

## ICRA POLICIES AND PROCEDURES

### MEMBERSHIP

The Membership category to which an individual is entitled shall be determined by the Board of Directors.

Each application for Membership must be accompanied by the appropriate dues for such category of Member, as set forth herein, and shall be made payable to ICRA and forwarded to the Treasurer.

#### PROFESSIONAL MEMBER:

Any person who currently holds a certificate as a Certified Shorthand Reporter as provided in Section 602 of the Code of Iowa who is a resident of the State of Iowa or is actively engaged as a verbatim shorthand reporter, captioner, or CART provider in the state.

#### HONORARY MEMBER:

Any person who has been a Professional Member, author of shorthand literature, or a benefactor of the profession of shorthand reporting, but who is not in the active practice thereof, upon nomination by any member present at the annual business meeting and upon election by two-thirds (2/3) of the Voting Members present and voting at the annual business meeting.

Only Honorary Members who have been Professional Members shall be eligible as Voting Members.

Honorary Members shall not pay dues and will receive a one-time Member Certificate.

**ASSOCIATE MEMBER:**

Examples of those eligible for Associate Member include:

1. A teacher of verbatim shorthand reporting, captioning, or CART provider course or anyone connected in an official capacity with a school or college conducting a verbatim shorthand reporting, captioning, or CART provider course.

2. Any person interested in the preservation, support, and advancement of the field of verbatim shorthand reporting, captioning, or CART, but not in any way actively engaged in the profession, either as a verbatim shorthand reporter, captioner, or CART provider, and who is not otherwise eligible for membership.

Associate Members shall not be eligible to vote or hold office.

**NONRESIDENT MEMBER:**

Any verbatim shorthand reporter, captioner, or CART provider who is not a resident of the State of Iowa. Nonresident Members shall not be eligible to vote or hold office.

**STUDENT MEMBER:**

Any student who is enrolled in a certified shorthand reporting school in a course of study as a verbatim shorthand reporter, captioner, or CART provider.

Student Members shall not be eligible to vote or hold office.

**PRIVILEGES**

All categories of Members shall enjoy the privileges of the Association, except where certain privileges are specifically restricted to a specific category of Member.

All Members may attend meetings of the Association and participate in any debates at such meetings. Only Professional Members and Honorary Members who have

been Professional Members shall be eligible to vote and/or make or second motions at such meetings (Voting Members).

The dues of Members shall include a subscription to the official publication of the Association.

#### TERMINATION OR SUSPENSION OF MEMBERSHIP

Membership may be terminated or suspended for cause upon two-thirds (2/3) vote of the Board of Directors at a board meeting at which a quorum is present.

Sufficient cause for such termination or suspension of Membership shall include, but is not limited to, violation of the By-laws, the Code of Professional Ethics of the Iowa Court Reporters Association, Chapter 602.3203 of the Code of Iowa, any lawful agreement, rule, policy or practice properly adopted by the Association, or any other conduct prejudicial to the Association. No Membership shall be terminated or suspended for cause without the Member have first received notice of such charges and having an opportunity to answer such charges as provided by procedures adopted by the Board of Directors.

The Membership of those Members who are under suspension for nonpayment of dues at the close of a Membership year shall be terminated automatically.

#### SUSPENSION FOR NONPAYMENT OF DUES

The Membership of any person whose dues are sixty (60) days past due shall be suspended and all privileges of Membership shall be terminated.

#### MEMBERSHIP REINSTATEMENT

A Member in good standing who terminated Membership by resignation may be reinstated to the Member's former category of Membership upon written application to the Board of Directors and payment of the full current year's dues.

A Member whose Membership has been terminated for nonpayment of dues may be reinstated by fulfilling the current requirements of Membership, payment of the full current year's dues, and payment of the Membership Reactivation Fee imposed by the Board.

#### DIRECTORY OF REPORTERS

The Association shall maintain a directory of reporters, which shall be furnished to the Membership annually. All categories of Members shall be eligible for listing in the directory.

