



## **PCRA STANDING RULES**

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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 and shall be kept up to date by the Secretary-Treasurer through the Bylaws Committee in conjunction with the current management company [Bylaws Article XI, Section 1]. (5/16/2020)

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.

1. All email communications with membership shall be sent by PCRA headquarters to the President or their designee for approval. (1/17/17)

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. Within 30 days, by email or other electronic communication, the Board of Directors shall review the Provisional application to confirm the applicant meets the Eligibility requirements per the Bylaws for Active Member status. (6/3/20)

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 non-approval. (6/3/20)

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 at least 20 years for the efficient management of the association, such as grassroots mailing, etc. (6/3/2020)

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 adheres to the Purpose of PCRA as defined in Article II and has paid dues to PCRA continuously for a period of at least 15 years immediately prior to the date of their retirement and is no longer in active practice as a court reporter in any capacity whatsoever shall be eligible to become a Professional Retired Member with the same privileges of a Professional Member. Application for this privilege must be made within one year of retirement date. (6/3/2020) (4/23/2022)
- 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 must pay the dues amount as set by the Board for Professional Retired Members each year. (9/13/2020)

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)]

- a. All new members will receive a Welcome Letter from the President once they become Active Members. (5/16/2020).

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. Associate Member – With the exception of voting, Associate Members shall enjoy the same rights as a Professional Member or Retired Professional Member.
8. All other categories of membership shall be as defined in the Bylaws.
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, any requests for management assistance, and any items to be voted upon 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 and Retired Members, 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)]  
(9/13/2020)

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 in excess of \$350 shall require two signatures. In the normal course of business, those two signatures shall be (1) the Secretary-Treasurer and/or another authorized signer from the Executive Committee and (2) Association Management.  
(9/21/2014)

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 in accordance with the following:

(1) If air transportation is required, diligence in making the earliest and most economical arrangements should be exercised. Pre-approval shall be required by the board for any travel costs in excess of \$500.

(2) If Delegates travel by ground, Standing Rule 11.3 shall apply. (5/16/2020)

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. Reimbursement for lodging shall be capped at the block room rate established for said meeting. Any deviation from this policy requires Board approval. (5/16/2020)

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

c. Those meals not covered in the registration fee will be capped on a per diem basis, including tips, in accordance with the U.S. General Services Administration M & IE Breakdown chart, which can be found at <https://gsa.gov/travel/plan-book/per-diem-rates>. (5/16/2020)

d. Parking fees shall be reimbursed. Airport parking fees will be reimbursed for up to three days in long-term parking. All parking expenses shall require a receipt.

e. The following expenses shall NOT be reimbursed: Entertainment expenses,

alcoholic beverages, and/or any expenses without proper documentation and receipts.  
(5/16/2020)

## 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. (5/16/2020)

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. Pre-approval shall be required by the Board for any travel costs in excess of \$500. (5/16/2020)

(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. Reimbursement for lodging shall be capped at the block room rate established for said meeting. Any deviation from this policy requires Board approval. (5/16/2020)

(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, in accordance with the U.S. General Services Administration M & IE Breakdown chart, which can be found at <https://gsa.gov/travel/plan-book/per-diem-rates>. (5/16/2020)

e. Parking fees shall be reimbursed. Airport parking fees will be reimbursed for up to three days in long-term parking. All parking expenses shall require a receipt.

f. The following expenses shall NOT be reimbursed: Entertainment expenses, alcoholic beverages, and/or any expenses without proper documentation and receipts.  
(5/16/2020)

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

## HISTORY OF RESCISONS

### 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.)