

BYLAWS OF THE
PENNSYLVANIA COURT REPORTERS
ASSOCIATION



Adopted March 12, 1994 Business Meeting
Revised 2002, 1999, 1995
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**BYLAWS OF THE
PENNSYLVANIA COURT REPORTERS ASSOCIATION**

• **ARTICLE I – NAME**

The name of this organization shall be the Pennsylvania Court Reporters Association (hereafter referred to as “PCRA”).

• **ARTICLE II – PURPOSE**

The Purpose of this Association shall be to advance the interests and general welfare of court reporting, captioning, and other related skill applications, including, but not limited to:

- A. Identifying, promoting, and disseminating professional education;
- B. Providing information and assistance to the public;
- C. Becoming the leader in developing and maintaining ethical standards; and
- D. Advocating on behalf of the membership.

- **ARTICLE III – DEFINITION**

Section 1 – Court Reporter

As applied in these Bylaws, the definition of a Court Reporter shall be any person who captures the spoken word for instantaneous use or display, or has the capability to do so.

Section 2 – Member in Good Standing

Any member whose dues are paid within 60 days of their due date. The membership of those not in good standing shall be terminated as prescribed in the Standing Rules.

• **ARTICLE IV – MEMBERSHIP**

Section 1 - Eligibility

Membership shall be open to those who meet one of the classes of membership as defined in Section 2 and subscribe to the Purpose enumerated in Article II of these Bylaws.

Section 2 – Classes of Membership

- A. Classes of membership include Professional, Professional Retired, Associate, Student, and Honorary.
1. Professional Member – Anyone actively engaged as a Court Reporter.
 2. Professional Retired Member – Any Professional member in good standing who is retired from active practice as a Court Reporter.
 3. Associate Member – Any individual who provides products, services, and/or education to the court reporting professions and adheres to the Purpose of PCRA as defined in Article II.
 4. Student Member – Anyone currently enrolled in a Court Reporter training program.
 5. Honorary Member – Anyone who has been approved by the Board of Directors (hereafter referred to as “Board”) for professional contributions.
- B. Statuses of membership include Provisional, Active, and Inactive.
1. Provisional Member – An applicant shall be granted Provisional status until the application is accepted by the Board.
 2. Active Member – A member in good standing.
 3. Inactive Member – A member who has been granted inactive status by the Board.

Section 3 – Membership Application

Membership application procedures shall be prescribed in the Standing Rules.

Section 4 – Suspension or Termination

Membership may be suspended or terminated for failure to pay dues or for cause as prescribed in the Standing Rules.

• **ARTICLE V – DUES AND CHARGES**

Section 1 – Annual Dues

- A. Dues shall be fixed annually by the Board.
- B. Dues increases shall be set by the Board and approved by the membership.
- C. Annual dues shall be due and payable on January 1.

Section 2 – Other Charges

- A. Charges for meetings, activities and materials shall be determined by the Board.
- B. The Board shall have the power to levy assessments and prescribe the time of payment due upon all members from time to time as may be necessary for the proper conduct of the business of this Association.

• **ARTICLE VI – DISTRICTS**

Section 1

This Association encompasses the entire Commonwealth of Pennsylvania, but for the Purposes of some of the activities and certain elections as set forth by the Bylaws, the Association is divided into eight (8) territorial Districts; namely, Northwestern, North Central, Northeastern, Allegheny Region, Southwestern, South Central, Southeastern and Philadelphia, in the following manner:

<u>District 1</u>	<u>District 2</u>	<u>District 3</u>	<u>District 4</u>
Armstrong	Cameron	Bradford	Allegheny
Butler	Clinton	Carbon	Beaver
Clarion	Centre	Columbia	Washington
Crawford	Clearfield	Lackawanna	
Elk	Lycoming	Luzerne	
Erie	Northumberland	Montour	
Forest	Potter	Monroe	
Jefferson	Snyder	Pike	
Lawrence	Tioga	Schuylkill	
McKean	Union	Sullivan	
Mercer		Susquehanna	
Venango		Wayne	
Warren		Wyoming	
<u>District 5</u>	<u>District 6</u>	<u>District 7</u>	<u>District 8</u>
Bedford	Adams	Bucks	Philadelphia
Blair	Cumberland	Berks	
Cambria	Dauphin	Chester	
Fayette	Franklin	Delaware	
Greene	Fulton	Lancaster	
Huntingdon	Juniata	Lehigh	
Indiana	Lebanon	Montgomery	
Somerset	Mifflin	Northampton	
Westmoreland	Perry		
	York		

Section 2

Each District shall hold at least one meeting a year as prescribed in the Standing Rules.

