

SOCIETY ACT, R.S.B.C. 1979, CHAPTER 390

CONSTITUTION

The name of the Society is:

**THE BRITISH COLUMBIA SHORTHAND
REPORTERS ASSOCIATION**

The purpose of the British Columbia Shorthand Reporters Association is to support and lead the communities of court reporting, captioning, communication access realtime translation (CART) and related fields within British Columbia, with a focus on education, professional standards and ethics, advocacy, and public relations.

SCHEDULE A, SOCIETY ACT

**BYLAWS
OF THE
BRITISH COLUMBIA SHORTHAND
REPORTERS ASSOCIATION**

[REVISED NOVEMBER 19, 2005]

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- provides court reporting, broadcast captioning or CART services to the public.
- 1.3 “approved shorthand training course” means a program for the training or testing of shorthand reporters that has been approved by the board of directors.
 - 1.4 “association” means The British Columbia Shorthand Reporters Association.
 - 1.5 “board of directors” means the board of directors of the association.
 - 1.6 “board of examiners” means the board of examiners appointed by the board of directors and which consists of no fewer than two and no greater than five full participating members of the association.
 - 1.7 “CART” means communication access realtime translation.
 - 1.8 “CASST/ACTSS” means the Canadian Association of Stenotype and Stenomask Technologies/Association Canadienne des Techniciens en Stenotypie et Stenomasque.
 - 1.9 “manager” means any person who is not a shorthand reporter and who works in a full-time management capacity for an agency or an affiliate agency
 - 1.10 “dispute facilitation committee” means the dispute facilitation committee of the association.
 - 1.11 “recognized Canadian association” means any other Canadian shorthand reporting association that has been approved by the board of directors
 - 1.12 “scoper” or “proofer” means any person who works in conjunction with a shorthand reporter in the preparation of transcripts.
 - 1.13 “shorthand reporter” means a person who has successfully completed an approved shorthand training course and who has received designation as a shorthand reporter from the Province of British Columbia, and who currently engages in the taking of shorthand notes of speeches, testimony, argument or other verbal proceedings.
 - 1.14 “voting member” means any full participating or participating member.

- (c) advise the board of directors within 30 days of any change of personal contact information:

2.1 Full Participating Membership

2.1.1 A person who:

- (a) has successfully completed an approved shorthand training course; or has successfully completed the examination requirements set forth by the board of examiners;

or

- (a) is a shorthand reporter who has been a full participating member in good standing with a recognized Canadian association and who has been engaged in the active practice of shorthand reporting for at least one year prior to the application for membership; or
- (b) is the holder of a certificate of professional ability recognized by this association

and is thereby deemed by the board of directors, upon recommendation from the board of examiners, to be admitted to full participating membership with or without further examination or training,

and

- (a) currently resides in British Columbia
- (b) provides letters of sponsorship from two non-family members

is entitled to become a member of the association, subject to the application procedure set out in Part 3 of these bylaws.

2.1.2 Full participating members shall be entitled to vote.

2.1.3 Only full participating members shall be entitled to a FPM number from the association.

2.3 Associate Membership

2.3.1 A teacher of shorthand or shorthand reporting or anyone connected in an official capacity with a school or college conducting a shorthand reporting course recognized by this association may become an associate member of this association;

2.3.2 A full participating member who assumes employment as a shorthand reporter outside of British Columbia and who has been a member of the association for at least one year prior to assuming such employment outside of British Columbia, may become an associate member of this association.

2.3.3 Associate members shall not be entitled to vote.

2.4 Student Membership

2.4.1 A person who is enrolled in or who has completed an approved shorthand training course but who has not yet received designation as a shorthand reporter may become a student member of the association.

2.4.2 Student members whose membership becomes effective from 2005 forward shall not be entitled to vote.

2.5 Affiliate Membership

2.5.1 A manager of an affiliate agency may become an affiliate member of the association.

2.5.2 A scoper or proofer residing in the province of British Columbia may become an affiliate member of the association.

2.5.3 A person who is a full participating member in good standing of a recognized Canadian association, or who is a full participating member in good standing of CASST/ACTSS, may become an affiliate member of this association.

2.6 Retired Members

2.6.1 Any full participating member of this association in good standing shall, upon retirement, be deemed to be a retired member and shall be entitled to all the privileges of full participating membership except as set out in these bylaws.

