

*Created November 7, 1991
Revised March 14, 2003
Revised March 23, 2012
Revised May 10, 2013, Approved December 6, 2013*

**PENNSYLVANIA CHAPTER OF THE
AMERICAN PLANNING ASSOCIATION**

POLICIES

The following pages include a series of policies recommended by the Executive Committee for confirmation/adoption by the Board of Directors. Most of the policies are derived from action taken at past Board of Directors or Executive Committee meetings; where this is the case, that meeting is designated at the right side of the first line of the entry (BD=Board of Directors/EC=Executive Committee). In some cases, the original action was supplemented by action at later meetings or by the Executive Committee at its February 22, 1991 meeting; in a few cases, the policy was initiated at the February 22, 1991 meeting. It is suggested that these policies be revised and/or supplemented on a regular basis, and be used as on going guidance for PA Chapter of APA activity.

PENNSYLVANIA CHAPTER OF THE AMERICAN PLANNING ASSOCIATION

POLICIES

POLICY EXPIRATION

BD 5/10/13

Policies shall expire in May of 2018 unless reviewed and updated by the Board. This schedule shall continue in five year increments unless amended.

ADVISORY BOARDS

EC 02/22/91

The President shall appoint representatives to any advisory boards on which the PA Chapter of APA is invited to be represented.

AICP EXAM

BD 08/01/86

Sections should promote the AICP exam and coordinate training for it with the Chapter's Professional Development Committee.

APA Elections

EC 02/23/90

The PA Chapter of APA newsletter shall not run information on candidates for APA offices.

AWARDS

BD 5/10/13

The Awards Committee recommends categories on an annual basis and the Board gives final approval.

AWARDS

BD 02/01/91

Awards shall be limited to Pennsylvania projects unless the conference at which they are presented is held in conjunction with another state.

BOARD ACTIONS

BD 5/10/13

Any PA Chapter of APA correspondence which incurs a debt or obligation to the PA Chapter of APA should be signed by the President or by the administrative Director with the approval of the President.

COMMITTEES

EC 11/22/85

Except as otherwise stated in the Bylaws, the President shall appoint the membership of committees. As a general guideline, committees should have sectional representation, professional planners, and citizen planners. Committee members must be willing to contribute actively to the work of their committees.

COMMITTEES

BD 5/10/2013

The expenditures of committees shall be limited to the appropriations in the budget, unless the Board approves additional funds.

CONFERENCES

BD 5/10/2013

A Section shall take the lead and choose chairs and co-chairs, with final approval by the Board. The Section will form a conference committee who is responsible for setting policies and making decisions on such matters as locations, dates, fees, schedules, major speakers, and honoraria. BD 5/10/2013

CONSULTANTS

EC 09/16/88

The following disclaimer statement shall be affixed to any information sent out in answer to inquiries regarding consultants: "This is not intended to be a complete list of professional planning consultants. This list does not represent any evaluation or approval by the PA Chapter of APA of any firm that is listed. One indicator of professional planning capability is a membership in the American Institute of Certified Planners."

DUES

BD 10/22/88

The Board of Directors may adjust dues annually to meet revenue needs caused by inflation.

FINANCES – BUDGET

BD 08/01/86

Budget requests from committees and sections must specify both monetary needs and staff support needs.

FINANCES – CHECKS

BD 03/14/03

Checks may be executed by the Treasurer or the President, as long as the check is not made payable to the signer. Checks may also be executed by the administrative director. Check requests shall be submitted to the Treasurer for approval. Checks executed by the Administrative Director shall not exceed \$2,500.00.

FINANCES – EMPLOYER ID NUMBER

EC 11/22/85

All sections of PA Chapter of APA shall use the Chapter's Employee Identification Number.

FINANCES – EXPENSES

BD 5/10/13

The following expenses may be reimbursed when incurred by Board or Section Council members as a matter of conducting Chapter/Section business, as funds permit. Such policy shall be applied to all Chapter funds, including Section rebates, at the Chapter and Section levels. This policy shall not apply to the utilization of Section funds if other than Section rebates and interest. Expenses relative to attendance at PA Chapter of APA Workshops and Conferences shall be ineligible for

reimbursement and are considered to be a job-related or personal expense as would be for any other PA Chapter of APA member. However, the Board President, Legislative Chair and PDO may have their registration fees waived for PA Chapter of APA events. The Student Representative shall be reimbursed for mileage at the current federal reimbursement level for attendance at PA Chapter of APA Executive Committee and/or Board meetings.

