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**ARTICLE I – NAME**

The name of the Association shall be the Minnesota Association of Verbatim Reporters & Captioners, Inc.

**ARTICLE II – PURPOSES**

The purpose of this Association shall be:

1. To assume responsibility for leadership and enlightenment of the users of verbatim reporting of proceedings and of the public regarding the special competency, importance and value of the verbatim stenographic reporting system; and to promote a broader understanding and acceptance of the qualified verbatim stenographic reporter.
2. To encourage, establish, and maintain high standards of professional education and competence and to promote and encourage the exchange of professional knowledge.
3. To stimulate and encourage the adoption of adequate training and educational facilities and programs for personnel in the field of verbatim stenographic reporting in this state.
4. To cooperate with state and local governments, their agencies and other organized groups for the benefit of the public and for the recognition of the verbatim stenographic reporting profession.
5. To conduct educational seminars and conferences.
6. To promote verbatim stenographic reporting technologies over alternative means of making a record.
7. To advance the interests and general welfare of the verbatim stenographic reporting profession.
8. To foster professional and social contacts among its Members.
9. To promote harmony and a spirit of mutual assistance between the profession of verbatim stenographic reporting and the courts and the Members of the bar of this state.
10. To do any and all things that are lawful and appropriate in the furtherance of these purposes.

**ARTICLE III - MEMBERSHIP**

Section 1. Classes of Members

The Membership shall consist of the following classes:

- A) Regular Members
- B) Associate Members
- C) Retired Lifetime Members
- D) Honorary Members
- E) Student Members

Section 2. Regular Members

At least 51% of the Membership of the Association must be Regular Members. Any person who subscribes to and supports the program of the Association and who is skilled in the art of verbatim



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reporting of proceedings by the use of shorthand, manually or by machine, and who meets one or more of the following requirements and is endorsed by a Regular Member shall be eligible to apply as a Regular Member:

- A) Any person who is an official court, hearing or legislative reporter.
- B) Any person who is engaged in this state as a verbatim stenographic reporter or stenocaptioner in the active practice of general reporting.
- C) Any person who is a participating or professional Member of the National Court Reporters Association.
- D) Any person who has attained the National Court Reporters Association's status of Registered Member, i.e., Registered Professional Reporter, Registered Merit Reporter, Registered Diplomat Reporter.

Section 3. Associate Members

- A) Any Regular Member in good standing upon leaving the active practice of verbatim stenographic reporting may become, upon application to the Board of Directors, an Associate Member of this Association.
- B) A teacher of shorthand or verbatim reporting, or anyone connected in an official capacity with a school or college conducting a verbatim stenographic reporting course may become an Associate Member. Such persons need not meet the requirements for skills in the art of verbatim stenographic reporting of proceedings by the use of shorthand symbols.
- C) Anyone who functions in a support capacity to a court reporter such as a scopist, note reader, proofreader, administrative assistant or office manager.
- D) Any person who has been certified by the National Court Reporters Association as a legal video specialist (CLVS) shall be eligible to become an Associate Member of this Association.
- E) Any person interested in the preservation, support, and advancement of the field of verbatim stenographic reporting, but not in any way actively engaged in the verbatim stenographic reporting of proceedings, who is not otherwise eligible for Membership.
- F) Any vendor or entity whose business is related to the verbatim stenographic reporting profession and whose consumers are Members or related to the verbatim stenographic reporting profession.
- G) New Associate Members must be endorsed by a Regular Member of the Association.
- H) Any practicing stenographic reporter who has become disabled because of health reasons from performing the art of verbatim reporting by the use of machine shorthand and was in good standing with either MAVRC, MCRA, MFCRA, or NCRA for a period of at least three years prior to their illness/injury, is eligible to submit an application to the Board of Directors for their review and approval to become an Associate Member of the Minnesota Association of Verbatim Reporters & Captioners.



