

# MICHIGAN ASSOCIATION OF PROFESSIONAL COURT REPORTERS

## BOARD POLICIES

Revised April 25, 2014

### **ADMINISTRATION**

- A. Contracts: (Adopted 6/24/00)  
All contracts whether for services rendered or facilities needed will be forwarded to the management company for review and signed by the President.
- B. Alcohol: (Adopted 6/24/00)  
MAPCR funds will not be used to supply intoxicants to the general attendees at MAPCR functions.

### **ADVERTISING**

- A. Freelance Ad In State Bar Journal: (Adopted 2/6/88)  
Any firm that wishes to be included in the Association freelance ad in the directory issue of the Michigan State Bar Journal must have shorthand reporting as its primary function of business.  
  
Primary function of business means that at least 90 percent of the reporting staff must be certified shorthand reporters.
- B. Newsletter Classified(s): (Adopted 10/23/92)  
A nominal fee, as determined by the board of directors, will be charged for the placement of announcements and classified ads in the Newsletter Bulletin Board.
- D. Website Advertising: (Adopted 12/30/99)  
A non-member will be charged a fee for placing any advertising on the MAPCR website, excluding job postings.

### **BOARD MEMBERS**

- A. Board Awards: (Adopted 9/10/88)  
The Association board members leaving office shall be presented with a certificate for the office held for that particular term.
- B. Board Member Biographies: (Adopted 10/9/98)  
Each year, members of the MAPCR Board of Directors and Committee Chairpersons shall submit an updated biography to the MAPCR Office. (Motion 06240004) (Rev 6/24/00)
- C. President's Signature: (Adopted 3/10/01)

All incoming presidents shall provide their signature for scanning to the MAPCR office.

## COMMUNICATIONS

- A. Correspondence Using Association Letterhead: (Adopted 10/25/87)  
Association letterhead will be used only when communicating official Association business.
- C. Public Relations Communications: (Adopted 7/10/93)
1. All public relations efforts representative of the Association may be approved for public release by one (or more) of the executive board if the President is unable to respond within 24 hours
  2. All social network public postings shall be pre-approved by a member of the Executive Committee or Executive Director. (Rev. 9/26/13)
- D. Use of the Association Logo: (Adopted 10/09/98)
1. The MAPCR Member Logo may be used by any member in good standing of the association. Use of the general MAPCR logo is prohibited.
  2. A member in good standing may use or reproduce the MAPCR Member Logo on such member's advertising, business cards, letterhead, brochures and other promotional materials in any medium, solely to denote the individual's membership in the association. A member may not use the MAPCR Member Logo as an expression of the association's views, or its endorsement or approval of a particular topic or matter. In this regard, a Member may not use the MAPCR Member Logo on the Member's work product, such as on a transcript, regardless of the form of, or media used for such work product.
  3. The MAPCR Member Logo must be used or reproduced in its entirety. No fragments or portions of the MAPCR Member Logo may be used or reproduced.
  4. The MAPCR Logo must be reproduced in black and white, or a single color only, or in the color(s) specified by MAPCR and in a reasonable size to ensure readability. A small reproduction may make certain constituent parts of the MAPCR Logo illegible.
  5. Use of the MAPCR Member Logo on any World Wide Web page must function as a link to the MAPCR Web site, [www.mapcr.org](http://www.mapcr.org). It is the responsibility of the member user of the logo to maintain the link as an active link at all times or remove the logo from the Web page. (Motion 06240005) (Rev. 6/24/00)

6. MAPCR shall provide the MAPCR Member Logo to any Member in good standing upon request. The logo shall be accompanied by a copy of this policy.
7. Any other use of the MAPCR Member Logo is prohibited, except to the extent expressly permitted by the Board of Directors. Unauthorized use of the NCRA Member Logo may subject the user to legal action by the Association to the fullest extent permitted by law. Unauthorized use by a Member may subject the Member to loss of Membership and/or loss of Membership privileges, including the ability to run the Member's advertisements in Association advertising media and the right to have the Member's name listed in the MAPCR Membership Directory.
8. MAPCR shall be responsible for monitoring the use of the MAPCR Member Logo and shall report periodically to the Board of Directors on its findings.

