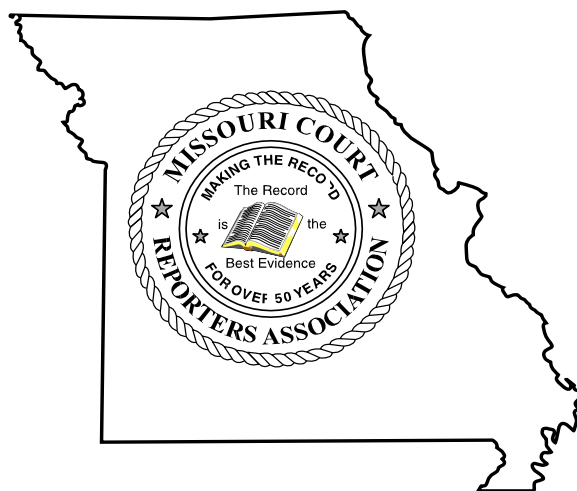


# MISSOURI COURT REPORTERS ASSOCIATION



## POLICIES AND PROCEDURES MANUAL



Revised November 2018

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# ACCOUNTING

MISSOURI COURT REPORTERS ASSOCIATION  
CHART OF ACCOUNTS  
Revised November 2018

## BALANCE SHEET ACCOUNTS

Assets (Debit Balance)	=	Liabilities (Credit Balance)	+	Equity (Credit Balance)
Debit to Increase Credit to Decrease		Credit to Increase Debit to Decrease		Credit to Increase Debit to Decrease

### ASSET ACCOUNTS - (100):

#### Checking Accounts (Cash)

101 Checking Account

#### Savings Accounts

126 Savings Account

#### Prepaid Asset Accounts

131 Prepaid Postage

#### Other Assets

151 CD #1 (Restricted Fund)

152 CD #2

153 Other Investments

### LIABILITY ACCOUNTS - (200):

#### Current Liabilities

201

### EQUITY ACCOUNTS - (300):

301 Association Equity

**INCOME STATEMENT ACCOUNTS**  
**REVENUE ACCOUNTS - (400)**

**Membership Dues Revenues**

401	Active Membership Dues Revenue - <u>(\$115)</u>
402	Student Membership Dues Revenue - <u>(\$40)</u>
403	Associate Membership Dues Revenue - <u>(\$40)</u>
404	General Membership Dues Revenue - <u>(\$40)</u>

**Convention Revenues**

411	Convention Registration Fee Revenue
412	Convention Exhibitors' Fee Revenue
413	Convention Speed Contest Registration Fee Revenue
414	Miscellaneous Convention Revenue
415	Sponsorship Revenue

**Mid-Year Seminar Revenues**

421	Mid-Year Seminar Registration Fee Revenue
422	Mid-Year Seminar Exhibitors' Fee Revenue
423	Miscellaneous Mid-Year Seminar Revenue

**Student Seminar Revenues**

425	Student Seminar Registration Fee Revenue
426	Miscellaneous Student Seminar Revenue

**Website Revenues**

431	Website Advertising Revenue	432	Miscellaneous Website Revenue
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**CRR/Realtime Seminar & Testing Revenues**

445	CRR/Realtime Seminar Registration Revenue
446	CRR/Realtime Testing Registration Revenue
447	Miscellaneous CRR/Realtime Seminar Revenue

**Progress & Membership Directory Revenues**

451	PROGRESS4U & Membership Directory Advertising Revenue
452	PROGRESS4U & Membership Directory Subscription Revenue

**Interest Revenue**

461	Interest Revenue - Checking Account
462	Interest Revenue - Savings Account
463	Interest Revenue - CD #1
464	Other Interest Revenue

**Merchandise Revenues**

472	Miscellaneous Merchandise Revenue
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**Fundraising Revenues**

481	50/50 Raffle Ticket or Auction Fundraising Revenue
482	Miscellaneous Fundraising Revenue

**Other Revenue**

491	Membership Mailing List Revenue - (\$25)	492	Miscellaneous Revenue
493	Member Assessment Revenue		

**INCOME STATEMENT ACCOUNTS (Cont'd)**  
**GENERAL EXPENSE ACCOUNTS - (500 & 600)**

**Board and Regional Expenses**

500	Hotel
501	Meals
502	Mileage
503	Postage
504	Printing/Copying
505	Supplies
506	Miscellaneous
-----	
507	Convention/Seminar Registration Fees
508	Airfare
509	Flowers

**Speed Contest**

600	Hotel
601	Meals
602	Mileage
603	Postage
605	Printing/Copying
606	Supplies
607	Miscellaneous
608	Prizes/Awards
-----	
609	Room Rental

**Website Expenses**

518	Bandwidth Fees
519	Domain & Security Fees

**Convention/Convention Committee/  
Continuing Education Committee Expenses**

520	Hotel
521	Meals
522	Mileage
523	Postage
524	Printing/Copying
525	Supplies
526	Miscellaneous
527	Prizes/Awards
528	Gifts
-----	
530	Speaker Fees/Honorariums
531	Equipment Rental
532	Flowers
533	Entertainment
534	Seminar Room Rental
535	Events Planning

**PROGRESS4U Publication Expenses**

560	Hotel
561	Meals
562	Mileage
563	Postage
564	Printing/Copying
565	Supplies
566	Miscellaneous
-----	
569	Mail Permit
570	Presort/Label

**INCOME STATEMENT ACCOUNTS (Cont'd)**  
**GENERAL EXPENSE ACCOUNTS (500 & 600 Cont'd)**

**Membership Directory and Bylaws**

**Publication Expenses**

640	Hotel
641	Meals
642	Mileage
643	Postage
644	Printing/Copying
645	Supplies
646	Miscellaneous
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648	Typesetting
649	Presort/Label