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### Section 4. Retired Lifetime Members

Any Member in good standing who has been in the active participation of verbatim stenographic reporting for twenty years and a dues-paying Member of this Association or the predecessor Associations (Minnesota Court Reporters Association or Minnesota Freelance Court Reporters Association) and is no longer in the active practice of verbatim stenographic reporting shall be eligible to become a Retired Lifetime Member upon application to and approval of the Board of Directors.

### Section 5. Honorary Members

Any person who has attained high rank in the reporting profession as a practitioner of the art of verbatim stenographic reporting, as an author of shorthand literature, or as a benefactor of the profession, but who is not in the active practice of verbatim stenographic reporting, upon the recommendation of the Executive Board, may be elected an Honorary Member, provided two thirds of the Members present and voting at an annual convention shall vote to confirm such recommendation.

### Section 6. Student Members

Any student of verbatim stenographic reporting who is certified by a court reporter training program instructor or director as being enrolled in reporting school shall be eligible to become a Student Member. Student Membership shall not be limited to students enrolled in National Court Reporters Association approved program schools.

### Section 7. Privileges

- A) All classes of Members shall enjoy the privileges of the Association except where certain privileges are specifically restricted to a specific class of Member in this Constitution and Bylaws.
- B) Only Regular Members shall have voting rights.
- C) Only Regular Members shall be eligible to serve as an Officer or Director of the Association.
- D) Other Members of the Association can attend and participate in Association activities but have no voting rights.

### Section 8. Membership Application Procedures

- A) Each class of Membership shall be a privilege which may be granted or withheld at the discretion of the Board of Directors.
- B) All new Regular Member applicants who have met the requirements for Membership shall also be required to be endorsed in writing, in due form, by a Regular Member of the Association.



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C) Applications for Membership shall be filed with the Board of Directors, together with current year dues as hereinafter prescribed.

D) The Board of Directors shall approve each new application for Membership submitted to it which meets all stated requirements unless two-thirds or more of the Board of Directors vote for disapproval.

E) Upon disapproval of a Membership application, the Board of Directors shall notify the person whose application has been disapproved of its action and the reasons therefore.

F) The applicant whose Membership has been disapproved may appeal such decision of the Board of Directors to the Membership at the annual meeting of the Association, at which time the applicant and the Board of Directors shall be given the opportunity to present their respective positions. A majority of the voting Members present at such annual meeting either overruling or affirming the decision of the Board of Directors shall be considered final.

Section 9. Suspension for Nonpayment of Dues

Any Member whose dues are 90 days past due may be suspended and all privileges of Membership may be terminated. Any Member suspended for nonpayment of dues may be reinstated at any time prior to the close of that Membership year upon payment of the full current year's dues and may be subject to a reinstatement fee of \$20.00.

Section 10. Termination of Membership

A) Membership in the Association may be terminated only for good cause. No Member shall be terminated for good cause without having been notified of the reasons for such termination and having been given an opportunity to appeal such termination to the Membership in the same manner as provided in Article III, Section 8(F).

B) The Board of Directors may terminate the Membership of a Member whose activities or conduct are determined by the Board to be contrary or detrimental to the purposes and objectives of the Association. Reasonable notice of Membership termination consists of a mailed written notice of such default sent to the address shown on the Association records for that Member. If the Member does not cure his or her default or correct his or her failure within sixty days of the date the notice is mailed, the Membership shall be terminated. During such sixty-day period, the Member shall not be entitled to vote or receive other Membership benefits, as determined by the Board.

C) The procedure for termination of a Membership shall comply with the requirements of Minnesota Statutes, Section 317A.411.

D) The Board may reinstate Memberships upon reasonable terms and conditions determined by the Board.



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**ARTICLE IV – DUES AND CHARGES**

Section 1. Annual Dues

A) By January 1 of each year, each Regular Member, Associate Member, Student Member and Retired Lifetime Member of this Association shall pay annual dues in such respective amounts as established upon recommendation of the Board of Directors.