Section 3

Any Court Reporter living in one District and working in another District may be a member of the District of his or her choice. However, the right to vote shall be limited to the one District declared on the current dues renewal form.

Section 4

Any Court Reporter living and working outside the Commonwealth of Pennsylvania may choose to be a member of any one District.

- **ARTICLE VII – OFFICERS AND DIRECTORS**

Section 1 – Officers

- A. Shall be President, President-Elect, Secretary-Treasurer and Immediate Past President.
- B. Nominees shall be a current Registered Professional Reporter (RPR), Certified CART Provider (CCP), Certified Broadcast Captioner (CBC), Certified Verbatim Reporter (CVR), Certificate of Merit (CM), Realtime Verbatim Reporter (RVR), or have at least two years' reporting experience and be a current Certified Reporting Instructor (CRI) or Certified Manager of Reporting Services (CMRS). All nominees shall have served at least one year on the Board. The Nominating Committee may consider a candidate who holds a state designation equivalent to the NCRA designations listed above as qualifying under this section.
- C. The President-Elect shall automatically ascend to the office of President, unless appointed to that position.
- D. No member shall hold more than one office at a time.

Section 2 – Executive Committee

- A. The Executive Committee shall consist of President, President-Elect, Secretary-Treasurer, and Immediate Past President.
- B. The duties of the Executive Committee shall be to assist the President in the orderly conduct of the Association's business.
- C. The actions of the Executive Committee shall not usurp the duties and obligations of the Board.

Section 3 – Nominations

- A. Nominating Committee – Shall consist of five (5) Past Presidents, with the Immediate Past President serving as chairman. If the Immediate Past President is either unwilling or unable to serve, the President shall appoint a Past President to serve as chairman of the Nominating Committee.
- B. The Nominating Committee shall be responsible for nominating one candidate for each office.

- C. The Nominating Committee report shall be distributed to the membership at least sixty (60) days prior to the annual or special meeting.
- D. Any nomination challenging a proposed nominee shall be received via U.S. Postal Service, certified mail, return receipt requested, at the business address of PCRA at least thirty (30) days prior to the annual meeting. Said challenging nominee must be supported by the signatures of at least twenty-five (25) members eligible to vote and consist of not more than five (5) from any one District. The Secretary-Treasurer shall be responsible for confirming the signatures and the good standing of the members. Such nomination(s) and supporting material shall be continuously posted in the registration area of the annual or special meeting.
- E. The ticket shall be submitted to the membership at the annual or special meeting.
- F. If the Nominating Committee fails to perform its duties as specified in Paragraph C above, the President shall convene a Nominating Committee within 10 days to produce a report which shall be submitted to the membership 45 days prior to the date of the annual or special meeting.

Section 4 – Vacancies

- A. When a vacancy occurs in the office of the President during the term of office, the President-Elect shall ascend to the office of President and serve the remainder of that term.
- B. An appointed President-Elect shall not automatically ascend to the office of President.
- C. When a vacancy occurs in the office of the President-Elect during the term of office, the President, with the approval of the Board, shall appoint a successor within 30 days, who shall serve the remainder of that term.
- D. When a vacancy occurs in the office of the Secretary-Treasurer during the term of office, the President, with the approval of the Board, shall appoint a successor within 30 days, who shall serve the remainder of that term.
- E. When a vacancy occurs in any District Director position during the term of office, the President, with the approval of the Board, shall appoint a successor within 30 days, who shall serve the remainder of that term.

Section 5 – Election of Officers and District Directors

- A. Officers shall be elected at the annual or special meeting by voice vote if there is only one nominee for each office.
- B. If there is more than one nominee for an office, the nominee receiving the highest number of votes shall be elected. Election shall be by written ballot as prescribed in the Standing Rules.
- C. District Directors
 - 1. Shall be elected by their respective Districts.
 - 2. If any District does not elect a Director prior to the annual business meeting, a member of such District may nominate from the floor a qualified member, confirmed by the Secretary-Treasurer, to serve as a Director, to be voted on by members present from that District.
 - 3. If there is only one member of the District present, that member may nominate a qualified member who may be appointed by the President.
 - 4. If any District fails to elect a Director, the President, with the approval of the Board, shall appoint a qualified member to serve as Director of that District.

Section 6 – Term

- A. The term of each elected officer and Director shall begin at the close of the business session of the annual or special meeting. They shall serve until their successors are elected and qualified.
- B. The President shall hold office for one term (annual meeting to annual meeting) and shall be eligible to serve one additional term.