**Legislative Representative Expenses**

650	Retainer Fees
651	Miscellaneous
652	Meals/Hosting Events

**Legal Services Expenses**

660	Attorney's Fees
661	Miscellaneous

**Accounting Services Expenses**

670	Accounting Services Fees
671	Tax Services Fees
672	Outside Auditor's Services Fees
673	Postage
674	Printing/Copying

**Insurance Expenses**

680	Insurance Premiums
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**MCRA-PAC Contribution Expenses**

685	MCRA-PAC Contribution Expenses
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**Other Expenses**

690	Bank Service Charges
691	Miscellaneous
692	Depreciation
693	Income Tax Expenses

**INCOME STATEMENT ACCOUNTS (Cont'd)**  
**COMMITTEE EXPENSES - (700 & 800)**

**Audit Committee Expenses**

700 Hotel  
 701 Meals  
 702 Mileage  
 703 Postage  
 704 Printing/Copying  
 705 Supplies  
 706 Miscellaneous

**Budget & Finance Committee Expenses**

710 Hotel  
 711 Meals  
 712 Mileage  
 713 Postage  
 714 Printing/Copying  
 715 Supplies  
 716 Miscellaneous

**Bylaws Committee Expenses**

720 Hotel  
 721 Meals  
 722 Mileage  
 723 Postage  
 724 Printing/Copying  
 725 Supplies  
 726 Miscellaneous

**DSA Committee Expenses**

750 Hotel  
 751 Meals  
 752 Mileage  
 753 Postage  
 754 Printing/Copying  
 755 Supplies  
 756 Miscellaneous  
 757 Prizes/Awards

**Fundraising Committee Expenses**

760 Hotel  
 761 Meals  
 762 Mileage  
 763 Postage  
 764 Printing/Copying  
 765 Supplies  
 766 Miscellaneous  
 767 Prizes/Awards

**Legislative Committee Expenses**

780 Hotel  
 781 Meals  
 782 Mileage  
 783 Postage  
 784 Printing/Copying  
 785 Supplies  
 786 Miscellaneous

**Long-Range Planning Committee Expenses**

790 Hotel  
 791 Meals  
 792 Mileage  
 793 Postage  
 794 Printing/Copying  
 795 Supplies  
 796 Miscellaneous

**Membership Committee Expenses**

800 Hotel  
 801 Meals  
 802 Mileage  
 803 Postage  
 804 Printing/Copying  
 805 Supplies  
 806 Miscellaneous  
 807 Prizes/Awards

**Nominating Committee Expenses**

810 Hotel  
 811 Meals  
 812 Mileage  
 813 Postage  
 814 Printing/Copying  
 815 Supplies  
 816 Miscellaneous

**INCOME STATEMENT ACCOUNTS (Cont'd)**  
**COMMITTEE EXPENSES – (700 & 800 Cont'd)**

**Pro Bono Committee Expenses**

820 Hotel  
 821 Meals  
 822 Mileage  
 823 Postage  
 824 Printing/Copying  
 825 Supplies  
 826 Miscellaneous  
 827 Prizes/Awards

**Student Affairs Committee Expenses**

850 Hotel  
 851 Meals  
 852 Mileage  
 853 Postage  
 854 Printing/Copying  
 855 Supplies  
 856 Miscellaneous  
 857 Prizes/Awards

**Public Relations Committee Expenses**

830 Hotel  
 831 Meals  
 832 Mileage  
 833 Postage  
 834 Printing/Copying  
 835 Supplies  
 836 Miscellaneous  
 837 Prizes/Awards

**Miscellaneous Critical Issues Expenses**

860 Hotel  
 861 Meals  
 862 Mileage  
 863 Postage  
 864 Printing/Copying  
 865 Supplies  
 866 Miscellaneous

**Realtime Committee Expenses**

840 Hotel  
 841 Meals  
 842 Mileage  
 843 Postage  
 844 Printing/Copying  
 845 Supplies  
 846 Miscellaneous  
 847 Prizes/Awards

**Collection Expenses**

870 Credit Card Processing

**CLEARING AND SUMMARY ACCOUNTS - (900)**

901 Income Summary



## **BOARD MEMBER CODE OF CONDUCT**

### **As a member of the Board of Directors, I will:**

- ◆ listen carefully to my fellow Board members;
- ◆ carefully consider and respect the opinions of my fellow Board members;
- ◆ respect and support all majority decisions of the Board;
- ◆ recognize the authority is vested in the Board;
- ◆ keep well-informed of developments relevant to issues that may come before the Board;
- ◆ participate actively in Board meetings and actions and not discuss elsewhere what I am unwilling to discuss in Board meetings;
- ◆ bring to the attention of the Board any issues I believe will have a significant effect on our organization or those we serve;
- ◆ attempt to communicate the needs of those we serve to the Board of Directors;
- ◆ refer complaints directly to the proper level in the chain of command;
- ◆ recognize my job is to ensure that the organization is well-managed, not necessarily to manage the organization;
- ◆ represent all those whom this organization serves versus geographic or special interest groups;
- ◆ consider myself a “trustee” of the organization and do my best to ensure it is well maintained, financially secure, and always operating in accord with our stated objectives;
- ◆ work to learn how to do my job better; and
- ◆ acknowledge conflicts of interest between my personal life and my position on the Board, and abstain from voting or attempting to influence issues in which I am conflicted.

### **As a member of the Board of Directors, I will not:**

- ◆ criticize fellow Board members or their opinions outside of the Board room;
- ◆ use the organization or my position for my personal advantage or that of my friends, relatives, or associates;
- ◆ discuss the confidential proceedings of the Board outside the Board room;
- ◆ promise how I will vote on an issue before hearing the discussion and becoming fully informed on that issue; and
- ◆ speak for or in behalf of the organization unless specifically authorized to do so.

