

# VIRGINIA COURT REPORTERS ASSOCIATION BYLAWS



**These Bylaws were adopted by the VCRA Members on March 8, 2014.**

**BYLAWS OF THE  
VIRGINIA COURT REPORTERS ASSOCIATION  
(Adopted as revised March 8, 2014)**

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**BYLAWS OF THE  
VIRGINIA COURT REPORTERS ASSOCIATION  
(Adopted as revised/amended March 25, 2017)**

**ARTICLE I – NAME**

The name of this organization shall be “Virginia Court Reporters Association” (hereinafter referred to as the “Association” or “VCRA”).

**ARTICLE II – PURPOSES**

**Definition:** In the context of this document, “stenographic reporting” refers to that reporting technology by the use of symbols, manually or by stenographic machine; “stenomask /voice writing reporting” refers to reporting by means of stenomask technology.

The **PURPOSES** of this Association shall be:

- a) To be responsible for leadership and enlightenment of stenographic and stenomask reporters and the public within the Commonwealth of Virginia regarding the skilled competency, importance, and value of stenographic and stenomask reporters, and to promote these reporting technologies by the use of symbols, manually or by stenographic machine, over alternative reporting methods.
- b) To encourage, establish, and maintain high standards of professional education, competence, and performance of stenographic/stenomask reporters in the Commonwealth of Virginia.
- c) To promote lawful and proper professional ethics, as well as compliance with all applicable laws, including antitrust laws, for stenographic/stenomask reporters in the Commonwealth of Virginia.
- d) To support and encourage the establishment and maintenance of appropriate training and educational facilities and programs for persons interested in the profession of verbatim stenographic and stenomask/voice writing reporting, and to promote verbatim stenographic reporting and stenomask/voice writing reporting as a successful career.
- e) To conduct educational seminars and conferences relating to verbatim stenographic and stenomask/voice writing reporting.
- f) To promote and encourage development of realtime reporting skills and ethics to provide communication access pursuant to the Americans with Disabilities Act via CART (Communication Access Realtime Translation) and open and closed captioning.
- g) To do any and all things that are lawful and appropriate in the furtherance of these Purposes.

## **ARTICLE III – PARLIAMENTARY AUTHORITY**

- a) The current edition of "Robert's Rules of Order Newly Revised" shall be the official parliamentary guide in all situations not provided for in these Bylaws or the Association's Policies and Procedures.
- b) A parliamentarian may be appointed by the President or the Board of Directors to serve at any meeting of the Association.

## **ARTICLE IV – MEMBERSHIP**

### **Section 1 – Definition**

- a) Membership in the Association ("Membership") shall be open to individuals who subscribe to and support the Purposes of the Association and who meet the requirements for one of the classes of Membership, as hereinafter provided.
- b) Persons using, employing, and/or promoting the use of electronic and/or digital reporting shall not be eligible for any class of Membership. The Board of Directors as a whole and/or the Officers/Executive Committee (President, Vice President, Immediate Past President, Treasurer, and Secretary) acting on behalf of the Association Membership and in support of the "PURPOSES" of the Association shall have the exclusive authority to accept or reject any application for membership and/or Board candidacy.

### **Section 2 – Classes of Members**

The Membership shall consist of five classes:

- a) Professional Members
- b) Associate Members
- c) Student Members
- d) Retired Lifetime Members
- e) Honorary Members

### **Section 3 – Professional Member**

- a) Any person who is skilled and engaged in stenographic or stenomask/voice writing reporting of proceedings/events by the use of symbols, manually or by stenographic machine, as an official court or legislative reporter, freelance reporter, CART provider, or captioner shall be entitled to all privileges of Membership as a Professional Member.
- b) A Professional Member may vote and may hold elective office.