1. Approved out-of-pocket miscellaneous expenses necessary for the conduct of Chapter or Section business. Such miscellaneous expenses may include copies, long-distance telephone calls, office supplies, postage, faxes, etc. Out-of-pocket expenses shall be minimized as much as possible and members are requested to seek ways to conduct such functions at no or minimal cost to the Chapter/Section. If conducting business for a Chapter-related function, such as a workshop or Conference, it is requested that PA Chapter of APA staff and supplies be utilized. The expenditures shall be limited to the appropriations in the budget, unless the Board approves additional funds.
2. Actual out-of-pocket parking and tolls for attendance when authorized to represent the Chapter/Section at other meetings at the request of the Board.
3. Actual out-of-pocket lodging expenses for attendance when authorized to represent the Chapter/Section at other meetings at the request of the Board..

It shall be necessary to provide receipts to PA Chapter of APA staff (Chapter activities) or Section Secretary/Treasurer (Section activities) for all expenses when requesting reimbursement. This policy shall not apply to expenses incurred by the Chapter President for attendance at the Spring and Fall APA Chapter Presidents Council meetings which has a separately approved budget line item for such.

Expense Reimbursement Policy for Committee Chairs and Board Members BD_6/8/2012

1. Expenses must be included in the current budget. If an expense is not included in the budget the expenditure must receive approval in advance from the Executive Committee.
2. Expense reimbursement: Send a memo with expense details to PA Chapter staff within 60 days of the expenditure. Include receipts or other backup for all expenses. **Expenses not submitted within 60 days of the expenditure will not be reimbursed.**

Specific Expense Reimbursement Guidelines:

The PA Chapter will reimburse these expenses as follows provided line items are in the current budget or executive committee approval has been granted:

- a. Mileage: Current federal mileage rate
- b. Hotel: At or under GSA per diem for Pennsylvania (county/city specific)
- c. Meals: At or under GSA per diem for Pennsylvania (county/city specific)
- d. Photocopies: \$.05 per click for black and white. \$0.25 per click for color
(a click is 1 side of a printed piece up to 8.5" x 14")

FINANCES – INVESTMENTS

BD 03/14/03

The Treasurer and the administrative director may invest surplus funds in short-term insured investments in order to yield maximum interest income.

FINANCES – INVOICES

BD 01/14/94

Any invoice or bill received at PA Chapter of APA headquarters of which staff was not previously authorized or contracted will be forwarded to the appropriate department or committee chairperson for approval before payment.

FINANCES – SECTIONS

BD 5/10/13

When a chapter Section has funds which exceed three times the annual chapter rebate, such funds would be considered as excessive. Section rebates will be spent within two years of receiving the rebate.

FINANCES – TAXES

BD 5/10/13

It is the responsibility of the administrative director to ensure that any necessary income tax reports have been filed.

FINANCES – TREASURER’S REPORT

BD 03/14/03

The Treasurer’s Reports, Quarterly Reports, and Semi-Annual Reports shall be based on the current fiscal year as defined in the by-laws.

FINANCES – TREASURER’S REPORT

EC 03/06/87

The Treasurer’s Report shall carry a separate budget line for each annual conference.

LEGISLATIVE COMMITTEE – ACTION

BD 07/16/93

The Executive Committee can authorize the action (position) of the Legislative Committee, as long as it coincides with prior APA Policy Implementation Principles (PIPs).

SECTION MEMBERSHIP DATA

BD 5/10/13

Section membership data will be provided to Sections upon their request provided there is at least one week’s notice.

MEETINGS

BD 5/10/2013

Minutes of meetings shall be emailed with the notice for the next meeting. A separate notice shall be sent when a meeting date is changed.

MEETINGS

BD 05/08/87

PA Chapter of APA will pay for the costs of the meeting room and luncheons for all Board of Directors meetings.

MEETINGS

BD 08/22/91

PA Chapter of APA will pay for the cost of all lunches and meeting room fees for all Executive Committee meetings.

MINUTES

BD 01/17/86

The minutes shall show the name of the person preparing them.

MINUTES

BD 01/17/86

For each item of business which requires action, the minutes shall show the motion, the persons making and seconding the motion, and the action taken.

NAME

BD 5/10/13

On any official documents, the organization shall be referred to as the "Pennsylvania Chapter of the American Planning Association".

NEWSLETTER

BD 5/10/13

Newsletters shall be published four times a year; the annual conference brochure shall not count as one of the four issues.-Newsletters shall be emailed if possible with hard copies mailed at bulk rate if possible. Advertisements shall range in size from business card size to full page; advertising rates may be set annually.

NEWSLETTER

EC 3/14/2014

Anonymous items/articles are not accepted for publication. The Vantage Point will address any issues via an article.

SECTION REBATES

BD 5/10/13

Sections shall each receive a minimum of \$600 each. Remaining funds are allocated using the previous formula of \$16.50 per organizational member, \$8.50 per individual APA member, and \$9.00 per individual PA Chapter of APA/chapter only member; the total for each Section is then adjusted proportionally to reflect the total Board budgeted amount for section rebates that remains after each section has been allocated \$600.

SECTION REBATES

BD 5/10/13

Section rebates shall be paid by the Chapter to the Sections once a year.