## DUTIES OF OFFICERS

### President:

1. Be familiar with all bylaws, policies and procedures governing the Missouri Court Reporters Association (hereinafter referred to as the “Association”) and, in particular, those referring to the duties of the President. Ensure all bylaw, policy and procedure deadlines and requirements are met during tenure as President.
2. Be familiar with the Minutes of the Board of Directors meetings for the prior two years.
3. Be familiar with Robert's Rules of Order Newly Revised.
4. Preside at all meetings of the Association and perform all duties incident to the office of President, including representing the Association at events at which a representative of MCRA is requested to attend and/or speak.
5. Ensure that the accounting firm (hereinafter referred to as “Accountant”), which services are engaged by the Association, is registered with the Secretary of State as Registered Agent for the corporation and confirm that the Accountant files an Annual Registration Report for Not-For-Profit Corporations before July 31st of each year.
6. Shall be a signatory, along with the Treasurer and the President-Elect, on the Association’s checking account, with one signature required to issue checks.
7. Attend the National Court Reporters Association annual convention. If the president is unable to attend, the Board of Directors shall designate a substitute. A written report of the NCSA meeting at the NCRA annual convention shall be published in a future issue of PROGRESS4U.
8. Appoint an Editor-in-Chief, who shall be responsible for publishing the official publication of the Association; and who shall be responsible for securing advertising; and a Membership Director, who shall be responsible for the publication and records of the *Membership Directory & Bylaws*.
9. Appoint members to standing committees as outlined in the Bylaws (Annual Convention, Bylaws, Distinguished Service Award, and Legislative Committees). Before making appointments, note the qualifications of committee members required in the Bylaws.
10. Appoint members to the following special committees: Audit, Long-Range Planning, and Nominating. (The Chair of the Audit Committee shall be a past Treasurer of MCRA; the Chair of the Nominating Committee shall be the Immediate Past President.)
11. Compile a list of all committee appointments for the year and submit to the Editor-in-Chief for publication in *PROGRESS4U*, and, the *Membership Directory & Bylaws*, and on the MCRA Website.

The president shall appoint such other committees not provided for herein which may be necessary and convenient for the proper functioning of the Association.

When considering committee appointments, it is best to put in place new committee members. However, it is a good idea to keep a committee member from a previous term, possibly installing him/her as the chair. This leads to continuity of what has been accomplished in the past, and this person normally has some great ideas on future accomplishments of that committee. The rationale is to get “new blood” involved. The more members who are involved in committee work, the more members who have an interest in our organization.

It is a good idea to have the Board members serve on at least one committee. They will then have firsthand knowledge of that committee and can provide a quick review at the Board meetings.

12. Outline goals for each committee and submit to the chair of each committee. Inform the committee chairs what expenses will be reimbursed by MCRA and the procedure required for reimbursement.
13. Report at each Board meeting on the status of each committee. Ensure that each committee chair submits an annual committee report to be presented at the Annual Business Meeting.
14. Attend as many functions of the Association as possible.
15. Periodically write a "President's Message" for PROGRESS4U, updating the membership on the Association's activities and goals, and publish on the MCRA Website. Prepare articles concerning pertinent activities dealing with the office of President and submit to the Editor-in-Chief for publication in PROGRESS4U.
16. Submit an annual report to the membership at the Annual Convention.
17. Review and approve (or disapprove) in an expeditious manner expenses incurred by members of MCRA. After approval, forward requests for reimbursements to MCRA's accountant/Treasurer for payment, with copies of requests to MCRA's Treasurer. Be familiar with current board-imposed expense limitations (i.e., anything over \$75 requires prior presidential approval; over \$500 requires prior board approval, as approved at the 6/7/97 Board meeting).
18. If timely advised of the death of a member of the Association, send flowers on behalf of the Association (expense not to exceed \$75). No authority to send flowers to an ill member. Keep track of who cards/flowers are sent to each year.
19. Send a card to an MCRA member who is ill or has a family-related illness or death.
20. Motivate Board of Directors and Membership to work toward goals and unity.
21. Seek reimbursement from the Association for all reasonable expenses incurred while performing the duties of President, in particular, the following:

Postage, copies, supplies; and mileage and meals (excluding alcohol) at current federal rate

Hotel expense during non-Annual Meeting board meetings

Airfare, airport parking, cab and/or shuttle fare, hotel expense, with prior approval of the Board.

All or part of the expenses for attending the NCRA convention shall be paid as determined by the current Board of Directors.

Past protocol has been:

- 1) Full airfare
  - 2) Lodging beginning the night before the NCSA meeting, Wednesday, through Sunday morning (representative should attend the NCSA and business meetings.)
  - 3) Cab and/or shuttle fare from hotel to airport and airport to hotel and/or airport parking fees
  - 4) Meals per diem (excluding alcohol) at the current federal rate.
22. Perform other duties as the Board of Directors may require.
23. The President and/or President-Elect is/are to attend the Leadership Conference held in Washington, D.C., or such place to be determined by NCRA.

Protocol on the expenses reimbursed for attending the Leadership Conference is:

Traveling with/without the President-Elect:

- 1) Full airfare
- 2) Lodging beginning the day before the conference to the day the conference concludes
- 3) Cab and/or shuttle fare from airport to hotel and hotel to airport and/or airport parking fees
- 4) Meals per diem (excluding alcohol) at the current federal rate.