An individual will remain listed in the directory as long as such person is a Member in good standing in the Association. The listing of individual names in the directory shall indicate the degrees and certifications held by the individual.

#### DUES

##### ANNUAL DUES

The annual dues for each category of Membership shall be payable in United States funds and shall be set by the Board of Directors. Any increase in the annual dues for any category of Membership from that of the previous year shall be recommended by the Board of Directors. Notice of such recommendation shall be given to all Members in the official publication or by written notice not less than thirty (30) days preceding the effective date of the dues increase. In no event shall the annual dues for Associate Members, Nonresident Members and Student Members exceed sixty (60) percent of the dues for Professional Members.

The annual dues for all Members are due and payable by January 1 of each year.

## SPECIAL ASSESSMENTS

Special assessment shall only be levied upon vote at the annual business meeting or special meeting by at least a two-thirds (2/3) vote of the Members present and eligible to vote at such meeting.

## ANNUAL MEETING

The annual business meeting of the Association shall be held at a time which ensures maximum attendance at such time and place as set by the Membership two years in advance at the annual business meeting, or as determined by the Board of Directors. Notice of said meeting shall be given to the Membership through the official publication of the Association, or by the Secretary or Executive Director at least thirty (30) days before such annual business meeting.

Officers and Directors shall be elected at the annual business meeting. Nominations may be made from the floor. If there shall be two (2) candidates for an office, the person receiving a majority of votes cast at which a quorum is present shall be elected to such office. In the event an office shall become vacant during the course of the annual business meeting and following the close of nominations, or in the event a nominee becomes unable or unwilling to serve, the presiding officer shall entertain nominations for the office from the floor, and the Voting Membership shall elect a candidate to fill said vacancy.

## FISCAL AND LEGAL PROCEDURES

The fiscal year of the Association shall be determined by the Board of Directors.

The Board of Directors shall adopt a budget for each fiscal year.

No member of the Board of Directors acting in the capacity of an Officer or Director shall receive compensation for services rendered in such capacity to the Association. Reasonable and necessary expenses personally incurred by Board members while attending to the business of the Association shall be paid by the Association in accordance with rules and procedures adopted by the Board of Directors.

Except as otherwise provided, the Board of Directors may authorize any Officer or Officers, or agent or agents, to enter into contracts or draw any instrument on behalf of the Association.

Unless and except as authorized by the Board of Directors, no loans shall be contracted on behalf of the Association and no negotiable paper, other than checks, shall be issued in its name.

Funds of the Association may be invested and reinvested in such manner and for such purposes as may be lawful and as authorized by the Board of Directors.

The Board of Directors may contract with legal counsel as Association business may require.

The Board of Directors may contract with an Executive Director as Association business may require.

The headquarters office of the Association shall be maintained at such address as the Board of Directors may determine and made known to the Membership.

#### OFFICIAL PUBLICATION OF THE ASSOCIATION

The official publication of this Association shall be known as “In Verbis”.

The Editor of the official publication may be designated by a vote of the Voting Members at the annual business meeting or by the Board of Directors.

The Editor shall publish the official publication of the Association four (4) times per year with the compensation of the Editor to be fixed by the Board of Directors. The Editor and the Executive Director shall keep on file a copy of each issue of the official publication of this Association. The cost of this publication shall be paid by the Association.

The Editor may, at his or her option, appoint an Associate Editor to assist the Editor in the duties of publication, with the compensation of the Associate Editor to be fixed by the Board of Directors.

#### OFFICERS AND DIRECTORS

All Officers and Directors shall be current Members of the Association and shall attend and actively participate in quarterly Board meetings, the annual business meeting, and any special meetings called by the President.

Board members may participate in board meetings by telephone, video or internet as long as all members participating can hear each other at the same time.

Officers and Directors are encouraged to attend ICRA and NCRA sponsored events.

#### DIRECTORS:

Shall attend and actively participate in no less than two of the ICRA quarterly board meetings and any special meetings called by the President.