Section 7 – Appointed Positions

Parliamentarian. A person with knowledge of the Bylaws, Standing Rules of this Association, and familiar with Robert's Rules of Order, Newly Revised (current edition), may be appointed by the President annually.

Section 8 – Removal from Office

Any officer or Director of this Association may be removed from office by a two-thirds vote of the membership at an annual or special meeting, whenever the best interest of the Association would be served thereby. Such procedure shall comply with Robert's Rules of Order.

• **ARTICLE VIII – DUTIES OF OFFICERS**

Section 1

The President shall:

- A. Be the chief executive officer of this Association and have general active management of the activities of the Association.
- B. Preside at all meetings of the members, Board, and Executive Committee.
- C. Be an ex-officio member of every committee except the Nominating Committee.
- D. See that all rules and resolutions of the Board are carried out.
- E. Execute or direct the execution of, with majority approval of the Board, all bonds, mortgages, contracts, and other legal documents.
- F. Have general supervision and direction of all other officers, in compliance with the Bylaws.
- G. Create and appoint all committees.
- H. Fill vacancies occurring in any committee.
- I. Deliver an address at the annual meeting containing such recommendations for the welfare of the Association as the President shall deem necessary and proper.
- J. Submit a report of the operation of the Association for the fiscal year to the Board and members at the annual meeting.
- K. From time to time report to the Board all matters within his knowledge that may affect the Association.
- L. Have the powers, duties and management usually vested in a corporation president.

Section 2

The President-Elect shall:

- A. Assist the President and, if an elected President-Elect, ascend to the office of President, with all its responsibilities, upon the completion of the President's term.
- B. Perform the duties of the President when the President is absent, unable, or refuses to act. In such instance, the President-Elect shall have the powers and be subject to all restrictions placed upon the President.
- C. Perform such other duties as from time to time may be assigned by the President and Board.

Section 3

The Secretary-Treasurer shall:

- A. Direct the safekeeping and accessibility of all legal documents, minutes, and financial records.
- B. Review the minutes for submission to the Board for approval.
- C. Oversee administration of all appropriate membership data.
- D. Oversee and review the finances and address any questions concerning those finances with the Executive Committee and/or Board.
- E. Present a detailed financial report to the membership at each annual meeting.
- F. Review and report the financial status of the Association to the Board on a regular basis.
- G. Oversee the annual budget process with committees and the Board.
- H. Perform such other duties incidental to the office as are implied in other provisions of the Bylaws and as the membership or the Board may from time to time direct.

- **ARTICLE IX – MEMBERSHIP MEETINGS**

Section 1 – Annual and Other Meetings

- A. There shall be an annual meeting held at such time and place as the Board shall determine.
- B. Other meetings may be held at such time and place as the Board shall determine.
- C. Notice of such meetings shall be given to all members not less than thirty (30) days prior to the date thereof.

Section 2 – Special Meetings

- A. Special meetings may be called by the Board at any time.
- B. Special meetings may be called by the President on receipt of written request by five (5) percent of the voting members, giving reasons therefor and the business to be transacted.
 - 1. No business shall be transacted except as specified in the notice to members.
 - 2. Notice of such meeting shall be given to all members not less than fifteen (15) days prior to the date thereof.

Section 3 – Voting

- A. Active Professional and Professional Retired members have the right to vote at any meeting of the Association.
- B. Such vote shall be cast in person. Proxy voting shall not be permitted.

Section 4 – Quorum

- A. No business shall be conducted at any meeting unless a quorum is present.
- B. A quorum shall be constituted by no fewer than five (5) percent of the Professional and Professional Retired members of the Association.

• **ARTICLE X – BOARD OF DIRECTORS**

Section 1 – Composition

The members of the Board shall be:

- A. The elected officers.
- B. One director from each of the eight (8) Districts.
- C. The Immediate Past President, with vote.
- D. An Executive Secretary, Executive Director or management staff, if employed or under contract, shall be an ex-officio member without vote.

Section 2 – Duties

- A. The Board shall be the governing body of this Association. It shall establish and maintain the Standing Rules, in writing, and administer all affairs and activities between annual meetings.
- B. All contracts, releases, agreements, letters of intent or commitment made in the name of or on behalf of this Association shall be submitted to the Board for appropriate review and signature by the duly authorized person or persons. No contract shall be made which will bind this Association unless otherwise approved by the Board.
- C. The Board shall be the final authority on the interpretation of the Bylaws.
- D. The Board shall operate under the purview of the Bylaws.