**President-Elect:**

1. Be familiar with all bylaws, policies and procedures governing the Association and, in particular, those referring to the duties of the President-Elect.
2. Be familiar with the Minutes of the Board of Directors meetings for the prior two years.
3. Be familiar with Robert's Rules of Order, Newly Revised.
4. Perform the duties of the President in the event of the President's absence or inability or refusal to act.
5. Shall be a signatory, along with the Treasurer and President, on the Association's checking account, with one signature required to issue checks.
6. Explain to each new board member how the Board of Directors operates. Provide each board member with a copy of MCRA's *Policies and Procedures Manual* and review the specific duties with each board member.
7. Appoint the following committees: Budget & Finance (one member who shall be the Association's Treasurer), Fundraising (Chair of which shall be the Association's Vice President), Public Relations, Realtime, Student Affairs, and Student Mentoring (Chair of which shall be the President-Elect).  
  
All committee appointments are to be made with the President's approval.
8. Serve as a member of the Annual Convention Committee.
9. Coordinate with the President on any goals that the President would like accomplished by the President-Elect's committees and monitor the progress of each committee.
10. Outline goals for each committee and submit to the chair of each committee. Inform the committee chairs what expenses will be reimbursed by MCRA and the procedure required for reimbursement.
11. Report to the President before each Board meeting on the status of each committee for which the President-Elect is responsible for making appointments.
12. Prepare articles concerning pertinent activities dealing with the office of President-Elect and submit to the Editor-in-Chief for publication in PROGRESS4U.
13. Be responsible for extending the invitation to NCRA/NVRA's representatives for attendance at the Annual Convention.
14. Submit an annual report to the membership at the Annual Convention.
15. Plan goals for forthcoming presidency.

16. Present to the President of MCRA requests for reimbursement for all reasonable expenses incurred while performing the duties of the President-Elect, in particular, the following:

Postage, copies, supplies; and mileage and meals (excluding alcohol) at the current federal rate.

Hotel expense during non-Annual Meeting Board meetings

Airfare, airport parking, cab and/or shuttle fare, hotel expense, with prior approval of the Board.

17. Perform such other duties as the President and/or the Board of Directors may require.

18. The President-Elect and/or President is/are to attend the Leadership Conference held in Washington, D.C., or place to be determined by NCRA.

Protocol on the expenses reimbursed for attending the Leadership Conference is:

Traveling with/without President:

- 1) Full airfare
- 2) Lodging beginning the day before the conference to the day the conference concludes
- 3) Cab and/or shuttle fare from airport to hotel and hotel to airport and/or airport parking fees
- 4) Meals per diem (excluding alcohol) at the current federal rate.

**Vice President:**

1. Be familiar with all bylaws, policies and procedures governing the Association and, in particular, those referring to the duties of the Vice President.
2. Be familiar with the Minutes of the Board of Directors meetings for the prior two years.
3. Chair the Fundraising Committee.
4. Set and pursue goals for the Fundraising Committee.
5. Submit an annual report to the membership at the Annual Meeting.
6. Present to the President of MCRA requests for reimbursement for all reasonable expenses incurred while performing the duties of the Vice President, in particular, the following:
  - Postage, copies, supplies, and mileage and meals (excluding alcohol) at the current federal rate.
  - Hotel expense during non-Annual Meeting Board meetings
  - Airfare, airport parking, cab and/or shuttle fare, hotel expense, with prior approval of the Board.
7. Perform such other duties as the President and Board of Directors may require.

**Secretary:**

1. Be familiar with all bylaws, policies and procedures governing the Association and, in particular, those referring to the duties of the Secretary.
2. Be familiar with the Minutes of the Board of Directors meetings for the prior two years.
3. Attend and prepare minutes of all Board meetings. Present the minutes to the entire Board of Directors for review and approval and then have accessible for any member upon request in good standing.
4. Be the custodian of the corporate records of the Association. Be the custodian of all business records of the Association.
5. Attend and prepare minutes of the Annual Business Meeting. Present the minutes to the entire Board of Directors and a special committee appointed by the President for review and approval and have accessible for any member upon request in good standing.
6. Maintain a copy of all reports of officers and committee chairs filed at the Annual Business Meeting as part of the Association's permanent records.
7. Prepare and update the Application for Membership form to be printed in PROGRESS4U, designating the Secretary as the person to whom the application should be sent.
8. Receive and review each Application for Membership before presenting to the Board of Directors. If an application is incomplete, the person does not qualify for selected membership status, or has not paid the appropriate amount, promptly contact the applicant and try to put things in order before presenting the application to the Board for approval.
9. Notify each applicant in writing that their application has been received and is pending approval and their check has been forwarded to the Treasurer for deposit. In addition, inform each applicant that their name has been added to the mailing list and it is anticipated that their application will be approved at the next Board meeting (give date). Along with a letter to each prospective member;
10. Provide a copy of each Application for Membership form to the Treasurer.
11. Provide a list of the membership applications to the Board at the Board meetings.
12. Forward copies of membership applications to the Membership Director following approval by the Board.
13. Forward the appropriate annual dues from new members in an orderly fashion to the Treasurer for deposit.
14. Receive and review applications of members for retirement status and, upon verification of all requirements being fulfilled as outlined in Article III, Section 1-C of MCRA Bylaws, present the applications to the Board for approval.



15. Prepare and mail any correspondence that is requested by the Board of Directors.
16. Submit an annual report to the membership at the Annual Meeting.
17. Record the NCRA/NVRA Representatives' speeches given at the Annual Meeting and present them to the Editor-in-Chief for printing in PROGRESS4U. A copy should also be sent to the NCRA/NVRA representatives.
18. Present to the President requests for reimbursement for expenses incurred while performing the duties of Secretary, in particular, the following:
  - Postage, copies, supplies; and mileage and meals (excluding alcohol) at the current federal rate-
  - Hotel expense during non-Annual Meeting Board meetings
  - Airfare, airport parking, cab and/or shuttle fare, hotel expense, with prior approval of the Board.
19. Perform such other duties as the Board of Directors may require.

