

## **Board Policies**

Colorado Court Reporters Association

Revised September 2018

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1. CCRA will provide for the cost of the President's room at the spring and fall general meeting.
2. Complaints should be sent to the Ethics Committee, not the board or officers.
3. In order to be in the CCRA Membership Directory, dues must be paid by June 1 of each year.
4. NCSA delegates and alternates are to be reimbursed for one night's lodging and airfare as necessitated by their attendance at the NCSA meeting.
5. The financial statement will be presented at each board meeting by the Secretary-Treasurer or Executive Director.
6. If an NCRA representative attends the spring and/or fall meeting of CCRA, the NCRA representative will be reimbursed in accordance with NCRA policy.
7. The books of the association are to be reviewed by an accountant or audit committee at no greater than two-year intervals.
8. The President and Vice President, unless other members are otherwise designated by the Executive Committee, will be reimbursed for airfare and lodging when attending the NCRA leadership conference.
9. Honorary members may attend all CCRA functions at a 50% discount.
10. One night's lodging will be paid during any seminar for the Executive Director if overnight stay is required. (Revised 9/9/2018)
11. Only officers of the corporation may sign contracts.

12. Board members may be reimbursed for mileage expenses for travel exceeding 100 miles to attend board meetings and shall be up to half of the standard IRS mileage deduction. (Revised 9/9/2018)
13. Cancellation policy: Upon written notice received seven days prior to an event, refunds will be granted less a processing fee. Other refunds are subject to Executive Committee review.
14. Board approval is need for any unbudgeted expenditure over \$500. (Passed 6/4/1995)
15. All CCRA policies shall include a date of implementation and rationale, and are to be reviewed annually. (Passed 6/4/1995)
16. If requested, board members and fundraising chair may receive a 20% reduction on registration fees for seminars. Rationale: Board members are fundraising chair are highly encouraged to attend all CCRA functions, therefore, incurring higher expenses than might otherwise be had. (Revised 9/9/2018)
17. Ramblings and social media advertising will not be allowed for entities offering continuing education points or credits. Rationale: Competes and often corresponds at the same time as CCRA sponsored CE events. (Revised 9/9/2018)
18. Reporters have to show verification that they are a current member of their home state association in order to get the member rate to attend CCRA seminars. Rationale: To promote good will and active participation in state associations. (Passed 1/28/2017)