2.6.2 There shall be no annual membership fee for retired members.

2.6.3 Retired members shall not be entitled to vote.

2.7 Honorary Membership

2.7.1 Any person in the reporting profession, either as a shorthand reporter, as an author of shorthand literature, or as a benefactor of the profession but who is not now in the active practice of shorthand reporting may, upon recommendation of the board of directors, be elected to honorary membership. Two-thirds of the members present and voting at any annual general meeting must approve this recommendation. Any person so elected shall be considered a life member.

2.7.2 Honorary membership shall cease at once if such person returns to the active practice of shorthand reporting.

2.7.3 There shall be no annual membership fee for honorary members.

2.7.4 Honorary members who have not been verbatim stenographic reporters shall not be entitled to vote.

- (a) does not meet the criteria as set forth in Part 2 hereof
- (b) has not correctly completed an application form in the manner as prescribed by the board of directors
- (c) has committed fraud or misrepresentation in relation to his or her application

3.1.3 In rejecting an applicant, the board of directors may require the applicant to refile a correctly completed application form or complete further examinations as specified by the board of directors.

3.1.4 If the applicant is rejected, the secretary shall send the applicant a notice of rejection and refund any membership fee(s) paid.

3.2 Application Appeal Procedure

3.2.1 An applicant for membership may appeal a rejection within ten days after receiving a rejection notice.

3.2.2 The appeal shall be submitted to the appeal board.

3.2.3 The appeal board shall consist of the vice-president, and in the absence of the vice-president, the president, neither of whom shall have voting privileges during the appeal process, and three members appointed at the annual general meeting for a term of one year.

3.2.4 The secretary shall, within twenty days of receiving notification of the appeal, forward to each member of the appeal board all correspondence regarding the rejection of the applicant and the reasons for rejection.

3.2.5 Upon receiving all correspondence and the reasons for rejection, the appeal board shall forthwith vote on sustaining or rejecting the appeal.

3.2.6 A vote by the majority of the appeal board shall be final and binding upon the applicant.

4.1.3 Members who fail to pay their membership fees on or before the 30th day of November shall be charged the full amount as set out in these bylaws.

4.1.4 Members who let their membership lapse for more than two consecutive years may be subject to undergo practical and/or written testing, as deemed necessary by the board of directors.

4.1.5 The amount of the annual membership fees are as set out on Schedule A, which is attached to but does not form part of these bylaws.

4.1.6 Any proposed increase to the amount of the annual membership fee shall be determined by a majority vote at the annual general meeting.

4.1.7 Receipts shall be forwarded to each member within three months of receipt of membership fees.

4.1.8 Failure to pay the annual membership fee by the 31st day of December in each year terminates the membership of the member.

PART 5 - MEMBER BENEFITS

The board of directors shall provide to each member the material as set out on Schedule B, which is attached to but does not form part of these bylaws.

PART 6 - DISSEMINATION OF INFORMATION

The board of directors shall provide to each member information and material in the manner set out on Schedule C, which is attached to but does not form part of these bylaws.

board of directors, to arrange for the examination of:

- (a) applicants for membership into the association;
- (b) applicants who are seeking provincial designation as a shorthand reporter in British Columbia and who have not completed an approved shorthand training course
- (c) student members who did not complete an approved shorthand training course
- (d) full participating members who are registered for the Realtime Certified Reporter examination

and shall include the marking of examinations.

7.2 Examinations

7.2.1 Examinations as set out in section 7.1.2 of these bylaws shall be arranged by the board of examiners at least twice a year.

7.2.2 The board of examiners shall establish examination dates eight weeks in advance of the examination.

7.2.3 Notice of examinations and registration forms shall be provided to the membership in the manner specified by the board of directors at least seven weeks in advance of the examination.

7.2.4 Applicants must submit a registration form to the association and pay the required fee within four weeks prior to the examination.

7.2.5 The fee for each examination is as set out on Schedule A to these bylaws. The fee must be submitted with the registration form and includes the administration and marking of each examination.

The above tests are to be 5 minutes in length and are to be achieved at a level of 97% accuracy based on the National Court Reporting Association Registered Professional Reporter testing criteria.

(b) Certificate of Achievement:

200 words per minute on literary matter

225 words per minute on court's charge to jury

250 words per minute on two-voice testimony

The above tests are to be 5 minutes in length and are to be achieved at a level of 95% accuracy based on the National Court Reporting Association Registered Merit Reporter testing criteria.