## CONVENTION/SEMINAR

- A. Attendance by Out-of-State Reporters: (Adopted 4/30/88)  
Members in good standing with their own state reporters' association may attend the Michigan Association programs at the Michigan Association rate.
- B. Refunds: (Adopted 12/7/91)  
A deadline for refunds will be printed in all MAPCR function brochures. (Motion 06240007) (Rev 6/24/00)
- C. Exhibitor Rates: (Adopted 12/7/91)
  1. Court Reporting related exhibitor rates will be a minimum of \$200 per booth. (Rev.10/07/05)  
  
If an exhibitor elects to have more than two people attend, they will be charged a minimum of \$30 per additional person, or whatever the meal charge is. (Rev.12/13/03)
  2. First time non-court reporting related exhibitor rates will be charged a minimum of \$60. (Rev.9/26/13)
  3. Registration sponsors who wish to have their promotional materials inserted in the registration packet will pay \$100, plus supply all materials to be inserted in the packets. (Rev.12/13/03)
- D. Emergency Refunds: (Adopted 10/23/93)  
A portion of pre-paid function money may be refunded for participants dealing with serious situations out of their control; the amount is to be determined by the convention\_committee. (Rev.12/13/03)

- E. Juxtaposition of Scheduling: (Adopted 9/30/94)  
The convention committee will select dates for each Association event with consideration to the Ohio Court Reporters Association, Federal Reporters Association, NCRA Convention and religious holidays. (Motion 06240009) (Rev. 6/24/00)
- F. Retired MAPCR Members' Rate: (Adopted 5/12/95)  
All retired members of MAPCR shall be invited to attend conventions at a reduced rate (cost of covering meal functions).
- G. Reporting National Representative's Speech: (Adopted 10/15/95)  
The speech made by the NCRA representative at the fall convention will be stenographically reported.  
  
The person to report and transcribe NCRA representative's remarks will be paid \$50.00, plus statutory rate on any transcript order, and will submit the transcript to NCRA within four weeks. (Motion: 02219803) (Rev. 3/11/00) (Rev. 12/13/03)
- H. Reporting Annual Business Meeting Minutes: (Adopted 10/15/95)  
The Annual Business Meeting will be stenographically reported for historical purposes. A summary thereof is to be included in the annual business meeting packets.  
  
The person reporting the annual meeting at the annual convention will be paid \$50.00, plus statutory rate on any transcript order, and will submit transcript within four weeks to MAPCR Office. (Motion 06240010) (Rev. 6/24/00)  
  
The typed short form of the annual meeting minutes will be forwarded to the Board of Directors for their reading immediately upon receipt from the Secretary/Treasurer. At the next Board of Directors meeting, any corrections, additions or deletions will be brought to the Board's attention and then approved with amendments if needed. That report will be taken back to the next annual convention. (Adopted 3/11/00)
- I. Honoraria for Guest Speakers: (Adopted 10/9/98)  
Honoraria for Guest Speakers: Guest Speaker will be given a token of appreciation to be decided upon by the conference committee. (Revision of policy 04109201) (Motion 07190305) (Rev. 7/19/03) (Rev.12/13/03)(Rev. 9/26/2013)
- J. Meals: (Adopted 3/11/00)  
Lunch will be provided to presenters and volunteers designated by the Convention/Seminar Committee Chair(s).

K. Attendance: (Adopted 3/11/00)

As adopted by NCRA, anyone applying for CEU's must pay for the convention/seminar at which they are applying for CEU's.

L. Event Tickets: (Adopted 9/26/2013)

The incoming President of MAPCR is allowed one complimentary guest for all social functions at the Fall Convention. The President's immediate children (not children's spouses) will receive their social tickets at cost, plus gratuity and tax. (Motion 10250204) (Rev. 9/26/2013)

## **EXPENSE REIMBURSEMENT**

A. President & President Elect's Expenses: (Adopted 10/18/84)

The President and President Elect of the Association shall not be obligated to pay the expenses of functions pertaining to the duties of office of the Association or when performing Association business. Reimbursement shall be reviewed quarterly by the secretary/treasurer and reviewed, if necessary, by the Board. (rev 11/19/88; 10/15/93; 3/30/96)

B. Hotel Accommodations for Board of Directors: (Adopted 8/16/86 rev 4/26/03)

The Association shall reimburse board officers and directors for hotel accommodations for pre- and post-convention board meetings and while attending the convention.

C. President & President-Elect's Attendance at National Convention: (Adopted 5/12/89 rev 12/2/00 rev 12/13/03)

The President and President-Elect shall have transportation and hotel costs paid for when attending National's annual convention to include food costs of up to \$70 per day, per person, with receipts submitted for reimbursement.

If the President and President-Elect choose to extend their stay past the NCSA meeting, they shall attend the business meeting and the installation of officers to the NCRA Board of Directors. NCRA-sponsored social functions will be reimbursed after attendance at such function and upon submission of receipts. If the required functions are attended, lodging will be paid for up to four nights. NCSA alternates shall be paid one night's lodging toward the cost of attending the National annual convention. (Rev 10/15/93)

D. National Leadership Conference: (Adopted 10/23/92)

The Association will pay the expenses of the Executive Board (President, President-Elect, Vice President and Secretary/Treasurer) to attend the Leadership Conference. If the budget doesn't allow for the entire Executive Board to attend, two members of the Executive

Board will attend. If an Executive Board member cannot attend, an alternate will be chosen from among the present Board members to attend in their place. (Motion 60240011) (Rev. 6/24/00) (Motion 07190302) (Rev. 7/19/03)

E. Legislative Boot Camp: (Adopted 6/24/00)

The Association will pay the expenses of up to four MAPCR members to attend Legislative Boot Camp, with the Executive board to decide who should attend, based on recommendation from Legislative committee chair. (Motion 07190307) (Rev. 7/19/03)

## FINANCE

A. Payment of Invoices: (Adopted 10/15/93)

Association Management will issue Association checks as payment for products and services only when the following steps are taken:

1. A written contract or purchase order with itemized services approved by the board of directors and/or the authorized agent or representative of the Association establishing agreement that products and/or services will be purchased by the Association.
2. For each payment of products and/or services a written invoice must be submitted to the Executive Director of the Association enough days in advance of the payment due date to assure the proper procedures for payment may be followed.