## **ARTICLE IV – MEMBERSHIP (continued)**

### **Section 4 – Associate Member**

a) Any person who is a teacher of verbatim stenographic and/or stenomask/voice writing reporting, or anyone connected in an official capacity with a school or college conducting a verbatim stenographic or stenomask/voice writing reporting course for individuals endeavoring to become official court or legislative reporters, freelance reporters, CART providers, or captioners, shall be entitled to all privileges of Membership as an Associate Member. Such persons need not meet the requirements for skill in the art of reporting of proceedings/events.

b) Any person seeking to become or who has been certified by the National Court Reporters Association as a Certified Legal Video Specialist (CLVS) shall be entitled to all privileges of Membership as an Associate Member.

c) Any person who is interested in the preservation, support, and advancement of the field of verbatim stenographic and/or stenomask/voice writing reporting and recommended by a current Professional Member in good standing with the Association, upon approval of the Board of Directors of the Association, shall be entitled to all privileges of Membership as an Associate Member.

d) Any person who is a provider of goods and services used in the profession of stenographic and/or stenomask/voice writing reporting who is not otherwise eligible for Professional Membership shall be entitled to all privileges of Membership as an Associate Member.

e) Associate Members may not vote and may not hold elective office.

### **Section 5 – Student Member**

a) Any person who is enrolled in a school or college conducting a stenographic and/or stenomask/voice writing reporting course or who is engaged in a home-study verbatim stenographic reporting course shall be entitled to all privileges of Membership as a Student Member.

b) A Student Member may hold an elected position on the Board as Student Liaison, but shall not vote.

### **Section 6 – Retired Lifetime Member**

a) Any Professional Member in good standing who has paid dues for a total of (10) ten years, not necessarily consecutive, and is no longer engaged in verbatim stenographic and/or stenomask/voice writing reporting shall be entitled to all privileges of Membership as a Retired Lifetime Member. (Exception: Article IV, Section 2(b): Persons using, employing, and/or promoting the use of electronic and/or digital reporting shall not be eligible for any class of Membership.

b) A Retired Lifetime Member may serve on the Board of Directors, but not in an executive position.

c) A Retired Lifetime Member shall receive complimentary Association Membership.

d) A Retired Lifetime Member shall be eligible to vote.

## **ARTICLE IV – MEMBERSHIP (continued)**

### **Section 7 – Honorary Member**

- a) Any person who has contributed to the reporting profession as a practicing verbatim stenographic reporter or stenomask/voice writing reporter, as an author of stenographic or stenomask/voice writing reporting literature, or as a supporter or advocate of the profession, but who is not in the active practice of verbatim stenographic reporting or stenomask/voice writing reporting, upon recommendation by a member and/or the Board of Directors, may be elected an Honorary Member by two-thirds (2/3) of the present voting members at the annual business meeting.
- b) An Honorary Member shall not hold an elected position and shall not vote.
- c) An Honorary Member shall receive complimentary Association membership.

### **Section 8 – Privileges**

- a) All classes of members shall enjoy the privileges of Membership in the Association except where certain privileges are specifically restricted by these Bylaws or the Association's Policies and Procedures.
- b) All members may attend meetings of the Membership and may participate in any discussion/debate at such meetings pursuant to rules adopted for such meetings. Only members who are in good standing and entitled to vote as defined by these Bylaws shall be eligible to make or second motions at such meetings.
- c) Association members may attend Board meetings and participate in discussions at such meetings; however, only Board members who are in good standing may make or second motions and vote on any issue at a Board meeting at which a quorum is present.

### **Section 9 - Directory of Reporters**

- a) The Association shall maintain a directory of reporters which shall be published periodically as defined in the Association's Policies and Procedures.
- b) Only Professional Members, Associate Members, Retired Lifetime Members, and Honorary Members shall be eligible for listing in the directory.
- c) An individual will remain listed in the directory as long as such person is a member in good standing in the Association and fulfills such requirements as may be properly adopted by the Board of Directors.
- d) The listing of individual names in the directory shall indicate the NCRA and VCRA certifications held by the individual.
- e) A member may elect not to be listed in the directory upon timely written notice to the Executive Director and/or the Board of Directors.