**Treasurer:**

1. Be familiar with all bylaws, policies and procedures governing the Association and, in particular, those referring to the duties of the Treasurer.
2. Be familiar with the Minutes of the Board of Directors meetings for the prior two years.
3. Obtain a fidelity bond or employee dishonesty bond approved by the Board of Directors as provided in Article VII, Section 2(F) of the MCRA Bylaws.
4. Monitor the Association's checking account, which has been approved by the Board of Directors. Shall be a signatory, along with the President and the President-Elect, on the account, with one signature required to issue checks.
5. Forward by certified return mail any funds of the Association to MCRA's accountant to be deposited into the checking account, (which include dues, assessments, fundraising revenues, advertising revenues, registration fees, et cetera).
6. Open and maintain any other bank accounts as directed by the Board of Directors.
7. Review Dues notice and Termination of Membership notice prior to mailings to members.
8. Monitor records of all monies received and expended.
9. Provide reimbursement forms and sales/use tax exempt letters, when requested, to members of the Board and committee chairs.
10. Mail checks to vendors for merchandise and services and to members who have made requests for reimbursement approved by the President or the Board of Directors.
11. Receive Annual Convention-registration forms and fees. Forward registration forms to Annual Convention Committee Chair, along with an alphabetized summary of attendees and guests.
12. Keep for dissemination upon request to a member in good standing a final treasurer's report, consisting of at least an income statement and a balance sheet, at the end of each fiscal year.
13. Sign and mail (with checks, if applicable) all applicable tax forms, 990 and 990T, prepared by the accountant.
14. Serve as a member of the Budget & Finance Committee.
15. Submit an annual report to be accessible to the membership in good standing upon request at the Annual Convention.
16. Make sure filing is filed with Secretary of State each August with payment.

17. Outgoing treasurer to mentor incoming treasurer and help serve for a two-month period to encompass convention finalization.

18. Do a budget carrying over a five-year history.

19. Present to the President of MCRA requests for reimbursement for expenses incurred while performing the duties of Treasurer, in particular, the following:

Postage, copies, supplies; and mileage and meals (excluding alcohol) at the current federal rate.

Hotel expense during non-Annual Meeting Board meetings

Airfare, airport parking, cab and/or shuttle fare, hotel expense, with prior approval of the Board.

20. Perform such other duties as the Board of Directors may require.

### **Regional Vice Presidents:**

1. Be familiar with all bylaws, policies and procedures governing the Association and, in particular, those referring to the duties of the Regional Vice Presidents.
2. Be familiar with the Minutes of the Board of Directors meetings for the prior two years.
3. Hold a region meeting, at least once each year, prior to October 1. Written notice of such meeting shall be given to all members of the region not less than ten days prior to the date thereof. Invite the Association's President to attend the region meeting.
4. Serve as Annual Convention Committee Chair when the home region is hosting the Annual Convention. As Chair, provide detailed Annual Convention plans to the Board of Directors at its fall Board meeting.
5. Place regional funds in a bank account under the Regional Vice President's Social Security number. The account must have one (1) MCRA member on the account other than the Regional Vice President. Regional account records shall be provided for review upon request of the Board of Directors.
6. Bring regional members' suggestions, complaints, ideas, concerns, et cetera, to the attention of the Board of Directors.
7. Submit an annual report to the membership at the Annual Meeting.
8. Prepare articles concerning pertinent activities, e.g., region meetings, as well as activities dealing with the office of Regional Vice President and/or the region at own discretion, and submit to the Editor-in-Chief for publication in PROGRESS4U and for publication on the MCRA Website.
9. Seek reimbursement from the Association for all reasonable expenses incurred while performing the duties of Regional Vice President, in particular, the following:
  - Postage, copies, supplies; and mileage and meals (excluding alcohol) at the current federal rate.
  - Lodging expense during non-Annual Meeting Board meetings
  - Rental expense of regional meeting location, if necessary
  - Airfare, airport parking, cab and/or shuttle fare, hotel expense, with prior approval of the Board.
10. Perform such other duties as the President may require.

## **EXECUTIVE DIRECTOR**

1. Attend all board meetings and conferences requested by the President and/or Board of Directors.
2. Be available as advisor or sounding board to the President and/or Board.
3. Assist in selection of sites for Annual Convention by site visit, when possible or requested; assist in negotiations with the hotel; assist Annual Convention Committee in working with hotel. Maintain database to help track Annual Convention expenses year to year.
4. Maintain a timeline of when duties by Board members should be accomplished and when meetings are required.
5. Can proofread President's Message or PROGRESS4U articles, if requested.

## **DUES**

### **Annual Dues**

There shall be annual dues paid by Active, Associate, Student, and General Members. The annual dues shall be determined by the Board of Directors once a year, to be effective January 1 for the calendar year next following adjournment of the Annual Convention, and shall remain the same until changed by the Board of Directors. The Board of Directors set January 31 of each year as the date dues are due and payable.

### **Proration of Dues**

When the Board of Directors has approved an applicant for membership, the membership shall become effective on the following basis:

- (A) Applicants approved for membership shall pay a full year's dues.
- (B) For first-time members only, applicants approved for membership at the pre-Annual Meeting or post-Annual Meeting of the Board of Directors shall pay a full year's dues, which membership shall remain current and in effect throughout the following calendar year.

## **EXPENDITURE POLICIES**

The following applies to any and all purchases made on behalf of the organization.

Purchases over \$75 require prior presidential approval. Purchases over \$500 require prior board approval.

Purchases made on the association's credit card account shall not exceed \$1,000 during any given billing period. Such purchases are governed by the preceding paragraph.

