

# **Constitution**

## **Article I – Name**

The name of this association shall be the Association of Official Court Reporters.

## **Article II – Purpose**

The purpose of this organization shall be to provide an organization of court reporters in the State of North Carolina; to promote harmony and a spirit of mutual assistance between the profession of court reporting and the Courts and members of the Bar of this State and the Director of the Administrative Office of the Courts; to program, foster, and establish statutes and rules directly or indirectly affecting the profession as may be of help and assistance to reporters, promulgate efficiency and justice in all Courts; to protect the public against the imposition of incompetent and unethical court reporters; to render assistance to all reporters in the perpetual improvement of their reporting skill, and to maintain a proper standard of ethics, efficiency, and compensation.

## **Article III – Officers**

The officers of this association shall be a president, a vice president, a secretary, and a treasurer. These officers shall be considered by the members at the annual meeting and shall hold office until the next annual meeting. An officer may serve in the same office for two consecutive full-year terms if nominated by the nomination committee and the officers desire to continue in office. The duties shall be as hereinafter set forth. These officers shall be considered as the executive committee. The president shall appoint a parliamentarian whose duty it shall be to make decisions on all questions of order and procedure, when requested.

## Article IV – Directors

There shall be an area director elected by the membership from each of the five judicial divisions of the State. They shall be elected in the same manner as the officers. The Directors and officers shall comprise the Board of Directors. Directors shall be elected for a 2-year term and may serve a second 2-year term, if elected.

## Article V – Board of Directors

The officers and past president of this association shall comprise the Board of Directors. This Board shall meet at least one time from the time of the annual meeting and as many other times during the year as is deemed feasible and advisable by the president or a majority of this executive board for the conducting of business.

## Article VI – Authority

This association shall be governed by the provisions of the Bylaws to be adopted simultaneously with this Constitution. These Bylaws, the rules of which are contained in “Robert’s Rules of Order, Revised,” shall govern the association with all cases in which they are applicable and which are not inconsistent with the special rules of the association.

## Article VII – Amendments

This Constitution shall become effective immediately upon its adoption and may be amended, altered, or repealed at any annual or special meeting of the association, as provided in Article X of the Bylaws.

# Bylaws

## Article I – Membership

Membership shall consist of the following groups of members as delineated by applicable qualifications and with the specified rights and responsibilities:

**Participating/Full:** must be a certified, working Official Court Reporter in NC; full dues; voting rights; may attend all business meetings; may participate in CEU offerings for which NC-AOCR will apply to national associations for credit; may join Facebook page or other social media pages; will be given access to the block files disc with donation to Lobbyist Fund; may avail themselves of resources on the [ncaocr.org](http://ncaocr.org) page (but must agree not to share with those who are not full, participating members or retired members of this association).

**Retiree:** retired from work as an Official Court Reporter; half dues; voting rights; may attend open business meetings; may attend closed business meetings by invitation; may participate in CEU offerings for same fee as regular members for which NC-AOCR will apply to national associations for credit; may join Facebook page or other social media pages; may avail themselves of resources on the [ncaocr.org](http://ncaocr.org) page (but must agree not to share with those who are not full, participating members or retired members of this association).

**Associate:** must be a certified, working reporter in NC or any contiguous state or other (upon approval by board); full dues; no voting rights; may participate in CEU offerings for same fee as regular members; may attend open meetings only.

**Student:** half dues; no voting rights; may attend open meetings; may participate in CEU offerings for same fee as regular members for which NC-AOCR will apply to national associations for credit.

**Honorary:** no dues; no voting rights; may attend meetings only; may participate

in CEU offerings for same fee as regular members for which NC-AOCR will apply to national associations for credit; may join Facebook page or other social media pages; may avail themselves of resources on the [ncaocr.org](http://ncaocr.org) page (but must agree not to share with those who are not full, participating members or retired members of this association).

Section 3. Application for Membership: Any person desiring to become an active member of this association shall make written application in such forms as the executive board may prescribe, accompanied by the dues for the current fiscal year as hereinafter prescribed, such endorsement of at least one member in good standing. The right to accept or reject any application for membership shall rest with the Board of Directors, except that appeal from any decision of the Board of Directors may be made to the membership at the time of the next annual meeting.

Section 4. Charter Members: All official State and Federal court reporters of the State of North Carolina and all reputable and competent reporters of the State of North Carolina who are residents and have been actively engaged in the profession of general reporting for not less than one year next prior to the adoption of the original Bylaws shall become charter members of this association upon paying their annual dues on or before the last day of June, 1995.

## Article II – Officers

Section 1. Elections: All officers shall be elected by a majority vote of those present and entitled to vote and shall hold office until the next annual meeting from the date of their election as provided in Article III of the Constitution.

Section 2. Vacancies: Whenever a vacancy shall occur by death, resignation, or otherwise in an officer of the association, except that of president, the Board of

Directors shall fill such vacancy by appointment until the next annual meeting.