## **ARTICLE IV – MEMBERSHIP (continued)**

### **Section 10 – Membership Application Procedures**

- a) The class of Membership to which an individual is entitled shall be consistent with these Bylaws.
- b) Each application for Membership must be accompanied by the appropriate dues for such class of Member, as set forth in these Bylaws.

### **Section 11 – Termination, Suspension and Reinstatement of Membership**

- a) The Membership of any person whose dues are sixty (60) days past due shall be suspended and all privileges of Membership shall be terminated. Any member suspended for nonpayment of dues or charges may be reinstated at any time prior to the close of that Membership year upon payment of the full current year's dues. The Board of Directors reserves the right to pro rate a member's dues on a case-by-case basis.
- b) Membership may be terminated or suspended for cause upon a two-thirds (2/3) vote of the Board of Directors at a Board meeting at which a quorum is present. Sufficient cause for such termination or suspension of Membership shall include (but is not limited to) violation of these Bylaws or the Association's Policies and Procedures, or any lawful agreement, rule, policy, or practice properly adopted by the Association; conviction of or final adjudication of liability for any violation of antitrust laws; or any other conduct prejudicial to the Association. No Membership shall be terminated or suspended for cause without the Member's having first received notice of such charges and having an opportunity to answer such charges as provided in the procedures adopted by the Board of Directors.
- c) The Membership of those members who are under suspension for nonpayment of dues or other Association charges for annual events, programs, services, or materials at the close of a Membership year shall be terminated automatically.
- d) A member in good standing who terminated Membership by resignation may be reinstated to the Member's former class of Membership upon written request and payment of the full current year's dues. In the case of a Professional Member with a Certified Court Reporter status, reinstatement to the former class of Membership will be dependent upon fulfilling the continuing education requirements and such other requirements as may be in effect at the time of reinstatement.
- e) A member whose Membership has been terminated for nonpayment of dues or charges may be reinstated by fulfilling the current requirements for Membership and paying any delinquent charges.

## **ARTICLE V – BOARD OF DIRECTORS**

### **Section 1 – Governing Body**

The governing body of the Association shall be known as the “Board of Directors,” which shall manage and direct the affairs of the Association.

### **Section 2 – Composition**

a) With the exception of a Student Member, the Board of Directors shall be composed of Professional and Retired Lifetime Members in good standing. Composition of the Board of Directors shall be as follows:

- 1) Four (4) elected officers: President, Vice President, Secretary, and Treasurer
- 2) The Immediate Past President
- 3) A minimum of five (5) directors who are Professional Members or Retired Lifetime Members
- 4) A maximum of two (2) nonvoting Student Liaisons
- 5) Executive Director, as an ex officio member of the Board of Directors without voting rights

b) The Board of Directors shall be elected by the Professional Membership prior to or at the annual business meeting of the Association. Any runoff candidates shall be elected at the annual business meeting.

c) The Board of Directors may appoint other ex officio members of the Board without voting rights.

### **Section 3 – Duration of Office**

a) The term of the Directors shall begin at the close of the annual business meeting at which they were elected.

b) With the exception of the Executive Director, the members of the Board of Directors shall serve for a period of one (1) year or until their successors are duly elected and installed or qualified. The term of any director shall not exceed three (3) consecutive terms for Professional Members and two (2) consecutive terms for the Student Liaison(s).

c) No Director who has served three consecutive years shall be eligible for reelection as a Director until at least one (1) year shall have elapsed.

d) A director may remain after three (3) consecutive years if elected to an officer position at the annual business meeting.

e) A member of the Board of Directors may resign upon presenting a written resignation to the President, and the resignation shall become effective upon acceptance by the Board of Directors.

f) Upon a two-thirds (2/3) vote by all voting members of the Board of Directors prior to the annual business meeting, the Board of Directors has the authority to fill a vacancy on the board with a Professional Member with voting rights in order to support and maintain the Purposes of the organization.