Any purchases made without authorization and not met with approval are deemed to be the responsibility of the purchaser.

The limit on floral arrangements to be sent to the family of a deceased member is \$75. There is no authorization to send flowers to ill members. Such unauthorized expenditures shall be at the personal expense of board members or consenting persons.

Upon a Board vote authorizing legal representation for the Association or its individual members, the President shall obtain bids from three attorneys that are located in the geographical area where legal representation is needed to represent MCRA's interest. All bids shall be presented to the Board by the President for a vote, with consideration being given to the best representation and lowest bid. Once a simple majority has voted, the President will take the appropriate action.

**MEMBERSHIP**  
(as defined within the Bylaws)  
**CLASSIFICATION**

There shall be the following classes of members:

A. **ACTIVE:** Active members shall be residents of Missouri, or adjacent states, whose primary place of employment is in Missouri, skilled in the art of verbatim reporting of proceedings, who are further qualified in at least one of the following respects:

1. They are actively employed as an official court reporter in a state or federal court of record; or
2. They are actively engaged in the practice of court reporting in the freelance field; or
3. They are the holder of a current CCR certificate issued by the Board of Certified Court Reporter Examiners mandated by Missouri Supreme Court Rule 14; or
4. They are on the registry of the National Court Reporters Association as a Registered Professional Reporter; or
5. They are on the registry of the National Verbatim Reporters Association as a Certified Verbatim Reporter.

B. **ASSOCIATE.** A teacher of court reporting, or anyone connected in an official capacity with a school or college conducting a court reporting course, or an owner or principal of a court reporting firm not actively engaged in verbatim reporting, or a videotape technician who has passed the Certified Legal Video Specialist Examination, but need not meet the requirements for skill in the art of verbatim reporting of proceedings.

C. **RETIRED.** Any active member in good standing who has paid dues for a period of ten years and is no longer in the active practice of court reporting shall, upon filing affirmation of retirement with the Secretary, become a retired member and shall not be required to pay annual dues.

D. **STUDENT.** Any student of court reporting shall be granted membership as a Student Member, subject to the approval of the Board of Directors, upon written application endorsed by a reporter training program instructor or director and member.

E. **GENERAL.**

1. A supplier of court reporter products or services; or
2. An out-of-state court reporter who is not eligible for membership under Article III, Section 1-A.



## REGIONS

The State shall be divided into regions as follows:

REGION 1: The counties of Franklin, Jefferson, Lincoln, St. Charles, St. Louis, Warren, and the City of St. Louis.

REGION 2: The counties of Andrew, Atchison, Bates, Buchanan, Carroll, Cass, Clay, Clinton, Cooper, Gentry, Henry, Holt, Jackson, Johnson, Lafayette, Nodaway, Pettis, Platte, Ray, Saline, and Worth.

REGION 3: The counties of Adair, Audrain, Boone, Caldwell, Callaway, Chariton, Clark, Cole, Daviess, DeKalb, Gasconade, Grundy, Harrison, Howard, Knox, Lewis, Linn, Livingston, Macon, Marion, Mercer, Monroe, Montgomery, Osage, Pike, Putnam, Ralls, Randolph, Schuyler, Scotland, Shelby, and Sullivan.

REGION 4: The counties of Barry, Barton, Benton, Camden, Cedar, Christian, Dade, Dallas, Douglas, Greene, Hickory, Howell, Jasper, Laclede, Lawrence, Maries, McDonald, Miller, Moniteau, Morgan, Newton, Ozark, Polk, Pulaski, St. Clair, Stone, Taney, Texas, Vernon, Webster, and Wright.

REGION 5: The counties of Bollinger, Butler, Cape Girardeau, Carter, Crawford, Dent, Dunklin, Iron, Madison, Mississippi, New Madrid, Oregon, Pemiscot, Perry, Reynolds, Ripley, St. Francois, Ste. Genevieve, Scott, Shannon, Stoddard, Washington, and Wayne.

Members who reside in a state adjacent to Missouri shall be assigned to the region closest in proximity to their place of residence or employment, as determined by the Secretary of this Association.

## ANNUAL CONVENTION COMMITTEE

1. The Annual Convention Committee is composed of the Regional Vice President(s) of the hosting region(s), who shall be designated as the Chair(s), a member of the hosting region (who shall be appointed by the President), the President-Elect, and the Immediate Past President.
2. The Committee serves at the direction of and reports to the President and Board of Directors.
3. The Committee shall work with an Event Planner, if used, in the development and preparation of the Annual Convention.
4. The Chair should maintain a list of convention registrants and report the attendance numbers to the membership at the Annual Business Meeting.
5. The Chair should inform the President of any "special guests" who may be present at the Annual Convention so the guests can be recognized.
6. The Chair should come prepared to the Board meeting that precedes the Annual Convention with a report detailing costs, anticipated revenues, speakers and topics, and any other special circumstances.
7. The Chair shall submit pertinent Annual Convention information to the Editor-in-Chief for publication in PROGRESS4U.
8. The Committee shall follow the guidelines in the "Convention Planning Manual."

<..\MCRA CONVENTION DOCS\CONVENTION PLANNING MANUAL TIMELINE.xlsx>

## **AUDIT COMMITTEE**

1. The Audit Committee shall be composed of three members, appointed by the President and approved by the Board of Directors. The Chair of the Committee shall be a past Treasurer of the Association.
  
2. At the direction of the Board, or upon such time as a change in the Association's accounting firm shall occur, the committee shall obtain and recommend to the Board the employment of a Certified Public Accountant to audit the financial records of the Association. [replaces No. 3, amended to conform to new bylaw passed September 2006.]
  