B) The annual dues shall remain at said respective amounts from year to year until changed in the following manner:

- (1) Recommendations of the Board of Directors relating to any change in the amount of respective dues shall be presented in writing to the entire Membership by the Board of Directors at least thirty (30) days before the annual meeting, and;
- (2) Unless otherwise provided, said change in the amount of annual dues shall become effective for the calendar year next following the adjournment of said annual meeting.

C) The annual dues shall be due and payable by each Member to the Treasurer of this Association on or before January 1 of each year. Failure to pay said dues within ninety (90) days may result in suspension of Membership as provided in Article III, Section 9. The Membership Committee of this Association may issue Membership renewal notices commencing August 1 of the preceding year.

D) Honorary Members shall pay no dues.

Section 2. Other Charges

Charges for meetings, activities, and materials shall be approved by the Board of Directors.

**ARTICLE V - BOARD OF DIRECTORS**

Section 1. Composition of Board of Directors

The elected Board of Directors of the Association shall be a President, Vice President, Secretary, Treasurer, Immediate Past President, and four (4) Directors-at-Large. When practical, the position of Vice President shall alternate yearly to ensure representation of official, freelance, and CART/captioning professionals. The four (4) Directors-at-Large shall consist of two freelance reporters and two official reporters. The Board of Directors may appoint other ex officio Members of the Board without voting rights.

Section 2. Officers

The Officers of the Association shall be the President, Vice President, Secretary, Treasurer, and Immediate Past President.



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Section 3. Election and Term of Office

A) With the exception of the Immediate Past President and the President, the Officers of the Association shall be elected each year by the voting Members at the annual business meeting.

B) The four (4) Members elected as Directors-at-Large shall serve for a term of two (2) years. The terms of the Directors-at-Large shall be as follows: (1) Directors-at-Large “A” shall be elected in the even-numbered year; (2) Directors-at-Large “B” shall be elected in the odd-numbered year. One Director-at-Large “A” shall be engaged exclusively or primarily in the field of freelance court reporting, Communication Access Realtime (CART) or closed captioning. One Director-at-Large “A” shall be engaged exclusively or primarily in the field of official court reporting. One Director-at-Large “B” shall be engaged exclusively or primarily in the field of freelance court reporting, Communication Access Realtime (CART) or closed captioning. One Director-at-Large “B” shall be engaged exclusively or primarily in the field of official court reporting

C) If there is more than one nominee for an office, the nominee receiving the highest number of votes cast shall be elected.

D) No more than two Regular Members who work exclusively or primarily for the same reporting firm shall serve as Officers or Directors-at-Large of the Association at the same time. The term of each elected Officer and Director-at-Large shall commence at the close of the annual convention at which each Officer and Director-at-Large was elected. He or she shall serve until his or her successor is elected.

Section 4. Nominations

A) Written nominations for the position of Officer or Director-at-Large shall be made to the Nominating Committee sixty (60) days preceding the annual meeting. Nominations for the position of Officer, except as stated in Article V, Section 2(A), may be made from the floor at the annual meeting.

B) The report of the Nominating Committee, listing the nominees for the position of Officer and Director-at-Large, shall be presented to the Membership in writing not less than thirty (30) days before the annual meeting and shall be presented at the annual meeting.

Section 5. Vacancies

A) Vacancies occurring in the positions of Directors-at-Large, Vice President, Secretary, and Treasurer, between annual conventions shall be filled by appointment by the Board of Directors. Such appointment shall be effective to the end of the term of said appointment, or, in the alternative, until the next annual business meeting, at which meeting the vacancy shall be filled by election by the voting Members.

B) If there is a vacancy for any reason in the office of President, then the Vice President shall succeed to the office immediately and shall have all the powers and perform all the duties of the office.



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C) *[Rescinded Oct. 2022]*

D) If there is a vacancy for any reason in any office which cannot be filled by these provisions for succession to office, the Board of Directors shall appoint from its own Membership an Officer pro tempore to perform the duties of the vacated office until the office is filled by the voting Members at the annual business meeting.