## **ARTICLE V – BOARD OF DIRECTORS (continued)**

### **Section 4 – Board of Director Meetings**

- a) Meetings shall be conducted using Robert’s Rules of Order Newly Revised pursuant to Article III of these Bylaws.
- b) The Board of Directors shall hold at least three (3) meetings annually. The Board of Directors shall hold a meeting at the annual convention of the Association at such time and place as shall be determined by the President. Additional meetings, as deemed necessary, may be called by the President or by written request of a majority of the members of the Board of Directors, provided that notice is given to each member of the Board of Directors at least ten (10) business days prior to such meeting, which Notice shall state the purpose of the meeting. Notice for conference-call meetings shall be sent at least three (3) days prior to the conference call.

### **Section 5 – Quorum and Voting**

- a) A quorum shall be defined as greater than one-half (1/2) of the full voting members of the Board of Directors.
- b) Unless otherwise specifically provided for by these Bylaws or the Association’s Policies and Procedures, a majority vote at a meeting at which a quorum is present shall govern. No member shall vote by proxy.
- c) The members of the Board of Directors may participate in any meeting by conference call, and such participation shall constitute presence in person at such meeting.
- d) Between meetings of the Board, the President may request action by the Board via unanimous written consent. Unanimous written consent by all voting members of the Board of Directors shall constitute a valid action and shall be reported at the next meeting of the Board. E-mail correspondence may constitute written consent.

### **Section 6 – Director Vacancy**

- a) The Board of Directors may determine a vacancy exists when an Officer or Director has missed two or more consecutive meetings of the Board of Directors without reasonable cause therefor.
- b) Vacancies on the Board of Directors among the six (6) Directorships not held by Officers which occur between annual business meetings shall be filled by appointment of a Director Pro Tempore by the Board of Directors. Such appointment shall be effective only until the next annual business meeting, at which meeting the vacancy shall be filled by election by the voting members.
- c) If there is a vacancy in any other office, the Board of Directors, by majority vote, shall elect an Officer or Director to fill the unexpired term.

### **Section 7– Director Removal**

Any Director of the Association may be removed by a three-fourths (3/4) vote of the Executive Board whenever in its judgment the best interests of the Association would be served hereby. Such removal shall be without prejudice to the contract rights, if any, of the person so removed.

## **ARTICLE VI – OFFICERS**

### **Section 1 – Titles**

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

### **Section 2 – Election, Qualifications, and Term of Office**

- a) A Term of Office shall be defined as one year and shall begin at the close of the annual business meeting at which the officers were elected.
- b) The Officers of the Association shall be elected each year at the annual business meeting of the Association by the voting members. The term of each officer shall be one year or until his successor is elected and qualified, provided, however, that no person may serve as the President or Vice President for more than two consecutive terms or re-serve as the Secretary or Treasurer for more than three consecutive terms. If runoff election for any office is necessary, that candidate will be elected at the annual business meeting.

### **Section 3– Officer Vacancy**

- a) If there is a vacancy for any reason in the office of the President, the Vice President shall succeed to the office immediately and shall have all the powers and perform all the duties of the office. If the Vice President serves as President for a term of six (6) months or less, such person shall have the opportunity to serve a full term as President.
- b) If there is a vacancy for any reason in any 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.
- c) 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 4 – Officer Removal**

Any Officer of the Association may be removed by a three-fourths (3/4) vote of the Board of Directors at a meeting at which a quorum is present whenever in its judgment the best interests of the Association would be served thereby. Such removal shall be without prejudice to the contract rights, if any, of the person so removed.

## **ARTICLE VII – OFFICER DUTIES AND RESPONSIBILITIES**

### **Section 1 – President**

- a) The President shall abide by and follow the Association’s Bylaws, Code of Ethics, and Policies and Procedures.
- b) It shall be the duty of the President to preside at all meetings of the Board of Directors and meetings of voting members of the Association and to perform all duties incident to the office of President, as defined in the Association’s Policies and Procedures, and such other duties as may be prescribed from time to time by the Board of Directors.