Section 3 - Meetings

- A. The Board shall hold a minimum of two meetings annually at such time and place as determined by the President.
- B. Additional meetings may be called by the President or at the written request of a majority of the Board members provided that a written notice is sent to each Board member ten (10) days prior to the meeting date.
- C. The President or a majority of the Board members shall have the authority to call an emergency meeting without ten (10) days' notice.

Section 4 - Quorum

A quorum shall consist of seven (7) of the twelve (12) voting members. No business of the Board shall be conducted without a quorum present.

Section 5 - Chair

The President shall serve as chairman. In the President's absence, the President-Elect shall serve as chairman. If both are absent, refer to Robert's Rules of Order on Officers Minutes and Officers Reports entitled "An Appointed Chairman Pro-Term".

- **ARTICLE XI – COMMITTEES**

Section 1

The standing committees shall be:

Bylaws and Standing Rules Committee – shall review Bylaws and Standing Rules and keep current.

- **ARTICLE XII – FISCAL PROCEDURES**

Section 1 – Funds and Securities

The Secretary-Treasurer shall oversee the investments and management of the funds and securities of this corporation within the Standing Rules established by the Board. A financial review shall be performed by an independent accounting firm every other year.

Section 2 – Bonding

Any person handling the funds and/or property of the Association shall be bonded.

Section 3 – Limitation of Liability

- A. Nothing herein shall constitute members of this Association as partners for any Purpose. No member, officer, Director, agent or employee of this Association shall be liable for the acts or failures to act on the part of any other member, officer, Director, agent, or employee of this Association, nor shall any member, officer, Director, agent, or employee be liable for his/her act or failure to act under the Bylaws, except for acts or omissions arising from his/her willful misfeasance.
- B. If authorized by the Board, this Association may purchase and maintain insurance against liability on behalf of each person who at any time is or shall have been an officer, employee or agent of the corporation, to the full extent permitted by law, in effect at the time of the adoption of these Bylaws, or as amended from time to time.

Section 4 – Distribution of Assets

This Association shall use its funds only to accomplish the Purposes specified in the Bylaws, and no part of such funds shall inure or be distributed to the members of this Association. On dissolution of this Association, the funds remaining shall be distributed to one or more regularly organized or qualified charitable, educational, scientific or philanthropic organizations to be selected by the Board.

- **ARTICLE XIII – PARLIAMENTARY AUTHORITY**

Robert's Rules of Order, Newly Revised (current edition) shall apply on all questions of procedure and parliamentary law not specified in these Bylaws.

- **ARTICLE XIV – REVISIONS AND AMENDMENTS TO THE BYLAWS**

Section 1 – Revision

- A. Extensive changes or rewriting of the Bylaws shall be called a revision.
- B. Robert’s Rules of Order, Newly Revised (current edition) shall be consulted when revising these Bylaws; specifically Chapter, Bylaws.

Section 2 - Amendments

- A. Isolated changes to the Bylaws shall be called amendments.
- B. Robert’s Rules of Order, Newly Revised (current edition) shall be consulted when amending these Bylaws.
- C. Proposed amendments shall be submitted in writing to the entire Board by:
 - 1. The Bylaws and Standing Rules Committee;
 - 2. Any three (3) or more members of the Board;
 - 3. Any five (5) or more active Professional or Professional Retired members.

Section 3

The Board shall authorize the submission of proposed amendments or a revision in writing to the entire membership at least thirty (30) days prior to a meeting at which the revision or amendment(s) are to be voted upon.

Section 4 - Adoption

An affirmative vote of two-thirds of the members voting shall be required for the adoption of a revision or the adoption of an amendment to the Bylaws.

- **1994 Committee to Rewrite Bylaws:**

Jim Moore, Chairman
Dorothy Malone
Eugene Holbert
Al Monick
Edward H. Fulesday
Helen Zimmerly, Registered Parliamentarian (Non PCRA Adviser)