E) If the Immediate Past President is deceased, physically incapacitated, or unwilling to serve in that capacity, then the most recent past President of the Association shall serve in the position of Immediate Past President.

Section 6. Duties of Officers

(A) It shall be the duty of the President to preside at all meetings of the Association and the Board of Directors and to perform all duties incident to the office of President and such other duties as may be prescribed from time to time by the Board of Directors, to make all appointments to committees as provided herein, and to render a written report at the next annual meeting following his or her election. The President automatically shall succeed to the office of Immediate Past President upon the expiration of the President's term in office and succession of a new President to the office.

(B) It shall be the duty of the Vice President to perform the duties of the President in his or her absence, or in the event of his or her inability or refusal to act. The Vice President, when thus acting, shall have the powers of and be subject to all restrictions placed upon the President. The Vice President shall perform such other duties as from time to time may be assigned to him or her by the President or the Board of Directors.

(C) *[Rescinded Oct. 2022]*

(D) *[Rescinded Oct. 2022]*

(E) It shall be the duty of the Secretary to keep the minutes of the meetings of the Association and of the Board of Directors; shall record all motions and votes of the Board of Directors made electronically for inclusion in the official Board minutes; shall see that all notices are duly given in accordance with the provisions of the Bylaws, or as required by law; shall file signed copies of the minutes within the official recordkeeping system of the Association; and in general shall perform all duties of the office of Secretary and other duties as from time to time may be assigned to him or her by the President or the Board of Directors.

(F) It shall be the duty of the Treasurer to have charge and custody of and be responsible for all funds and securities and financial records of the Association, and, in general, shall perform all duties incident to the office of Treasurer and other duties as from time to time may be assigned to him or her by the President or Board of Directors. At the expiration of his or her term of office, all records pertaining to his or her office shall be delivered to his or her successor in office.

(G) It shall be the duty of the Immediate Past President to provide guidance and serve as a mentor to the President and the Members of the Board. The Immediate Past President shall serve as a resource



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historian for the Association. The Immediate Past President shall perform such other duties and have such other responsibilities as the Board of Directors or President may prescribe.

Section 7. Board of Directors Meeting

A) The Board of Directors shall meet upon call by the President or upon call of any two other Members thereof.

B) A quorum shall consist of two-thirds of the full voting Membership of the Board of Directors. A majority vote at a meeting at which a quorum is present shall govern.

C) The President shall serve as chairman of the Board of Directors. In his or her absence, the Vice President shall act as chairman. If the Vice President is absent, the Immediate Past President shall then act as the presiding Officer.

Section 8. Board of Directors Powers

A) The Board of Directors shall at its pleasure commission the President or an alternate delegate to attend the annual convention of the National Court Reporters Association and/or an additional delegate to attend any regularly scheduled meeting of the National Committee of State Associations of the National Court Reporters Association, or other similar Associations, as recommended by the Board of Directors. Any such delegate must be a Member of the National Court Reporters Association. The President and/or delegate(s) shall be paid from the funds of the Association for such expenses as approved by the Board of Directors, and said President and/or delegate(s) shall render a report to the Membership at the next following annual or interim or mid-year meeting.

B) The Board of Directors shall have the power to contract with an administrator or a management firm, should it deem the same desirable, at such compensation as agreed to in writing between the administrator and/or management firm and the Board of Directors. Said compensation shall be commensurate with the duties performed for the Association.

C) Other Professional Services. The Board of Directors shall have the power to contract with such other professional services, should it deem the same desirable, at such compensation as agreed to in writing between the Board of Directors and the provider of the professional service. Said compensation shall be commensurate with the duties performed for the Association.