(c) Realtime Certified Reporter:

180 words per minute on straight material

The above test is to be 5 minutes in length and is to be achieved at a level of 96% accuracy based on the National Court Reporting Association Certified Realtime Reporter testing criteria.

participating members on the board of directors.

- 8.1.3 The officers of the association shall consist of a president, vice-president, secretary and treasurer who shall be elected officers by a majority vote of those present and entitled to vote at the annual general meeting and shall hold office for one year from the date of their election and until their successors are duly elected and qualified.
- 8.1.4 The other four directors shall be elected, two at each alternate annual general meeting, by a majority vote of those members present and entitled to vote. Elected directors shall hold office for two years from the date of their election and until their successors are duly elected and qualified.
- 8.1.5 In those years where the president has been newly elected, the past president shall be considered a member of the board of directors and shall not be entitled to vote.
- 8.1.6 If a director resigns from office or otherwise ceases to hold office, the remaining directors may appoint a member to take the place of the former director. In no case shall the board of directors consist of less than three directors.
- 8.1.7 No act or proceeding of the directors is invalid only by reason of there being less than the prescribed number of directors in office.
- 8.1.8 A director shall be reimbursed for all expenses necessarily and reasonably incurred by her/him while engaged in the affairs of the association upon provision of receipts to the treasurer.

8.2 Power of the Board of Directors

The business of the association shall be managed by the board of directors. The board of directors may exercise all powers of the association not required by these bylaws to be exercised by the association in general meeting or by a committee, panel or other body constituted under these bylaws.

- 8.3.3 The secretary shall perform such duties as properly pertain to this office including but not limited to preparation and management of all minutes of the proceedings of the association and the board of directors and shall perform such other duties as assigned by the president or the board of directors;
- 8.3.4 The treasurer shall perform such duties as pertain to this office including but not limited to:
- (a) payment of all accounts authorized by the board of directors of the association by means of cheques signed by himself or herself or signed by the president or officer acting in his or her stead. All cheques exceeding \$500.00 must be signed by the treasurer and a second authorized signatory;
 - (b) keep the financial records, including books of account, necessary to comply with the **Society Act**;
 - (c) prepare and submit financial statements to the directors, members and others, when required;
 - (d) the treasurer shall be responsible for all funds and financial records and shall present a detailed written statement of receipts and disbursements together with books and vouchers at the annual general meeting

8.4 Removal of Officers and Directors

8.4.1 An officer or a director shall cease to hold office upon:

- (a) ceasing to be a member of the association;
- (b) misconduct;
- (c) failure to attend sufficient meetings, as determined by the board of directors;
- (d) assumption of an associate, retired or honorary membership position

8.4.2 The members may, by special resolution, remove an officer or a director before the expiration of her/his term of office and may elect a successor to complete the term of office.

9.2 Meetings of the Board of Directors

- 9.2.1 A meeting of the board of directors may be called by the president whenever the business of the association requires, and he or she shall call a meeting of that body whenever requested to do so by three members of the board of directors; and in any event, the president shall call at least one meeting of the board of directors in each three-month period.
- 9.2.2 Questions arising at a meeting of directors and committee of directors shall be decided by a majority of votes.
- 9.2.3 When a matter requiring immediate attention arises, the secretary shall submit such matter in writing to the members of the board of directors so that they may indicate thereon their approval or otherwise of the action requested.

9.3 Annual General Meetings

- 9.3.1 The first annual general meeting of the association shall be held in the month of October, 1976, and thereafter the annual general meeting shall be held at such time and place as shall be decided upon by the board of directors, but must be held once per calendar year.
- 9.3.2 Notice of the holding of an annual general meeting shall be mailed to each member entitled to receive notice at least 30 days before the date thereof and shall specify the place, day and hour of meeting and, in case of special business, the general nature of the business.
- 9.3.3 The accidental omission to give notice of such meeting to or the non-receipt of a notice by any of the members entitled to receive notice does not invalidate proceedings at that meeting.
- 9.3.4 Ten percent of paid-up voting members shall constitute a quorum of the association, whether special or annual general meetings.
- 9.3.5 No business other than the election of a chairman and the adjournment or termination of the meeting shall be conducted at an annual general meeting when a quorum is not present.

constitute a quorum.

9.3.8 Subject to Bylaw 9.3.9, the president, the vice-president or, in the absence of both, one of the other directors present, shall preside as chairman of a general meeting.