Shall oversee activities as Board Liaison member of ICRA committees as assigned by the President and make progress reports to the Board when requested at its regular meetings.

Shall jointly determine the annual Mary L. Brown scholarship winners upon receipt of the application materials from the Vice President.

**SECRETARY:**

Shall attend and actively participate in no less than two of the ICRA quarterly board meetings and any special meetings called by the President.

Shall take minutes of all Board meetings and submit the written minutes to the Executive Director within 30 days subsequent to the meeting.

Shall take minutes of the annual business meeting and submit the written minutes to the Executive Director within 60 days subsequent to the meeting.

Shall update the ICRA Policies and Procedures and any other documents at the request of the President after each board meeting.

Shall oversee activities as Board Liaison member of ICRA committees as assigned by the President and make progress reports to the Board when requested at its regular meetings.

**TREASURER:**

Shall attend and actively participate in no less than two of the ICRA quarterly board meetings and any special meetings called by the President.

Shall submit quarterly reports of income and expenditures for distribution at Board meetings.

Shall make an oral report of income and expenditures for the prior fiscal year at the annual business meeting.

Shall submit an annual report of all receipts and disbursements for the ensuing year and a proposed annual budget for the new fiscal year at the January Board meeting.



Shall keep a current accounting of the financial status of the Association. Shall write checks to pay expenses incurred in the regular course of business of the Association, as well as any expenses approved by the Board.

Shall collect membership dues, convention registration fees, and all other income for deposit, and shall deposit all funds in an Association account at a reputable bank. Shall deposit funds earmarked for reserve in an interest-bearing account at a reputable bank.

Shall arrange for the preparation of tax returns by a reputable Certified Public Accountant.

Shall provide and file with the Association a surety bond, if requested, for the faithful performance of the duties as Treasurer in a sum as may be fixed by the Board. The cost of said bond shall be paid by the Association.

Shall oversee activities as Board Liaison member of ICRA committees as assigned by the President.

#### VICE-PRESIDENT:

Shall attend and actively participate in no less than two of the ICRA quarterly board meetings and any special meetings called by the President.

Shall oversee activities as Board Liaison member of ICRA committees as assigned by the President.

Shall update the dues notice and author a letter to be distributed to the membership in November, and author a reminder letter for dues to be distributed by March 30.

Shall coordinate the Student Scholarship Program and make the presentation of the scholarship to the recipient at the annual convention.

**PRESIDENT-ELECT:**

Shall attend and actively participate in no less than two of the ICRA quarterly board meetings and any special meetings called by the President.

Shall preside during any absence of the President, such as vacation or illness, or any time the President is unable to fulfill his/her duties.

Shall oversee activities as Board Liaison member of ICRA committees as assigned by the President.

Shall chair and plan the Midyear Seminar, and may organize a Midyear Seminar Committee.

Shall work on state and national issues with the President, Executive Director, and Legislative Counsel.

Shall select the next year's committee chairs and make committee appointments in anticipation of election to President and submit them to the President and Executive Director by May 1.

Shall assist the Executive Director with the Membership Directory.

Shall be given first priority in attending the NCRA Leadership Conference in November and the National Council of State Associations at the NCRA annual convention, and shall give written reports to the Board and the Editor of "In Verbis".

**PRESIDENT:**

Shall schedule quarterly Board meetings and any special meetings which may be necessary, and shall provide a written agenda of the meeting to the Executive Director prior to each meeting.

Shall preside over all Board meetings and the annual business meeting.

Shall submit a written report or President's Message to the Editor of "In Verbis" quarterly.

Shall submit a final President's Report to the Convention Committee prior to the annual convention to be included in the packets distributed at the convention.

Shall oversee activities as Board Liaison member of ICRA committees not assigned to any other Officer or Director.

Shall keep a record of Association activities and deliver such record to the succeeding President at the annual convention.

Shall be responsible for updating the board members only section of the ICRA website by supplying necessary information to the ICRA webmaster.

