 5 shall only be permitted to attend that portion(s) of the meeting which relates to their topics of discussion with the Committee.

Executive Dinner Meetings

It shall be the Policy of the Executive Committee to hold all Committee members responsible for the purchase of alcoholic beverages beyond wine at Executive Committee dinner meetings.

Adopted April 22, 1989
Re-Adopted November 9, 2001
Affirmed November 21, 2009
Policy 5.00

Executive Committee President

The President of the Executive Committee shall adhere to the annual budget as adopted by the Executive Committee at the Annual Meeting and Educational Conference. Any overages on the following line-items, in the aggregate, shall be paid from the President's conference proceeds – Executive Committee Meetings, Commissioner Awards, President's Expenses, and Secretary/Treasurer's Expenses.

In-Coming Secretary/Treasurer

In attempting to establish an orderly transition from one administration to another, it shall be the Policy of the Executive Committee to invite the prospective in-coming Secretary/Treasurer to the last scheduled Executive Committee Meeting prior to the Annual Meeting and Educational Conference.

Adopted January 28, 1994
Re-Adopted November 9, 2001
Affirmed November 21, 2009
Policy 6.00

Legislative Network

In an attempt to increase the visibility of the Association's position on various issues, it shall be the responsibility of each Administration to up-date and improve upon a Legislative Network for both chambers of the Legislature.

Adopted February 10, 1989
Re-Adopted November 9, 2001
Affirmed November 21, 2009
Policy 7.00

Policy Establishment

It shall be the policy of the Executive Committee to establish various types of Executive Committee Policy for the orderly operation of the Committee at any of its Executive Meetings. This Policy, along with previously confirmed policies, will act as a guide and structure for the Executive Committee until it is annually reviewed.

Adopted February 10, 1989
Re-Adopted November 9, 2001
Affirmed November 21, 2009
Policy 8.00

Policy Review

All Executive Committee policies previously adopted shall be subject to review by the Executive Committee at the first Executive Committee meeting of each Administration. Previously adopted Policy, as well as new Policy, may be introduced for adoption at any Executive Committee meetings during the year.

Adopted February 10, 1989
Re-Adopted November 9, 2001
Affirmed November 21, 2009
Policy 9.00

Reimbursement

The Executive Committee shall reimburse active commissioners for mileage, at the Federal IRS rate per mile, and actual Turnpike toll expenses incurred as a result of attending State Executive Meetings. The Executive Committee shall reimburse appointees serving on various Advisory Committees, which do not provide for reimbursable expenses. If the Advisory Committee does provide partial reimbursement, the Executive Committee shall reimburse the Commissioner the balance of incurred expenses (all expense reimbursement requests are subject to Presidential approval).

Adopted February 10, 1989
Re-Adopted November 9, 2001
Re-Adopted November 14, 2003
Amended November 11, 2006
Affirmed, November 21, 2009
Amended November 2, 2012
Policy 10.00

Advisory Committee Voucher

Name: _____
Address: _____
Phone : _____
Committee: _____
Meeting Date(s): _____
Meeting Site: _____

Expenses:

Mileage: _____
Tolls: _____
Parking: _____
Meal(s): _____
Lodging: _____
Total Expenses: _____

Committee Reimbursements:

Mileage: _____
Tolls: _____
Parking: _____
Meal(s): _____
Lodging: _____
Total Reimbursements: _____

Expenses: _____

Committee Reimbursement: _____

Reimbursement Request: _____

Check Number: _____

Signature _____ Date _____

President's Signature _____ Date _____

Adopted April 21, 1989
Re-Adopted November 9, 2001
Affirmed November 21, 2009
Policy 1.10

Executive Committee Voucher

Name: _____

Meeting Date(s):

Meeting Site:

Expenses:

Mileage: _____ **Federal IRS Rate** = _____

Tolls: _____

Parking: _____

Total Expenses: _____

Reimbursement Request:

Check # _____

Signature Date

President's Signature Date

Adopted April 21, 1989
Re-Adopted November 9, 2001
Re-Adopted November 14, 2003
Re-Adopted November 11, 2006
Affirmed November 21, 2009
Amended November 2, 2012