### **Section 2 – Vice President**

- a) The Vice President shall abide by and follow the Association’s Bylaws, Code of Ethics, and Policies and Procedures.
- b) It shall be the duty of the Vice President to perform the duties of the President in the President’s absence, or in the event of the President’s inability or unwillingness to act. The Vice President, when thus acting, shall have the powers of and be subject to all restrictions placed upon the President.
- c) It shall be the duty of the Vice President to perform all duties incident to the office of Vice President, as defined in the Association’s Policies and Procedures, and such other duties as from time to time may be assigned by the President or the Board of Directors.

### **Section 3 – Treasurer**

- a) The Treasurer shall abide by and follow the Association’s Bylaws, Code of Ethics, and Policies and Procedures.
- b) The Treasurer shall oversee and be responsible for the safekeeping and management of all funds, securities, and financial records of the Association and of the Board of Directors; shall see that all notices are duly given in accordance with the provisions of these Bylaws or the Association’s Policies and Procedures or as required by the law; and shall perform all duties incident to the office of Treasurer, as defined in the Association’s Policies and Procedures, and such other duties as from time to time may be assigned by the President or the Board of Directors.

### **Section 4–Secretary**

- a) The Secretary shall abide by and follow the Association’s Bylaws, Code of Ethics, and Policies and Procedures.
- b) The Secretary shall oversee and be responsible for minutes of meetings of the Association and of the Board of Directors; shall maintain and/or update the Bylaws and the Association’s Policies and Procedures and see that all notices are duly given to the Association Membership in accordance with the provisions of these Bylaws and the Policies and Procedures or as required by law; and shall perform all duties incident to the office of Secretary, as defined in the Association’s Policies and Procedures, and such other duties as from time to time may be assigned by the President or the Board of Directors.

## **ARTICLE VIII – COMMITTEES**

### **Section 1 – Executive Committee**

a) The Executive Committee shall be composed of the President, Vice President, Secretary, Treasurer, and Immediate Past President, all of whom shall be in good standing with the organization. The Executive Director may serve as a nonvoting ex officio member of the Executive Committee. The Executive Committee shall have and may exercise all the authority and powers of the Board of Directors during the interim periods between meetings of the Board of Directors. The Executive Committee shall inform the Board of Directors of any actions taken by the Executive Committee during such interim periods no later than the next scheduled Board meeting. In no event shall the Executive Committee have the authority to modify or rescind any action taken by the Board of Directors.

b) A majority of the voting members of the Executive Committee shall constitute a quorum. Any action taken by the Executive Committee, at a meeting at which a quorum is present, shall require the approval of at least three (3) members of the Executive Committee.

### **Section 2 – Nominating Committee**

a) There shall be a Nominating Committee for the nomination of Officers and Directors of the Association, which shall be chaired by the Immediate Past President and a minimum of two (2) Association Members in good standing. If the Immediate Past President is unavailable to fulfill this task, the President shall request a former Past President to take on this task.

b) With the exception of the Immediate Past President, no Officer or member of the Board of Directors shall serve on the Nominating Committee. No member (or Alternate) of the Nominating Committee may be nominated for any office while serving on the Nominating Committee.

### **Section 3 – Other Committees**

Other committees shall be appointed by the President as become necessary for the furtherance of the business and Purposes of the Association and/or as set forth in the Association's Policies and Procedures.

## **ARTICLE IX – MEETINGS AND VOTING**

### **Section 1 – Annual Business Meeting**

The annual business meeting of the Association shall be held at such time and place as the Board of Directors shall determine. Notice of said annual business meeting shall be given to all members of the Association not less than ten (10) days and no more than sixty (60) days prior to the date thereof.

### **Section 2 – Meetings**

Meetings may be held at the call of the President or of a majority of the Board of Directors. Notice of any such meeting shall be given to all the members of the Association not less than ten (10) days and no more than sixty (60) days prior to the date thereof. The Notice shall set forth the date, time, place, and agenda for such meeting. At such special meeting no business shall be transacted except as specified in the notice to the members.