SECTIONS

BD 05/16/86

Copies of section council minutes, annual budgets, treasurer's reports, and activity mailings and Section reports must be forwarded to the Chapter office.

SECTIONS – LETTERHEAD

BD 01/17/86

Sections shall use the Chapter letterhead with the Section name for their letterhead. The letterhead shall be obtained by the sections and paid for by the sections.

SPONSORSHIP

EC Various

PA Chapter of APA shall consider co-sponsoring workshops if it does not require monetary support, is non-controversial, is related to planning, is compatible with PA Chapter of APA programs and schedules, and is requested in a timely fashion. The PA Chapter of APA adopted a policy in 2009 which can be found at the end of this document.

WEBSITE

EC 3/23/12

The PA Chapter of APA (PA APA) communicates events with members via an events calendar that can be found on its website, www.planningpa.org. The website shall include language which states that inclusion on the website does not imply endorsement by the PA Chapter of APA.

All events directly sponsored by the PA Chapter of APA are posted on the events calendar. This includes:

- a. Annual Conference
- b. Section events and training
- c. Professional Development training
- d. PA Chapter of APA processed CM events

PA APA welcomes posting events of interest to members that meet one of the following criteria:

- e. CM pending or approved.
- f. The event is deemed to be member-relevant by a Chapter Officer, PDO, or PODO.
- g. Events that receive financial support from the Chapter such as PMPEI training.
- h. Events in which the PA APA is participating (ex. PSATS Annual Convention, Excellence in Local Government Day, Envirothon, EarthDay)

**American Planning Association – Pennsylvania Chapter
Professional Development Committee (PDC)
CM Registration Guidelines – Partnering with Other Organizations**

APA has guidelines for when a program can be registered by an APA component (such as the PA Chapter). To date, the PA Chapter has been addressing requests by outside organizations to register an event on a case-by-case basis, as they are received. This has typically involved an organization that feels the CM program is beyond their area of expertise or that there is not enough benefit for them to register the program themselves. The case-by-case review has worked well to date, but the PDC feels it is appropriate for the Chapter to consider adopting formal guidelines that address our interpretation of the APA guidelines on this issue. More formal guidelines would ensure consistency in handling these requests, which is important to ensuring that the Chapter is sponsoring high quality training for its members. Therefore, the PDC proposes the following guidelines (in italics), which are noted with the APA guidelines (in bold):

APA Sponsorship Guidelines - An APA component may be considered the primary sponsor, and therefore registrant, of a program if ALL of these conditions are met:

1. It has contributed at least one third of the total direct costs of the program (not including consumables such as food and beverages) OR the activity is principally marketed under the APA brand; AND

The PA Chapter can choose to contribute at least one third of the total direct costs of the program (excluding consumables such as food and beverage), OR the PA Chapter can arrange with the organization that is handling the logistics of the program to market the event as a PA Chapter event, co-headlining any marketing materials. The PA Chapter name and logo will appear on all materials that name the other organization, with equal emphasis, and the event will be advertised on the PA Chapter website. The Chapter may also provide both a portion of costs and share sponsorship on marketing materials.

2. It has contributed significantly to the development of the program (for example, topic and speaker identification; assistance with conference logistics); AND

The PA Chapter will participate in the development of the program, to ensure that all potential CM sessions have been evaluated for appropriateness for the CM brand, and can provide assistance with locating a venue, speaker, or other logistics. Regarding program development, the PA Chapter can mean the Chapter Board or any individual member, the Professional Development Committee or any individual member, any PA Chapter Section Board or any individual member, PA Chapter staff, or any combination thereof. Additionally, individual PA Chapter members may take a leading role in the development of any program organized by an outside organization of which they are also a member, with general supervision from any PA Chapter Board, Committee, or staff. It is anticipated that most events will require contributions from the appropriate Section Board and the PA Chapter staff at a minimum.

3. It has participated in the marketing of the program; AND

The PA Chapter has significant marketing tools in place, and will use these tools to market any events which they register. These include: the PA Chapter website, the Vantage Point newsletter, and regular emails to Chapter members.

4. The APA component will receive economic benefit commensurate with their financial and in kind contributions.

The PA Chapter charges a per activity fee for staff time spent registering an activity, which may be adjusted on an annual basis. In addition to the fee, the Chapter will receive increased recognition with any registration due to the presence of the Chapter name and logo on marketing materials. The marketing materials and sponsorship of training will raise the profile of the PA Chapter to existing and potential members, and will increase awareness across the state of the profession of planning, and specifically the PA Chapter and our activities and mission.

It is the intent of the PA Chapter to provide high quality training to its members at all levels. In cases where this objective can be achieved through partnering with other organizations, particularly non-profits, educational institutions, and local governments, the Chapter will register training events in accordance with the APA CM program under the APA and PA Chapter guidelines.