PSATC Annual Meeting and Educational Conference

1. PSATC will hold an Annual Meeting and Educational Conference in compliance with the First Class Township Code §55620.
2. A committee of the PSATC will be responsible for planning and operation of the Annual Meeting and Educational Conference, to be referenced herein as the “Conference Committee.”
3. The Conference Committee will rotate so that townships in all parts of the Commonwealth have an opportunity to participate if they so choose. A rotation will occur as follows: Central – East – West.
4. The Conference Committees will be assigned townships as referred to in the PSATC Constitution and Bylaws as currently amended.
5. All PSATC Conference Committees shall prepare a detailed proposed Annual Meeting and Educational Conference budget.
6. Each Conference Committee shall obtain a liability policy for all activities taking place at its Annual Meeting and Educational Conference.
7. All contracts relating to the PSATC Annual Meeting and Educational Conference shall identify PSATC as the contracting party.
8. A single interest-bearing checking account, referenced herein as the Active Conference Account, shall be used by each Conference Committee, be titled “PSATC Annual Meeting and Educational Conference (insert year)” and use the PSATC tax identification number. Each Conference Committee Treasurer is responsible for submitting monthly bank statements to PSATC while an Active Conference Account is open.
9. An Active Conference Account may be opened no earlier than 24 months prior to the opening date of the Annual Meeting and Educational Conference for which it is intended.
10. In the event that a deposit is required to secure a facility, speaker or the like prior to the opening of an Active Conference Account, PSATC will issue a check directly to the facility, etc. to the extent such funds are shown to be available in the region’s Ongoing Conference Account. Once an Active Conference Account is opened, PSATC will be repaid for such advances.

11. An Active Conference Account shall be closed no later than 120 days following the closure of the Annual Meeting and Educational Conference for which it is intended.
12. All funds remaining at the conclusion of an Annual Meeting and Educational Conference belong to PSATC. The Conference Committee Treasurer is responsible for placing the remaining Conference funds in an Ongoing Conference Account and submitting monthly bank statements to PSATC.
13. Each Conference Committee shall provide a detailed financial report to PSATC within 90 days of the closure of the Annual Meeting and Educational Conference.
14. All original contracts, receipts, cancelled checks are the property of PSATC and shall be submitted with the original financial report. Originals will be returned to the Conference Committee after completion of the PSATC audit.
15. All revenues shall be reported in a detailed itemized format.
16. All expenses shall be reported in a detailed itemized format.
17. All in-kind donations shall be reported in a detailed itemized format which specifically identifies the donor name, address, telephone number and tax identification number.
18. Examples of Revenue Categories include: registration fees, sponsor fees, yearbook advertising, yearbook non-advertising, exhibitors, in-kind, etc.
19. Examples of Expense Categories include: room usage, equipment rental, speakers, spouse programs, handouts, gifts (broken down by speaker, commissioner, spouses, door prizes for commissioner programs, door prizes for spouse programs), entertainment (by event), planning meeting expenses, etc.
20. All materials for fundraising, including requests for sponsorships, must clearly state that gifts to PSATC are not deductible as a charitable donation.
21. Federal income tax, if any, on unrelated business income generated by a Conference Committee shall be paid from the funds generated by said Committee and an estimate of such tax is encouraged to be built into the budget.
22. Conference Committees should make appropriate inquiry as to whether income from advertising in any PSATC publication may constitute unrelated business income.

23. With respect to corporate sponsorships:

- a. Revenue from sponsorships with an arrangement or expectation that the donor will receive any substantial benefit may constitute taxable unrelated business income;
 - i. Substantial benefits include advertising, provision of facilities, services or privileges to persons designated by donor;
- b. Mere acknowledgement of the sponsorship, including the listing of sponsor levels and donors in program materials does not constitute advertising.
- c. Messages or programming material which promotes or markets the sponsor beyond acknowledging the sponsor's contribution should be reviewed to determine if it constitutes advertising.

24. No funds received by PSATC or its Conference Committees shall be used to pay for or subsidize the expenses of any person, including past presidents and/or their spouses, who do not have an active role in an Annual Meeting and Educational Conference Program.

25. Conference Committees should follow the following guidelines with respect to IRS Private Inurement rules:

- a. No PSATC funds may be used to benefit any individual or person in their private capacity;
- b. Any use of funds must be directly related to accomplishing PSATC's mission and purposes.

Adopted March 25, 2011
Revised and Adopted February 2015
Revised and Adopted November 2016
Policy 12.00

President and Secretary/Treasurer Honorarium and Expense Reimbursement

- I. Honorarium. The President of the Executive Committee and the Secretary/Treasurer of the Executive Committee shall each be entitled to an honorarium in recognition of their service in office as follows:

President	-	\$3,000
Secretary/Treasurer	-	\$1,800

The honorarium will consist of one lump sum payment in the above-stated gross amount, and subject to all required deductions for federal, state and local taxes, to be paid prior to the holding of the Annual Meeting and Educational Conference. The aforesaid deduction of required taxes and the reporting of said honorarium on a W-2 shall not be deemed to constitute an employment relationship between the Association and the President or Secretary/Treasurer, nor to entitle either such officer to worker's compensation or unemployment compensation, although the Association in its discretion may choose to provide worker's compensation coverage.

- II. Reimbursement. It shall be the policy of the Executive Committee to provide reimbursement to the President and Secretary/Treasurer for expenses they incur in furtherance of PSATC business, provided that a receipt and documentation in support of such expenses be submitted as a condition of reimbursement.

This Policy shall be in effect for the President and Secretary/Treasurer serving in calendar year 2011 and subsequent years.