Adopted -- March 12, 1994, Business Meeting

- **1995 Bylaws Committee:**

Jim Moore, Chairman
Edward H. Fulesday
Julie A. Bissland
Victor N. Blum

Revision Adopted -- November 18, 1995, Business Meeting

- **1999 Bylaws Committee:**

Jim Moore, Chairman
Edward H. Fulesday
Victor N. Blum
Dorothy Malone

Revision Adopted -- March 20, 1999, Business Meeting

- **2002 Bylaws Committee:**

Jim Moore, Chairman
Edward H. Fulesday
Julie A. Jordan
Melissa Anderson

Revisions Adopted -- October 12, 2002, Business Meeting

- **2004 Committee to Rewrite Bylaws:**

Donna Cascio, Chairman
Jim Moore
Jim DeCrescenzo
Jim Gallagher
Bill Weber

Revision Adopted – November 20, 2004, Special Meeting

- **2007-2008 Committee to Amend Bylaws:**

Bernadette Black Berardinelli, Chairperson

Lisa Bauer

Donna Cascio

Bill Weber

Revisions Adopted – April 12, 2008, Annual Business Meeting

- **2008-2009 Committee to Amend Bylaws:**

Bernadette Black Berardinelli, Chairperson

Donna Cascio

Bill Weber

Revisions Adopted – April 4, 2009, Annual Business Meeting



PCRA STANDING RULES

Adopted: June 18, 2005
Amended: May 31, 2016

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SECTION 1 – STANDING RULES

1. Standing Rules are rules which relate to the details of the administration of the association. Standing Rules may only be adopted or amended by the Board.

a. Standing Rules shall be compiled in a document entitled “PCRA Standing Rules,” which shall be updated as new Standing Rules are adopted or existing Standing Rules are amended.

b. PCRA Standing Rules shall be maintained by the person(s) or entity responsible for maintaining current PCRA business records.

c. All members of the Board shall be provided with a copy of the Standing Rules and any updates or revisions thereto.

d. A Standing Rule which has been adopted or amended by the Board shall contain the date of the Board meeting at which the Standing Rule was adopted or amended.

e. Whenever possible, cross-references to Bylaws sections should be cited.

SECTION 2 – GENERAL GUIDELINES

1. When a problem, legal or otherwise, directly relating to the profession of court reporting as it is defined in the PCRA Bylaws, develops in an area of the state which may not affect reporters outside that area, PCRA resolves to give assistance, consistent with Article II of the Bylaws. The assistance may include volunteer personnel and/or correspondence; and the Board may consider any other action, including disbursement of PCRA funds. [Bylaws Article II]

2. Information about any items of interest affecting PCRA, if any occur, may be distributed to all PCRA members in good standing between The Outline mailings.

SECTION 3 – MEMBERSHIP MEETINGS

1. Minutes shall be taken of all membership meetings.

2. No person shall be recognized or heard during a PCRA membership meeting unless that person is a member in good standing or is recognized by the President.

3. Bylaws, Standing Rules, and related documents (such as membership meeting transcripts where revision votes and amendment votes take place) shall be archived together.

4. Upon request, members in good standing or honorary members may receive, at no cost, a copy of the minutes of any PCRA membership meeting, and any other nonmember person or party may receive a copy upon approval by the Board at a cost to be determined by the Board.

5. Vendors and sponsors who have made a donation or provided an in-kind service or product to the PCRA convention may have the opportunity to include an advertisement in the convention packet or at their respective vendor table. No political advertisements of any kind will be allowed.

SECTION 4 – STANDING COMMITTEES

1. Bylaws and Standing Rules Committee. The Bylaws and Standing Rules Committee Chair and committee members should be familiar with PCRA Bylaws and Standing Rules. The committee shall review any proposed Bylaws amendment(s) and/or Board directives for Bylaws revisions or amendment(s) and make a report and recommendation to the Board. [Bylaws Article XI, Section 1]

SECTION 5 – NATIONAL MEETINGS

1. The President shall appoint two PCRA delegates to NCSA annually. The usual order of appointment, in descending order, shall be President, President-Elect, Secretary-Treasurer, Director(s).

2. The President shall appoint attendees to all other national meetings (e.g., State Leadership Conference, Boot Camp).

a. Preference shall be given to Officers and Directors; however, the President shall not be limited to Board members when making such appointments.

b. The number of attendees for each meeting shall be determined by the Board during the annual budgeting process.

SECTION 6 – ASSOCIATION MANAGEMENT

1. PCRA recognizes the need for administration of the association. With the approval of the Board of Directors, the PCRA President may enter into a contract with an association management services provider. [Bylaws Article X, Section 1(D)]

a. Association Management will be responsible for implementing day-to-day operations of the association.

b. The Association Management Executive Director will report to the President and the Executive Committee.