3. The Committee shall make accessible the report to any member in good standing.

## **BUDGET & FINANCE COMMITTEE**

1. The Budget & Finance Committee shall be appointed by the President-Elect, with the approval of the President.
2. The Committee serves at the direction of and reports to the President and Board of Directors.
3. The Treasurer shall be a member of the Budget & Finance Committee.

### **BUDGET COMMITTEE ADOPTED RULE JANUARY 29, 1994**

The Budget Committee Chair addressed the Board and presented the Budget Committee's recommendations that the Association set aside \$10,000 for a war chest on or before July 1, 1994, into a CD, or into an interest bearing account, and thereafter ten percent of all membership dues collected as of June 15, 1995, and each year on June 15<sup>th</sup> thereafter be added to the account, with this plan to be reviewed at the end of five years. The Budget Committee also recommended that the Association set aside \$2,000 to be deposited into a PAC fund, and that further contributions be made on an individual voluntary basis. This method of contribution to be reevaluated in one year from date of institution. The third recommendation concerned a dues increase, \$70 for active and associate members, and \$35 for general members and students, effective January 1, 1995, to be presented for discussion at the annual business meeting. Discussion followed.

MOTION: DUNN- Per the recommendations of the Budget Committee, I make a motion that the Association set aside \$10,000 on or before July 1, 1994, into a CD, or interest bearing account, to be designated as an operating reserve fund, and thereafter, ten percent of all membership dues collected as of June 15, 1995, and each year on June 15<sup>th</sup> thereafter be added to the account with this plan to be reviewed at the end of five years. MOTION CARRIED.

### **ADOPTED RULE REVISION JANUARY 19, 2002**

The Budget Committee made the recommendations that the Association revise the policy implemented January 29, 1994, in the following manner: That ten percent of all dues collected as of June 15 continue to be deposited into an interest bearing account or certificate of deposit, with this policy to continue until two consecutive Boards of Directors of the Missouri Court Reporters Association vote to discontinue the policy. Discussion followed.

MOTION/CARLSON: I move we adopt the recommendations of the Budget & Finance Committee that ten percent of all dues collected as of June 15 of each year be deposited into an interest bearing account or certificate of deposit and that this policy continue until two consecutive Boards of Directors of the Missouri Court Reporters Association vote to discontinue the policy. MOTION CARRIED.

ADOPTED RULE  
JANUARY 6, 2018

The following motion was made to allow for exhibiting at the Missouri School Counselors Association conference and the Great Homeschool Convention and local student/college fairs annually.

“MOTION/HANNAH: I make a motion that 2019 dues be raised to \$115 with \$2,000 of the annual budget going towards student recruitment.

MOTION SECONDED/ROTTMANN

After further discussion, President Harrison called for a vote on the motion. Unanimous ayes. Motion carried.”

## **BYLAWS COMMITTEE**

1. The Bylaws Committee shall be appointed by the President.
2. The Committee serves at the direction of and reports to the President and Board of Directors.
3. The Committee shall be composed of three members, one of whom is a past President.
4. The Committee's duties are to review the bylaws and the policies and procedures and make recommendations to the Board of Directors and the membership for proposed changes.
5. A member of the committee shall present proposed bylaws changes to the membership at the Annual Business Meeting.
6. The Committee shall maintain the Policies and Procedures Manual, review all proposed amendments and/or revisions to the manual, and submit its recommendations regarding any modification to the Board for approval.
7. Upon approval of any modification by the Board, the Committee shall edit the manual to include such amendments and/or revisions and shall forward the finalized version to the President-Elect for distribution to members of the Board as outlined in Item 5 under Duties of the President-Elect.

## **CONTINUING EDUCATION CHAIR**

1. The Continuing Education Chair shall be appointed by the President.
2. The Chair serves in conjunction with the Annual Convention Committee and reports to the President and Board of Directors.
3. An Event Planner, if used, in consultation with the Chair, is responsible for obtaining seminar speakers, presenters, or leaders and coordinating audio/visual aids needed to present the seminar.
4. The Chair shall act as a consultant to an Event Planner, who, if used, would be the agent responsible for obtaining seminar speakers, presenters, or leaders, and any audio/visual aids required for the presentation of seminars.
5. The Chair shall follow procedures set out by NCRA and NVRA for obtaining approval of seminars for continuing education points.
6. The Chair shall publish a list of NCRA and NVRA approved continuing education points in PROGRESS4U prior to the Annual Convention and shall replicate same for placement in the convention packets.
7. The Chair shall maintain a record of the continuing education points of MCRA members and send evidence of continuing education points to NCRA and NVRA upon completion of seminars.

## **DISTINGUISHED SERVICE AWARD COMMITTEE**

1. The Distinguished Service Award Committee is composed of the five previous DSA recipients. The most senior past recipient shall be designated as the Chair.
2. The DSA Chair shall submit a request for nominations for DSA recipient to the Editor-in-Chief, to be published in PROGRESS4U, with the deadline for nominations being 60 days prior to the date of the Annual Convention. Upon submission of nominations from the membership, the Committee shall select the year's DSA recipient.
3. The Chair of the DSA Committee is responsible for ordering the DSA plaque and to present the award to the recipient at the Annual Convention.
4. Following the Annual Convention, the DSA Chair shall submit the Distinguished Service Award presentation speech to the Editor-in-Chief for publication in PROGRESS4U and for publication on the MCRA Website.