Shall work with the President-Elect, Executive Director, Legislative Counsel and NCRA on state and national issues, and keep the Board apprised of activities.

Shall work with the Treasurer in establishing a proposed budget for the new fiscal year.

Shall submit a request to the State Court Administrator for an Order approving reimbursement of travel expenses to the annual convention for official court reporters no later than May 15<sup>th</sup> of each year.

Shall answer, or designate another to answer with his or her agreement, questions posted from other state leaders or NCRA on the National Council of State Leaders listserv on behalf of the Iowa Court Reporters Association.

Shall act as a contact person for NCRA, and shall contact NCRA to invite a representative to attend the annual convention.

Shall appoint committee chairs and/or members if vacancies occur.

Shall submit a memo to committee chairs after being installed as President setting out the goals for each committee.

**IMMEDIATE PAST PRESIDENT:**

Shall attend and actively participate in no less than two of the ICRA quarterly board meetings or any special meetings called by the President.

Shall be the Chair of the Nominating Committee, and shall submit a request for nominations for Officers and/or Directors to the Editor of "In Verbis" in January, with nominations to be received by March. Shall work with the Nominating Committee in finalizing a slate of Officers and/or Directors for the new year which begins at the annual convention. Shall submit the final slate to the Editor of "In Verbis" for publication prior to the annual convention.

Shall act as an adviser to the Board.

**PRESIDENT'S ADVISORY BOARD:**

All Past Presidents of the Association shall compose the President's Advisory Board. The Officers and Directors may turn to the Board for advice, or the Board may offer advice on its own initiative, which advice shall not be binding on the Officers or Directors but is to be merely advisory in nature. Upon completion of office each President shall become a member of the President's Advisory Board and shall chair it for the ensuing year.

## COMMITTEES AND TASK FORCES

The President, with the advice of the Board of Directors, may create and shall appoint members and chairs of such committees and task forces as necessary, who shall serve for a term of one (1) year, unless otherwise specified.

### CONSTITUTION & BYLAWS COMMITTEE:

This committee shall consist of three (3) members, one (1) of whom shall be a Past President of the Association. The committee shall perform the duties assigned in this Constitution and Bylaws for amending and/or reviewing the Constitution and Bylaws each year or upon request by the Board of Directors, and make recommendations to the Board of Directors and the Membership.

### COMMITTEE ON PROFESSIONAL ETHICS:

This committee shall consist of three (3) members, at least two (2) of whom shall be Professional Members and one (1) of whom shall be a Past President. The members of this committee shall be appointed to serve for staggering three-year terms. The committee shall be responsible for the interpretation and enforcement of the Iowa Court Reporters Association's Code of Professional Ethics and Section 602 of the Code of Iowa, and shall function in accordance with operating rules and procedures that are subject to review and approval by the Board of Directors.

### DISTINGUISHED SERVICE AWARD COMMITTEE:

This committee shall consist of three (3) Professional members, one (1) of whom shall be a past Distinguished Service Award recipient or a Past President. This distinguished service award shall be known as the Roy Voelker Memorial Award for Distinguished Service. The duty of this committee shall be to seek nominations for and select by a majority vote of the committee a person to be the recipient of the

distinguished service award for a designated year. The committee shall announce its selection at the annual meeting of the Association and present to the recipient a suitable plaque certifying that the person was awarded the Roy Voelker Memorial Award for Distinguished Service to the reporting profession.

#### CONVENTION COMMITTEE:

The President shall appoint the chair of this committee to work with the Executive Director to arrange a proper and suitable program of continuing education to be offered to the Membership at the annual meeting of the Association for a designated year. The chair will select the committee members from the Membership and shall arrange all other activities associated with the annual meeting.

#### REAL TIME CONTEST COMMITTEE:

This committee shall consist of a chair and as many Members of the Association that the chair deems necessary to carry out the goals of the committee. The duties of this committee include setting the time and place for the contest, advertising the contest, acceptance of applications for the contest, details of the contest in conformity with the established guidelines, and awards to the winner of the contest and successful contestants, which shall be presented at the annual meeting.