2. Association Management duties will be negotiated by the President and/or Executive Committee and approved by the Board of Directors. Duties may include, but are not limited to:

a. Leadership support – of the Officers, Directors, and committee chairs, including meeting planning and leadership development.

b. General administration – maintaining the business address of the association, maintaining database and business records, etc.

c. Membership support – processing membership applications, maintaining systematic dues renewals and collection, etc.

d. Education Support – support of PCRA’s continuing education programs for members.

e. Events Management – support of CEU seminars, conventions, and other meetings, including Board of Directors meetings.

f. Legislative Monitoring – supporting PCRA efforts as directed by the President and Board of Directors.

g. Advocacy – general support of PCRA goals.

h. Marketing and Communications – support of PCRA efforts within the court reporting population, with other organizations and entities, and with the general public.

i. Specific duties related to the Workplan developed and approved by the Board of Directors and Committees, or any other strategic development plan.

3. Compensation for Association Management will be negotiated by the President and/or Executive Committee and must be approved by the Board of Directors. The President and/or Executive Committee may utilize the services of counsel for assistance during any contract negotiations. [Bylaws Article VIII, Section 1(E)]

4. In the absence of a contracted association management services provider, Association Management duties shall become the responsibility of the Board, as outlined in the Bylaws. [Bylaws Article X, Section 2(A)]

SECTION 7 - MEMBERSHIP

1. Membership application procedures [Bylaws Article IV, Section 3]

a. Membership applications will be available through The Outline, at PCRA meetings, in schools, on the website, and will be generously distributed to the court reporting community.

b. Applications for membership, with payment in full, are to be transmitted to Association Management. Upon receipt, Association Management will review the application for completeness and will perfect the application if it is incomplete. Upon completion, the applicant's information will be entered into the database as a Provisional member, and the Board of Directors will consider the applicant for Active Member status at its next meeting.

c. Applicants approved by the Board shall be granted Active Member status, which shall be reflected in the database.

d. Applicants not approved by the Board shall have their membership dues refunded, along with a letter from the President explaining the reason for nonapproval. All information regarding applicant shall be removed from the database.

2. Suspension/Termination of membership

a. The membership of any member whose dues are not paid within 60 days of their due date shall be terminated. [Bylaws Article III, Section 2]

b. Procedures for termination of membership for cause shall be in accordance with Robert's Rules of Order, Newly Revised (current edition). [Bylaws Article IV, Section 4]

c. Data related to individuals whose membership has been terminated shall be purged from the membership roll into a “suspended membership” list. That list should be archived for a certain period of time determined by the Board for the efficient management of the association, such as grassroots mailing, etc.

3. Professional Retired Member [Bylaws Article IV, Section 2(A)(2)]

a. Upon formal application and approval by the Board, any Professional member in good standing who has paid dues to PCRA for a period of 20 years and is no longer in active practice as a court reporter shall be eligible to become a Professional Retired Member with the same privileges of a Professional Member.

b. Upon formal application, the Board may grant Professional Retired Member classification to any other member in good standing who is no longer in active practice as a court reporter and who, in its view, is otherwise entitled to such classification.

c. A Professional Retired Member shall not be required to pay dues.

4. Honorary Member – [Bylaws Article IV, Section 2(A)(5)]

a. A recommendation for Honorary Membership must be made by a Professional or Retired Professional Member in good standing and approved by the Board of Directors. Once approved by the Board of Directors, an Honorary Member shall be given a Certificate of Recognition and receive all future editions of The Outline.

b. Honorary members shall have no vote nor be eligible to hold office.

c. An Honorary Member shall not be required to pay dues.

5. Provisional Member – Provisional Members shall enjoy all rights of Active Members. [Bylaws Article IV, Section 2(B)(1)]

6. Inactive Member – Any Active Professional Member of PCRA who is temporarily not in active practice as a court reporter and who applies in writing every year for such status to the Board may be considered for Inactive Member status until such member resumes active practice as a court reporter, for a period not to exceed three years. An Inactive Member must pay one-half of the basic Professional Member dues amount each year. An Inactive Member surrenders the right to vote. [Bylaws Article IV, Section 2(B)(3)]

7. All other categories of membership shall be as defined in the Bylaws.

8. All new members will be supplied a membership packet to include items relevant to the current state of the court reporting profession.

9. All new members joining in October of any year, upon payment of dues, shall be considered paid in full for the following calendar year.

10. The membership list consisting of member name and address of all members who have not opted out of inclusion may be sold at a price established by the Board. Such list shall be provided in label format only and may not be resold. All requests must be in writing, identify the

requesting party, and require Board approval. Said request shall state the purpose for which the list will be used and may not be used for any other purpose. This Standing Rule does not apply to distribution of membership information to any member of the Board of Directors for use in furtherance of Board activities. The Board reserves the right to request further information, or impose further restrictions, before making a decision.