## EDITOR-IN-CHIEF

1. Be responsible for preparing and publishing PROGRESS4U either monthly or bimonthly.
2. Keep and maintain PROGRESS4U archives, retaining for the archives a digital backup of each issue and of each annual *Membership Directory & Bylaws*.
3. Obtain a current list of committee appointments from the President for publication in PROGRESS4U.
4. Work in conjunction with the Membership Director to maintain updated mailing database. And secure advertising for each issue of PROGRESS4U.
5. Seek reimbursement from the Association for all reasonable expenses incurred while performing the duties of the Editor-in-Chief, in particular, the following:
  - Postage, copies, supplies; and mileage and meals (excluding alcohol) at the current federal rate
  - Hotel expense during non-Annual Meeting Board meetings.

## **FUNDRAISING COMMITTEE**

1. The Fundraising Committee shall be appointed by the President-Elect, with the approval of the President.
2. The Committee shall be chaired by the Vice President.
3. The Committee serves at the direction of and reports to the President and Board of Directors.
4. The Committee is responsible for presenting ideas or suggestions to the Board of Directors on future Fundraising endeavors.
5. The Committee is responsible for implementing any Fundraising decisions made by the Board of Directors.

## **LEGISLATIVE COMMITTEE**

1. The Legislative Committee shall be appointed by the President.
2. The Committee serves at the direction of and reports to the President and Board of Directors.
3. The responsibilities of the Committee shall include maintaining contact with MCRA's Legislative Consultant; making legislative recommendations to the Board of Directors; maintaining good public relations with governmental entities; and making recommendations to the PAC Board.

**LIAISON TO CIRCUIT JUDGES AD HOC COMMITTEE  
ON TECHNOLOGY MANAGEMENT AND  
PRESERVATION OF THE RECORD COMMITTEE**

1. The Liaison Committee shall be appointed by the President.
2. The Committee serves at the direction of and reports to the President and Board of Directors.
3. The Committee is responsible for maintaining contact with the Judges ad Hoc Committee liaison.

## **LONG-RANGE PLANNING COMMITTEE**

1. The Long-Range Planning Committee shall be appointed by the President.
2. The Committee serves at the direction of and reports to the President and Board of Directors.
3. The Committee shall make recommendations to the President and Board of Directors regarding future goals for the Association.

## MEMBERSHIP DIRECTOR

1. Be responsible for publishing of the annual MCRA *Membership Directory & Bylaws* to the membership in January of each year.
2. Keep and maintain *Membership Directory & Bylaws* archives, and supply Editor-in-Chief with a digital backup to be kept in the PROGRESS4U archives.
3. Maintain a current listing of MCRA's membership, including name, address, telephone number, e-mail address, membership status, and other pertinent member information.
4. Make changes or amendments to the bylaws as directed by the Board of Directors or enacted by majority vote of the membership of the Association.
5. Submit pertinent information in the form of a written report for each board meeting.
6. Maintain an annual record of membership lapses.
7. Seek reimbursement from the Association for all reasonable expenses incurred while performing the duties of Membership Director, in particular, the following:

Postage, copies, supplies; and mileage and meals (excluding alcohol) at the current federal rate.

## **NOMINATING COMMITTEE**

1. The Nominating Committee is composed of five members, one from each Region of the Association, appointed by the President.
2. The Committee is chaired by the Immediate Past President.
3. The Committee should refer to MCRA's Bylaws, Article V, Sections 2 and 3, for guidance in performing their duties.
4. The Committee shall meet, consider nominations and suggestions for officers, and, upon securing the consent of the nominees, prepare a slate of candidates for office in the upcoming year.
5. The Committee shall present a written report (in PROGRESS4U) to the membership by July 1 of each year and shall present the report again at the Annual Meeting.

[No. 5 amended to conform to new bylaw post June '04 revision.]

## **PUBLIC RELATIONS COMMITTEES**

1. The Committees shall serve at the direction of and report to the President and the Board of Directors.
2. The Committees are responsible for activities promoting good will between the Missouri Court Reporters Association and the Bar and the Judiciary.
3. The Committees should meet in the fall and make plans for the upcoming year. The Committees should submit recommendations and an outline of their proposed activities at the January Board of Directors meeting for board approval.
4. The Committee Chairs shall submit pertinent public relations activities information to the Editor-in-Chief for publication in PROGRESS4U.



## **REALTIME COMMITTEE**

1. The Realtime Committee shall be appointed by the President-Elect, with the approval of the President.
2. The Committee shall serve at the direction of and report to the President and the Board of Directors.
3. The Committee will consider sponsoring a Missouri Certified Realtime Reporter examination at each Annual Convention. If a decision is made to conduct an examination for such certification, the Realtime Committee will arrange for and administer the examination.
4. The Chair shall inform the Editor-in-Chief of any successful test applicants for publication in PROGRESS4U for publishing on the MCRA Website, as well as upcoming testing information.

## **SPEED CONTEST CHAIR**

1. The Speed Contest Chair shall be appointed by the President.
2. The Chair shall serve at the direction of and report to the President and the Board of Directors.
3. The Chair will consider holding a speed contest at each Annual Convention, if there is interest in such a contest. If a decision is made to hold a contest, the Speed Contest Chair will arrange for and administer the contest.
4. The Chair shall inform the Editor-in-Chief of any successful contestants for publication in PROGRESS4U and for publishing on the MCRA Website, as well as any upcoming testing information.

## **STUDENT AFFAIRS COMMITTEES**

1. The Student Affairs Committees shall be appointed by the President-Elect, with the approval of the President.
2. The Committee shall serve at the direction of and report to the President and the Board of Directors.
3. The Committee shall serve as a liaison between the student membership and the Board of Directors.
4. The Committee will be responsible for hosting a Student session at the Annual Convention each year.
5. The Committee is responsible for coordinating the student sponsorship program for registration at the Annual Convention.
6. The Committee is responsible for securing reporter sponsors as mentors for participating students.
7. The Committee Chairs shall submit pertinent student affairs information to the Editor-in-Chief for publication in **PROGRESS4U**.