#### ADVANCED TECHNOLOGY COMMITTEE/STUDENT RECRUITMENT:

This committee shall consist of a chair and as many Members of the Association that the chair deems necessary to carry out the goals of the committee. It is the duty of this committee to promote in the community and the reporting profession the benefits of utilizing technology in the reporting profession, and to conduct demonstrations and perform such other functions to meet those goals. This committee is additionally responsible for the student recruitment activities of ICRA.

**MEMBERSHIP COMMITTEE:**

This committee shall consist of a chair and at least one (1) Member from each judicial district. The duty of this committee is the recruiting of new and delinquent memberships to the Association.

**FREELANCE COMMITTEE:**

This committee shall consist of a chair and as many Members that the chair deems necessary. The main duties of this committee are to apprise the Board of issues and concerns of the freelance reporting members and make recommendations for those concerns.

**OFFICIALS COMMITTEE:**

This committee shall consist of a chair and as many Members that the chair deems necessary, but not less than one Member from each judicial district. The main duties of this committee are to apprise the Board of issues and concerns of the official reporting Members and make recommendations for those concerns.

**CAPTIONING/CART COMMITTEE:**

This committee shall consist of a chair and as many Members that the chair deems necessary. The main duties of this committee are to apprise the Board of issues and concerns of the captioning and CART provider Members and to make recommendations for those concerns.

**PRO BONO COMMITTEE:**

This committee shall consist of a chair and Members who are willing to donate their time and talent. The committee is responsible for receiving requests for Pro Bono work and assigning reporters to report the same.

#### NOMINATING COMMITTEE:

This committee shall consist of three (3) Members, two (2) of whom are Professional Members and one (1) of whom is the Immediate Past President. The Immediate Past President shall be the Chair of the Nominating Committee. No Member of this committee shall hold elective office in the Association at the time of appointment to this committee, nor may they be nominated for any office while serving on this committee. The Nominating committee shall be appointed by the President-Elect when the President-Elect appoints other standing committees at the beginning of the term as President. This committee shall nominate Members for offices to be filled and report the committee's nominations to the President at least sixty (60) days prior to the annual business meeting.

#### ASSOCIATION COMMUNICATIONS COMMITTEE:

This committee shall consist of a chair, the President, President-Elect, the chair of each other ICRA committee, the Association Editor, and any additional Members who are willing to donate their time and talent. The main duties of this committee are to make recommendations and suggestions for the ICRA website and quarterly publication to the Board of Directors.

#### IOWA COURT REPORTERS MANUAL COMMITTEE:

This committee shall consist of a chair and members who are willing to donate their time and talent. Said members shall include the chair/or designee of the Official Committee, the chair/or designee of the Freelance Committee, two other reporters in Iowa, and the ICRA president. The main duties of this committee are to update the Iowa



Court Reporters Manual as needed. The committee shall submit a report once a year at the annual convention stating (a) they have reviewed the rules; (b) have made changes as listed in the report; and/or (c) found that no updates needed to be made.

#### COMMITTEE CHAIRS:

Shall submit written goals and anticipated activities to the President two weeks prior to the September Board meeting, to be distributed to the Executive Board.

Shall submit quarterly reports, or at such time as the committee meets, to the board committee liaison two weeks prior to each Board meeting, for distribution to the Executive Board. Shall submit an annual report to the assigned board committee liaison two weeks prior to the ICRA Annual Convention, to be included in the information packets distributed at the convention.

Shall schedule and preside over committee meetings and activities. Shall invite the Board Liaison to any scheduled meetings and provide the Board Liaison any written reports or minutes of meetings to be distributed to the Executive Board.

#### REVIEW

The ICRA Constitution and Bylaws Committee shall review this document annually to determine if changes should be proposed to the ICRA Constitution and Bylaws.

Revised: September 2007