SECTION 8 – OFFICERS & DIRECTORS

1. Any officer or director consistently absent from meetings without justifiable excuse may be relieved of duties by the President with Board approval. [Bylaws Article VII, Section 8]
2. In the event of a contested election, election of officers shall be conducted in descending order beginning with the office of President. [Bylaws Article VII, Section 5(B)]
3. In the event of a vacancy in the office of President and the existence of an appointed President-Elect, the Immediate Past President shall convene a Nominating Committee and proceed as outlined in Bylaws Article VII, Section 3, and conduct a special meeting and election. [Rationale: In such circumstances where an appointed President-Elect ascends to the office of President due to a vacancy in that office, the appointed President-Elect is merely an acting President until a qualified election is held. The purpose of Bylaws Article VII, Section 4(B) ensures that the President is always a duly elected officer and has not achieved that office by appointment only.] [Bylaws Article VII, Section 4(B)]
4. District Directors shall:
 - a. Be familiar with the Bylaws and Standing Rules of PCRA.
 - b. Attend Board meetings.
 - c. Have no less than one district meeting a year (annual conference to annual conference).
 - (1) An agenda item at the district meeting shall be the election of District Director. [Bylaws Article VII, Section 5(C)]
 - (2) The Association Management must receive a request for a district mailing at least three weeks prior to said mailing date.
 - d. Obtain a list of eligible voting members in his/her district from the Association Management prior to any meeting.
 - e. Explain voting procedures to district meeting attendees.
 - (1) Only Provisional and Active Professional Members and Professional Retired Members in good standing are eligible to vote.
 - (2) A majority of eligible voting members present is required to pass any issue.
 - f. Report new information to the district members and elicit their assistance in promoting PCRA programs.

g. Submit a written report to the President regarding each meeting.

SECTION 9 – PLANNING

1. At each fall Board meeting, the Board of Directors will undertake a planning process to identify and affirm goals and objectives for each program area of the organization.
2. Those goals and objectives will be prioritized and approved by the Board as a Workplan for the next fiscal year.
3. The incoming President shall select committee chairs for the next fiscal year after the approval of the Workplan.
4. Each incoming committee chair will be provided the sections of the Workplan relevant to his/her committee.
5. Committee chairs will select committee members and will develop activity areas, including projected income and expenses, for the next fiscal year at least 45 days prior to the Annual Convention.
6. Association Management will compile the projected income and expenses proposed by committees, along with non-committee budget items, and will present the proposed fiscal year budget to the Board at the Board meeting held during the Annual Convention.
7. The Board shall consider the proposed activities and fiscal year budget at the Board meeting held during the Annual Convention and make adjustments as it deems necessary.
8. The activities and finances approved by the Board shall become the Workplan and Budget for the fiscal year.
9. The fiscal year for the Workplan and Budget shall run from July 1 through June 30.

SECTION 10 – FISCAL PROCEDURES

1. Dues – When setting members' dues amount annually, the Board should consider maintaining the following proportions for dues amounts: basic Professional Member, 100%; Associate Member, 50% of basic Professional Member dues; Student Member, 15% of basic Professional Member dues. The Board should take into consideration all factors which it deems relevant and necessary when setting dues. [Bylaws Article V, Section 1(A)]
2. Assessments – In accordance with the Bylaws, the Board shall have the power to levy assessments to the membership. No assessment shall be levied without the Board's serious debate and consideration, and the necessity of the assessment should be of grave consequence to the association as a whole, or a significant part thereof. The amount of the assessment, manner of the assessment, time of payment of the assessment, and penalty, if any, for non-compliance, shall be determined by the Board in its discretion at the time of the assessment or levy. [Bylaws Article V, Section 2(B)]
3. The Board has final approval of the activities and budget of the organization. [Bylaws Article X, Section 2(A)]

4. The PCRA Secretary-Treasurer shall consult with the Finance Committee, if one exists, concerning the most beneficial investment of PCRA funds. Final approval of all investments shall remain with the Board of Directors. [Bylaws Article XII, Section 1]
5. All checks drawn on PCRA accounts require two signatures. In the normal course of business, those two signatures shall be (1) the Secretary-Treasurer and (2) Association Management.
6. In addition to the signatures of the Secretary-Treasurer and a designated member of the Association Management staff, the President's signature shall be on file at all banks where PCRA's accounts are managed. The President shall only sign checks in the event of the unavailability of or at the request of the Secretary-Treasurer.
7. The President shall be given a discretionary spending allowance of \$500 per item, with a cap of \$1,000 in any fiscal year.
 - a. The President shall provide the Board with a detailed accounting of any funds disbursed under this provision at the next Board meeting.
 - b. Any disbursements made under this provision shall be in keeping with the intent of the Board-approved Workplan and/or the Purposes of this association as identified in Bylaws Article II.