**ARTICLE VI – EXECUTIVE COMMITTEE**

*[Rescinded Oct. 2022]*

**ARTICLE VII – MEETINGS AND VOTING**

Section 1. Annual and Biannual Meeting

The annual meeting of the Association shall be held at such time and place as the Board of Directors shall determine. Notice of said meeting shall be given to all Members not less than thirty (30) days





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prior to the date thereof. A biannual meeting of the Association may be held at such time and place as the Board of

Directors shall determine. Notice of said meeting shall be given to all Members not less than thirty (30) days prior to the date thereof.

### Section 2. Special Meetings

Special meetings of the Association may be called by the Board of Directors at any time or shall be called by the President on receipt of written request by one third of the voting Members of the Association, giving the reasons therefore and the business to be transacted at the special meeting. At such special meeting, no business shall be transacted except as specified in a notice to Members. Written notice of such meeting shall be given to all Members not less than thirty (30) days prior to the date thereof.

### Section 3. Voting

At any meeting of the Association, only voting Members shall have the right to vote, which vote shall be cast in person only. Voting by proxy shall not be permitted.

### Section 4. Quorum of Members

Upon convening of any annual meeting or special meeting of Members, a quorum shall consist of twenty (20) percent of the voting Membership. The action of a majority of the voting Members at a meeting at which a quorum is present shall constitute the action of the voting Members.

## **ARTICLE VIII – COMMITTEES AND BOARDS**

### Section 1. Standing Committees

A) Standing committees of the Association, consisting of stenocaptioners, freelance and official verbatim stenographic reporters, shall be appointed annually by the President with the advice of the Board of Directors. The standing committees of the Association and the responsibilities and duties of each committee are more fully set out in the Policies and Procedures Manual.

### Section 2. Special Committees

A) Special committees may be appointed by the President from time to time as he or she shall deem fit for the proper discharge of the Association's business, to make special studies of matters pertaining to the Association and for any special purpose that will contribute to the successful operation of the Association.

### Section 3. Nominating Committee

The Nominating Committee shall consist of three past Presidents. The chairman of this committee shall be the Immediate Past President. The committee shall receive all written nominations from the Membership of the Association sixty (60) days preceding the annual meeting. The committee shall be



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responsible for the nominations of candidates for the offices of Vice President, Secretary, Treasurer, Directors-at-Large A and Directors-at-Large B. The nominations shall be reported to the Membership in writing not less than thirty (30) days prior to the annual meeting and presented to the Membership at the annual meeting. Unless otherwise stated in Article V, Section 2, the Nominating Committee shall determine the designation (freelance or official) of candidates for office.

Section 4. President's Advisory Board

All past Presidents of this Association shall compose the President's Advisory Board to which Board the Officers and Directors may turn for advice at any time. Said advice, however, is not binding upon the Officers or Directors, but is merely to be advisory in character. Each President, upon his or her completion of office as Immediate Past President, shall become its chairman for the ensuing year.

**ARTICLE IX – AWARDS**

The following awards shall be presented to the approved recipient during the annual meeting of the Association.

- 1) Award for Distinguished Service shall be presented for a designated year to a Member of the Association for their contribution to the reporting profession. The final selection of the nominees shall be made by the Distinguished Service Award Committee.
- 2) Willard I. Braun Outstanding Student of the Year Award shall be presented each year to a student of verbatim stenographic reporting who has been duly selected by an instructor with approval by the Board of Directors. The nominees must be Student Members in good standing with the Association.
- 3) Minnesota Award of Excellence shall be given to any Member of the Association upon successful completion of all three portions of the Award of Excellence examination. The examination shall consist of testing the verbatim stenographic reporting ability of the applicant pursuant to the following standards adopted by the Membership:
  - Literary, 210 words per minute for five minutes
  - Jury charge, 250 words per minute for five minutes, and
  - Testimony (two-voice), 270 words per minute for five minutes.
  - A grade of 95 percent as to each section shall be passing.

**ARTICLE X – ANTITRUST**

Upon election every Officer and Member of the Board of Directors shall be given a written explanation of the requirements of the antitrust laws insofar as they apply to the activities of the Association.