9.3.9 If at an annual general meeting:

- (a) there is no president, vice-president or other director present within 30 minutes after the time appointed for holding the meeting; or
- (b) the president and all the other directors present are unwilling to act as chairman,

the members present shall choose one of their number to be chairman.

9.3.10 An annual general meeting may be adjourned from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

9.3.11 When an annual general meeting is adjourned for ten days or more, notice of the adjourned meeting shall be given as in the case of the original meeting.

9.3.12 Except as provided in this bylaw, it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned annual general meeting.

9.3.13 Voting members are entitled to one vote at an annual general meeting.

9.3.14 Voting is by show of hands of voting members present at an annual general meeting or by proxy in accordance with Bylaw 9.7.1.

9.4 Procedure at Annual General Meeting

9.4.1 At the annual general meeting of the association, a quorum being present, the following order of business shall be observed:

- (a) The president shall take the chair and call the meeting to order.

- (f) Auditor's report, if required.
- (g) Reports of committees.
- (h) Report of board of directors.
- (i) Election of auditors and Board of Appeal.
- (j) General business.
- (k) Election of officers and board of directors.
- (l) Adjournment.

9.5 Special Meetings

- 9.5.1 The president shall call a special meeting of the association at any time upon authority from the board of directors to do so or upon requisition in writing over the signature of 10 percent or more of the paid-up voting members of the society, whichever is less.
- 9.5.2 The provisions set out in Bylaws 9.3.1 through 9.3.14 apply, making the necessary alterations, to this Bylaw 9.5.

9.6 Committee Meetings

Committees shall be formed to further the aims and objectives of the association in accordance with the constitution and bylaws.

9.7 Proxies

- 9.7.1 Any member who is unable to attend any annual or general meeting may vote by proxy, subject to the following conditions:
 - (a) Proxies shall not be counted towards the formation of a quorum at any meeting and shall not be applicable to any question unless written notice thereof has been given at least two weeks before the meeting.
 - (b) There shall be a separate proxy for each question upon which an absentee member desires to vote, such proxy to be in the following form:

when a new proxy shall not be necessary.

PART 10 – MISCELLANEOUS

10.1 Inspection of Minutes of Meetings and Other Records and Books

Any member of the association may inspect the minutes of proceedings of the meetings of the association and of the directors and all other books and records of the association at a time and place agreed upon with the secretary.

10.2 Appointment of Auditors

At each annual general meeting of the association there shall be elected two members (not members of the board of directors) to act as auditors, whose duty it shall be to audit the treasurer's accounts, if and when requested, and to report their findings to the board of directors.

10.3 Audits of the Accounts of the Association

The directors shall present before the members of the association at the annual general meeting a financial statement showing the income and expenditures, assets and liabilities of the association during the preceding fiscal year; the said financial statement to be signed by two or more members of the directors or by the association's auditor.

10.4 Borrowing Powers

- 10.4.1 In order to carry out the purposes of the association the directors may, on behalf of and in the name of the society, raise or secure the payment or repayment of money in the manner they decide and in particular, without limiting the foregoing, by the issue of debentures.
- 10.4.2 No debenture shall be issued without the sanction of a special resolution.
- 10.4.3 The members may by special resolution restrict the borrowing powers of the directors, but a restriction imposed expires at the next general meeting.

10.6 Special Levy

- 10.6.1 For expenses in connection with the attaining of the objectives of the association, the members by majority vote at any general meeting may make a levy upon the members of the association except honorary, associate, affiliate, retired and student members;
- 10.6.2 Such levy shall be paid by each active member on or before a date to be determined by the general meeting or, failing such determination, by the directors.
- 10.6.3 Any member who fails to pay such levy in the required time shall not be in good standing until such levy is paid.

PART 11 – DISPUTE FACILITATION

The BCSRA shall, for the 2006 membership year, adopt the dispute facilitation procedure as set out on Schedule D, which is attached to but does not form part of these bylaws.

PART 12 – AMENDMENTS

- 12.1 The constitution and bylaws may be amended by a two-thirds vote of those members entitled to vote who are present and voting at any annual general meeting or special meeting provided notice of such amendment has been filed with the secretary not less than 60 days before the date of the meeting. The secretary shall provide written notice to all members that there are proposed changes to the bylaws. Such amendment shall take effect immediately after its adoption by a two-thirds majority vote of those present and voting thereon.
- 12.2 Any proposed amendment to the constitution or bylaws must be transmitted to the secretary in writing, who shall give notice thereof to the membership not less than 14 days prior to the meeting at which the proposed amendment is to be voted on.

power of duty.