The time between submission of the invoice and payment is to be agreed to by the Board of Directors and specified in the contract.

The Executive Director will email the invoice to the President or Treasurer or other person authorized by the board of directors to approve payment of the invoice(s) over \$200.

3. Upon approval of the written invoice, the Executive Director will issue a check or credit card and submit for payment

B. Financial Statements: (Adopted 10/15/94)

A copy of the Association's monthly journal entries, along with the monthly financial statement, shall be sent to the President, the Secretary/Treasurer, and the Chairperson of the Audit/Finance Committee.

## HISTORIAN

A. Reports to the Board: (Adopted 10/9/98)

The historian will submit writings to the Board of Directors. Anyone reading the history could find something they feel to be incorrect about the history, or for whatever reason feel something should be changed. They would then at that point submit their change to the Board, along with a reason for wanting the change. The Board would then give it to the Historian. The Historian would look at the proposed change and either agree or disagree. If agreed, the change will be made. If disagreed, the Historian will submit reason for disagreement to the Board as to why it shouldn't be changed and the Board will make the decision to change it or not. If the Board thinks it should be changed, it will be changed.

B. Annual Report: (Adopted 6/24/00)

The Historian will make an annual history report and present it at the annual fall convention.

C. Historical Documents:

MAPCR office will store all historical documents.

## MEETINGS

A. Strategic Planning Session: (Adopted 10/23/92)

A planning session to discuss the long-range future of MAPCR shall be held sometime prior to the Annual Meeting. The meeting shall be comprised of the Board of Directors and any other persons designated by the President. (Rev. 10/13/95) Committee Chairs may attend the strategic planning meeting. (Motion 06240014) This strategic planning meeting will be held at least every three years. (Motion 10250202) (Rev.10/25/02, 6/24/00, 12/14/96, 12/13/03)

B. Board Orientation Session: (Adopted 4/25/14)

An annual committee planning session to discuss the activity of each committee for the coming year shall be held within one month following the annual meeting. The meeting shall be comprised of the Executive Board and Directors and any other persons designated by the President.

C. Board Meetings Protocol: (Adopted 10/13/95)

All MAPCR Board Meetings are held in Executive Session. All persons present who are not a member of the Board of Directors are present at the invitation of the Board and may be asked by the President to leave at any time.

D. Email Motions: (Adopted 10/20/00)

Email motions shall be open for discussion for 72 hours with no vote being taken at that time. At the end of the 72-hour discussion period,

board members shall send vote privately to the president or the president's designee.

## **MEMBERSHIP**

A. Mailing Lists: (Adopted 7/12/83)

The mailing lists of Association members may be sold only to a buyer approved by the Board of Directors.

B. Membership Sponsorships: (Adopted 4/14/84)

Any member who sponsors six or more new members during one year shall entitle the sponsoring member to one year's membership at no charge.

## **NATIONAL ASSOCIATION**

A. Continuing Education Credits: (Adopted 6/17/92)

The Association President shall be notified of and approve all requested CE credits before they are applied for to the National Association for any Michigan Association function.

## **PUBLIC RELATIONS**

A. Board Members Visiting Schools: (Adopted 10/15/94)

Each Presidential year (fall to fall of the year) each school of court reporting in the State of Michigan will be visited at least once by a member of the Association board, primarily for the purpose of informing the students of the benefits of being a member of the Association, but also to inspire and motivate the students to become court reporters.

## **REPORTING SERVICES**

A. Reporting Services: (Adopted 6/22/85)

The President of the Association shall direct a participating member of the Association to report any proceedings as requested by public forums and approved by the Board of Directors as being in the public relations interests of the Association.

The Association will award a reasonable amount of monetary reimbursement for such services, plus statutory rates for transcript ordered to be approved by the Board of Directors in advance, which will be forwarded to Association headquarters for distribution.



## SENIOR ADVISOR

A. Annual History Report: (Adopted 3/11/00)

The proofreading of the previous year's history will be done by the Senior Advisor. (Rev 12/13/03)

B. Nomination Acceptance Forms: (Adopted 12/13/03)

The Senior Advisor shall be responsible for dispersing nomination acceptance forms to all nominees prior to the official nominations.