**ARTICLE XI – AFFILIATION**

The Minnesota Association of Verbatim Reporters & Captioners shall be affiliated with the National Court Reporters Association and any other divisions thereof or organization consistent with the goals of this organization as approved by the Membership.



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**ARTICLE XII – FISCAL PROCEDURE**

Section 1. Fiscal and Membership Year

The fiscal and Membership year shall be fixed by the Board of Directors.

Section 2. Funds and Securities

The Treasurer shall invest and manage the funds and securities of the Association in accordance with policies established by the Board of Directors.

Section 3. Bonding

The Treasurer and any other person entrusted with the handling of funds and property of the Association shall furnish, at the expense of the Association, a fidelity bond approved by the Board of Directors in such sum as the Board of Directors shall prescribe.

Section 4. Contracts, Letters of Intent

A) All contracts, releases, agreements, letters of intent or commitments made in the name of or on behalf of the Association shall be submitted to the Board of Directors for appropriate review and signature by duly authorized persons or person.

B) No contract shall be made which will bind the Association for amounts in excess of those provided in the current budget for that purpose, unless approved by the Board of Directors.

Section 5. Non-Compensation

No voting Member of the Board of Directors shall receive compensation for services rendered.

**ARTICLE XIII – LIMITATIONS OF LIABILITY**

Section 1. Indemnification of Persons

To the full extent permitted by the Minnesota Nonprofit Act, as enacted or hereafter amended, or by other provisions of law, each person who is a party or is threatened to be made a party to any proceeding, wherever and by whosoever brought (including any proceeding by or in the right of the Association), whether civil, criminal, administrative or investigative, by reason of the fact that he or she is or was a Director, Officer, employee, or agent of the Association, or that he or she is or was serving at the specific request of the Board as a Director, Officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, shall be indemnified by the Association against all reasonable expenses, including attorneys' fees and disbursements, judgments, penalties, fines and amounts paid in settlement, actually and reasonably incurred by such person in connection with such action, suit or proceeding; provided, however, that the indemnification with respect to a person who is or was serving as a Director, Officer, employee or agent of another



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corporation, partnership, joint venture, trust or other enterprise shall apply only to the extent such person is not indemnified by such other corporation, partnership, joint venture, trust or other enterprise. The indemnification provided by this Bylaw shall continue as to a person who has ceased to be a Director, Officer, employee or agent and shall inure to the benefit of such person and his or her heirs, executors and administrators, with respect to activities of such person during the period he or she acted as a Director, Officer, employee or agent of the Association, and shall apply whether or not the claim against such person arises out of matters occurring before the adoption of this Bylaw.

Nothing herein shall constitute Members of the Association as partners for any purpose. No Member, Officer, Board of Directors Member, agent or employee of the Association shall be liable for the acts or failures to act on the part of any other Member, Officer, Board of Directors Member, agent or employee of the Association, nor shall any Member, Officer, Board of Directors Member, agent or employee be liable for his or her act or failure to act under the Constitution and Bylaws, except for acts or omissions arising from his or her willful misfeasance.

### Section 2. Insurance

If authorized by the Board of Directors, the Association may purchase and maintain insurance against liability on behalf of each person who at any time is, or shall have been an Officer, Board of Directors Member, Committee Member, employee, or agent of the Association, to the full extent permitted by law, in effect at the time of the adoption of this Constitution and Bylaws, or as changed from time to time.