SECTION 11 – REIMBURSEMENT

1. All requests for reimbursement must be submitted to the Association Management within 45 days of the member's receipt of the bill.
2. All requests for reimbursement must be accompanied by receipts, when available, must be itemized, and must identify which activity or program area the expenditure relates to.
3. Any PCRA member conducting Board-approved PCRA business shall be reimbursed at the rate allowable by the IRS for mileage, photocopy expenses, and any other item specified in IRS regulations; plus tolls and other reasonable expenses incurred, in accordance with the Board-approved budget.
4. District Directors shall be reimbursed for expenses associated with district meetings in accordance with the Board-approved budget.
5. Board Meetings
 - a. The President or Association Management will recommend the most economical hotel for those Board members requiring lodging.
 - b. Lodging, if not prepaid by PCRA through Association Management, will be reimbursed. Lodging not arranged through Association Management must be pre-approved and must be in compliance with the Board-approved budget. All requests for reimbursement for lodging must be accompanied by an itemized receipt.
 - c. Mileage will be reimbursed at the amount allowed by the IRS.

d. Those meals not provided as part of the Board meeting shall be capped on a per diem basis, including tips, which will be set by the Board during the annual budgeting process.

e. Board members will not be reimbursed for travel, lodging, and meal expenses when a Board meeting is held in conjunction with the PCRA Annual Convention.

6. NCSA meetings

a. Transportation for NCSA Delegates shall be paid.

(1) If air transportation is required, diligence in making the earliest and most economical arrangements should be exercised.

(2) If Delegates travel by ground, Standing Rule 11.3 shall apply.

b. Lodging shall be paid for two nights.

(1) Delegates must use the facility designated for the NCSA Annual Meeting or must obtain Board approval to utilize an alternate facility.

(2) Delegates are encouraged to share a room when feasible.

c. Meals shall be paid for two days for those meals not provided by NCSA/NCRA and shall be capped on a per diem basis, including tips, which will be set by the Board during the annual budgeting process.

d. Parking fee for two days at an airport will be paid when accompanied by a receipt.

e. One long-distance phone call per day will be reimbursed.

f. No entertainment allowance is given as this is a highly questionable area.

7. Other NCRA meetings

a. Full registration will be paid for any PCRA member appointed by the President to attend other NCRA meetings (such as the State Leadership Conference and Boot Camp).

(1) The Board shall determine the number of attendees PCRA shall authorize to attend each NCRA meeting during the annual budgeting process.

b. Transportation for attendees shall be paid.

(1) If air transportation is required, diligence in making the earliest and most economical arrangements should be exercised.

(2) If attendees travel by ground, Standing Rule 11.3 shall apply.

c. Lodging shall be paid for all nights associated with the meeting.

(1) Attendees must use the facility designated for the NCRA meeting or must obtain Board approval to utilize an alternate facility.

(2) Attendees are encouraged to share a room when feasible.

d. Those meals not covered in the registration fee will be capped on a per diem basis, including tips, which will be set by the Board during the annual budgeting process.

e. Parking fees will be paid when accompanied by a receipt.

f. One long-distance phone call per day will be reimbursed.

g. No entertainment allowance is given as this is a highly questionable area.

8. At the PCRA Annual Convention, the Annual Convention Chair and the President shall not be required to pay registration fee and lodging.

Former SECTION 10 – FREE SEMINARS

1. Professional Members shall have the option of paying all-inclusive “A” level dues or basic “B” level dues.

a. “A” level Professional Members shall be entitled to attend all PCRA-sponsored seminars at no charge.

b. “B” level Professional Members shall be required to pay a registration fee to attend any PCRA-sponsored seminar.

c. PCRA will sponsor seminars which total a minimum of 1.5 CEUs per year.

(1) PCRA will offer 1.0 CEUs at the Annual Convention

(2) PCRA will offer 0.5 CEUs at the Regional Seminars

2. Attending PCRA-sponsored seminars at no charge is the only right granted exclusively to “A” level Professional Members.

(RESCINDED BOARD MEETING 10/4/08.)