### Article III – Duties of Officers

Section 1. The President: The president shall preside at all meetings of the association and of the Board of Directors and shall have general supervision over the affairs of the association, subject to the approval of the Board of Directors. The president shall be ex officio member of all committees. He shall appoint all standing and special committees and shall make appointments to fill all authorized in the absence or disability of the treasurer to sign checks on the association account. He shall also perform such other duties as shall be required from time to time by vote of the association or the executive committee.

Section 2. The Vice President: The vice president shall perform the duties of the president in the absence of the president and shall work with the president at all times. In case of death or resignation of the president, the vice president shall become president of the unexpired term. The vice president shall attempt to increase membership, schedule meeting locations, and mail out update information. The vice president shall be the liaison between the Association of Official Court Reporters and the Area Directors.

Section 3. The Secretary: The secretary shall keep a record of the meetings of the association and the executive board; shall keep a current list of the active members; shall conduct such correspondence of the association as may be necessary and shall perform such other and further duties relating to the association as may be fixed by the executive board.

Section 4. The Treasurer: The treasurer shall audit and pay all bills of the association when found correct. All funds received shall be immediately deposited in the proper depository in the name and to the credit of AOOCR. The treasurer shall receive the dues from the members of the association and shall

write all checks for the association; shall keep an account, which shall at all times be open to the inspection of the general membership. This account shall be audited by the auditing committee, which shall consist of three members in good standing not presently on the Board of Directors appointed by the president at the time of the annual meeting. At the annual meeting, the treasurer shall present a complete report in detail showing the financial condition of the association. The treasurer shall be responsible for maintaining a current membership roster.

#### Article IV – Area Directors

The Area Directors shall serve as voting members of the Board of Directors. The Area Directors shall be a liaison between the membership and the Board of Directors.

#### Article V – Dues, Fiscal Year, Assessments

Section 1. Each active member of the association shall pay as annual dues in an amount recommended by the executive committee and approved by the general membership based on the type of membership delineated in and prescribed by Article I at an annual meeting by at least two-thirds vote of the members present at such meeting, which such dues shall become due and payable to the treasurer the 1<sup>st</sup> day of June, the first day of the fiscal year. When the dues of any member shall have remained unpaid for a period of 30 days after they become due and payable, the treasurer shall cause him to be notified that unless the said dues be paid one month thereafter, his membership shall cease and his name be removed from the roll of active members.

Section 2. The fiscal year of this association shall be from the 1<sup>st</sup> day of June to the 31<sup>st</sup> day of May of the following year.

Section 3. No special assessments shall be levied upon the general membership,

Constitution and Bylaws in force as of October 19, 2020, as Amended and Approved at October 19, 2020 Annual Meeting.

except by the general membership itself at an annual meeting by at least a two-thirds vote of the members present at such meeting.

## Article VI – Meeting

The annual meeting of the association shall be held at such time and place to be determined by the membership upon the suggestion of the president or at such time and place as set by the general membership at the previous meeting. First notice shall be given to the general membership at least 30 days prior to such annual meeting with subsequent follow-up.

The president is authorized to call emergency meetings.

## Article VII – Nominating Committee

It shall be the duty of the nominating committee, consisting of a chairman and two members, to present a slate of officers and nominees for area directors at the annual meeting. When the committee's report is presented, the president shall also call for nominations from the floor.

## Article VIII – Code of Ethics

Section 1. The Code of Ethics of this Association shall be the same as that adopted by the National Court Reporters Association.

Section 2. Business conduct and ethical considerations. It is the policy of our association, as reflected in these Bylaws, to comply fully with all applicable laws and regulations and to conduct all association activities honestly, legally, and ethically. This policy of compliance includes strict adherence to all State and Federal antitrust laws. It is, therefore, the policy of the association that its members shall not, at any meeting or other activity, engage or participate in any discussions about prices or fees, exclusive dealings or refusals to deal, the

allocation or division of markets or territories or any practice or activity which may be deemed unfair or anti-competitive. Because it is impossible for our members to anticipate every situation in which there may be questionable activity, it is the further policy of the association that any member having questions regarding any actual or potential anti-competitive situation shall inquire of one of the association's officers for advice and consultation.

### Article IX – Authority

“Robert’s Rules of Order, Revised” shall be the governing authority for this association’s Constitution and Bylaws.

### Article X – Amendments

This Constitution and Bylaws may not be amended, except by a two-thirds vote of the membership present at an annual or called meeting. Written notice of any proposed amendment must be submitted to the Board by any general member at least 30 days before the annual meeting. The Board shall issue notice of the proposed amendment to the membership at least 15 days before the annual meeting. This notification may be by U.S. Mail, electronic mail, or fax.

Constitution and Bylaws Amended and Approved at June 20, 2011 annual meeting.

Amended and Approved at June 28, 2014 annual meeting.

Amended and Approved at June 22, 2017 annual meeting.

Amended and Approved at October 19, 2020 annual meeting.

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