## **ARTICLE XIV – DISTRIBUTION OF ASSETS**

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

## **ARTICLE XV – ADOPTION AND AMENDMENTS**

Section 1. The Constitution and Bylaws may be adopted, amended or rescinded at any annual meeting of the Association by an affirmative two-thirds vote of the voting Members present at such annual meeting in accordance with the following provisions:

- A) Any six (6) or more Members of the Board of Directors or ten (10) or more Regular Members in good standing may propose an amendment to these Bylaws. Such amendments shall be in writing and shall be submitted to the Secretary and the Constitution and Bylaws Committee; and,
- B) Notice of such proposed amendment with the text thereof shall be filed with the Secretary and the Bylaws Committee not less than sixty (60) days before the date of the annual meeting at which said proposed amendment is to be considered; and notice of receipt of such proposed amendment with the text thereof shall immediately upon its receipt be forwarded by the Bylaws Committee to the Board of Directors; and notice shall be duly given by the Secretary to all Members of such proposed



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amendment in the official publication of the Association or by written notice, as the Board of Directors may provide, not less than thirty (30) days before the date of such annual meeting; and,

C) Any proposed amendment which has been filed with the Secretary and of which written notice has not been given within thirty (30) days may be submitted at the annual meeting and shall be adopted upon receiving an affirmative two-thirds vote of the voting Members present and voting at such annual meeting; and,

D) Unless otherwise provided, such proposed amendments shall become effective at the adjournment of the annual meeting at which the same is adopted.

Section 2. All Officers and Directors duly elected, and other business transacted, including the setting of annual dues under Article IV, duly passed previous to the adoption of this Constitution and Bylaws shall be considered as having been elected/passed in full compliance with all provisions of these Bylaws.

Section 3. All previously adopted Bylaws of this Association, with all amendments thereto, are hereby revoked, rescinded and set aside upon the adoption of these Bylaws in conformance with the provisions of Article XV.

#### **ARTICLE XVI – PARLIAMENTARY AUTHORITY**

Section 1. The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the Association in all cases in which they are applicable and in which are not inconsistent with this Constitution and Bylaws and any special rules of order that the Association shall adopt.

#### **ARTICLE XVII – MISCELLANEOUS**

##### Section 1. Interpretation of the Constitution and Bylaws

The Board of Directors shall be the final authority on the interpretation of the Constitution and Bylaws.

##### Section 2. Prior Association Service

Prior service on the Board of Directors or as an Officer of the Minnesota Court Reporters Association and the Minnesota Freelance Court Reporters Association shall be recognized as service in the Minnesota Association of Verbatim Reporters & Captioners.

##### Section 3. Rates and Charges

Nothing in any article in the Constitution and Bylaws or any other provision in the Association's procedures or practices shall be construed to require or permit the Association or any of its boards and committees to participate or advise, in any manner, formal or informal, in the setting of rates or charges except for rates established by statute or rules or by order of court.



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Section 4. Reimbursement for Bills Incurred

A) All proper bills for services rendered, materials furnished to the Association, or expenses claimed shall be paid by the Treasurer from the funds of the Association, providing:

- 1) Written documentation or written explanation thereof is provided to the Treasurer within sixty (60) days of the incurring of the bill by the claimant, and the Treasurer will submit said written documentation to the Board of Directors for their consideration; and,
- 2) Failure to submit written documentation or written explanation of said bill to the Treasurer within sixty (60) days of incurring the bill by the claimant shall constitute a waiver of the bill, unless on appeal to the Board of Directors this provision is waived.

**GENDER**

The use of masculine pronouns or other references in the Bylaws shall also denote the feminine or neutral gender whenever appropriate.

Dated: October 13, 1997

Adopted: November 15, 1997

Section 3. Election and Term of Office – Revised October, 2015

Section 6. Duties of Officers, Item E – Revised October, 2015

Revised October 2022: Article I; Article II; Article III, Sections 2(A), 3(A) 3 (G), 6, 8(B), 8 (D); Article IV, Section C; Article V, Sections 1, 5(A), 5(B), 5(C), 6(B), 6(C), 6(D), 6(E), 7(C), 8(A); Article VI - Rescinded; Article VII, Section 4; Article VIII, Sections 1(A), 3; Article IX, Section 2; Pronoun Use Standardized; Capitalization Standardized; Use of “By-law” Replaced with “Bylaw”