- (a) Full participating and participating membership fees:
 - (i) \$130 if paid by the 30th of November of each year.
 - (ii) \$170 if paid by the 31st of December of each year.
- (b) Associate membership fee:
 - (i) \$35 annually.
- (c) Student membership fee:
 - (i) \$15 annually.
- (d) Affiliate membership fee:
 - (i) \$35 annually.

A.2 Examination Fees

The fee for each examination shall be \$130.

membership, and shall bear the signature of the president and secretary. The signatures of the president and secretary may be affixed to the membership cards by the use of a signature stamp in a form approved by the board of directors.

B.1.2 The membership card shall be valid for the term it is issued unless membership is revoked by order of the board of directors.

B.2 Membership Certificates

B.2.1 The board of directors shall issue a membership certification to every member annually, which shall bear the type of membership and shall bear the signature of the president and secretary. The signatures of the president and secretary may be affixed to the membership certificate by the use of a signature stamp in a form approved by the board of directors.

B.3 Membership Binder

B.3.1 Full participating members shall be entitled to an association binder, which may include any or all of the following:

- (a) association directives and guidelines
- (b) case law, *Rules of Court*, and other various authorities
- (c) association members directory
- (d) Court Transcription Standards and Guidelines
- (e) any other information deemed appropriate by the board of directors

B.4 Membership Numbers and Date Seals

B.4.1 Full participating members shall be entitled to a membership number.

B.4.2 Full participating members shall be entitled to a date seal and shall, upon acceptance of their application for membership and upon receipt of their annual dues, be forwarded an application for a date seal.

B.4.3 The date seal shall be effective for a period of at least one year

subject to the discretion of the board of directors.

- C.1.1 Any correspondence regarding employment opportunities
- C.1.2 Any requests for member information, including confirmation of information for publication in any legal directories and the association directory
- C.1.3 Any queries from the general public received by the association in any format

C.2 Information Sent Via Email, Hard Copy to Follow Via Mail and/or Posted on BCSRA Website

The following information may be forwarded to the membership in electronic-mail format and shall be provided to the membership in hard copy and/or made available to the membership on the association website:

- C.2.1 Minutes of board meetings
- C.2.2 Notices of association examination dates
- C.2.3 Association members directory
- C.2.4 Association newsletters, if applicable
- C.2.5 Notices of social events

C.3 Information Sent Via Email and Mail

The following information may be forwarded to the membership in electronic-mail format and shall be provided to the membership in hard copy via regular Canada Post immediately thereafter:

- C.3.1 Notices of annual general meeting
- C.3.2 Notices of special meetings

- 11.2 The purpose of the dispute facilitation committee shall be strictly limited to reviewing any and all complaints made by or against any member of the association and providing recommendations to all parties involved in the complaint.
- 11.2 Complaints made to the association against any member of the association shall only be accepted on the following grounds:
- (a) Complaints must be in writing.
 - (b) All complaints shall be fully disclosed to all parties involved.
 - (c) Complaints must be made directly to a member of the dispute facilitation committee.
- 11.3 Upon receipt of a valid complaint, the dispute facilitation committee shall immediately advise the board of directors as to the date upon which a complaint has been made. No other details with respect to the complaint shall be provided to the board of directors.
- 11.4 The dispute facilitation committee shall implement all measures necessary to ensure that the details of all complaints remain strictly confidential.
- 11.5 Once a complaint has been fully reviewed, the dispute facilitation committee shall provide its comments and/or recommendations to all parties involved and shall return all documentation pertaining to the complaint to the original parties.
- 11.6 Under no circumstances shall any documentation pertaining to complaints against any members be retained in the possession of the dispute facilitation committee once the matter is resolved. Any documentation created by the dispute facilitation committee during the course of a complaint process shall be immediately shredded upon completion of the matter.
- 11.7 The dispute facilitation committee shall advise the board of directors immediately upon the completion of each complaint that the matter has been resolved but shall provide no further details regarding the matter.
- 11.8 Any member found to be in breach of the strict requirement for confidentiality shall be immediately removed from the dispute facilitation committee upon a majority vote of the board of directors.