## **ARTICLE IX – MEETINGS AND VOTING (continued)**

### **Section 3 – Voting**

- a) At the annual business meeting or any meeting of this Association, only Professional Members and Retired Lifetime Members shall have the right to vote.
- b) Voting of the membership by proxy on any issue, or for officers and directors, shall be permitted when such action is authorized by a three-fourths (3/4) vote of the Board of Directors and such proxy is delivered with the notice of the meeting and shall be permissible by mail, e-mail, or fax.

### **Section 4 – Quorum of Professional Members**

At the annual business meeting or any meeting of this Association, twenty-five percent (25%) of voting members present, in person or by proxy, constitute a quorum, provided that no fewer than twenty (20) voting members are physically present. 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 X – DUES, CHARGES, AND EXPENSES**

### **Section 1 – Annual Dues**

- a) The annual dues for the Association shall be determined by the Board of Directors
- b) The annual dues are due and payable on July 1<sup>st</sup> of each year.
- c) On September 1st, those members with dues in arrears will be dropped from the membership.
- d) Dues-paying members shall receive a subscription to the official publication of the Association.
- e) When an applicant for membership has been accepted, except for an Honorary Member or a member who is being reinstated, his/her membership shall become effective on the following basis:
  - 1) Applications approved between August 1st and December 31st shall require a full year's dues
  - 2) Applications approved between January 1st and July 31st shall require such proration of dues, if any, as determined by the Board of Directors
- f) Retired Lifetime Members and Honorary Members shall pay no dues

### **Section 2 – Charges**

- a) The Board of Directors shall be empowered to assess to the membership such other charges as may be rendered necessary by the duly authorized social, fraternal, business education, legislative, and other activities of the Association.
- b) Each member shall pay such charges for meetings and activities and other such charges as may be determined by the Board of Directors.
- c) Charges for services and materials for nonmembers shall be determined by the Board of Directors.

## **ARTICLE X – DUES, CHARGES, AND EXPENSES (continued)**

### **Section 3 – Expenses**

- a) No more than two Professional Members selected for attendance at the annual National Conference of State Associations meeting shall be entitled to expenses for round-trip airfare or mileage at the current federal allowance and one night's lodging.
- b) No more than two Professional Members selected for attendance at the annual Leadership Conference shall be entitled to expenses for round-trip airfare or mileage at the current federal allowance and two nights' lodging and conference dinner.
- c) The President of the Virginia Court Reporter's Association shall be entitled to expenses for lodging at the Association's annual convention.

## **ARTICLE XI – POLICIES AND PROCEDURES**

- a) There shall be an Association Policies and Procedures Manual. Such manual shall define and address areas covered in these Bylaws and shall set forth standard operating procedures and practices for the Association and its Board.
- b) The Association's Policies and Procedures Manual shall be in accordance with these Bylaws and may be written and/or revised by a committee appointed by the President for such purpose. Any revision must be approved by a two-thirds (2/3) vote of the Board of Directors at any Board meeting where a quorum of the Board is present.
- c) The Association's Policies and Procedures Manual, as adopted by the Board of Directors, shall be made available to the Membership.

## **ARTICLE XII – AMENDMENTS**

### **Section 1 – Proposed Amendments**

The Board of Directors, the Bylaws Committee, or any three (3) voting members may propose an amendment to these Bylaws. Such amendment shall be submitted to the Executive Director and to the Bylaws Committee, as set forth in Section 2 of this Article.

### **Section 2—Procedure on Proposed Amendments**

These Bylaws may be amended by a two-thirds (2/3) vote of the voting members who are present and voting at the annual business meeting as well as the voting members who are voting by electronic mail or other authorized means of electronic transmission. Notice of such amendment with the text thereof must be filed with the Executive Director and the Bylaws Committee no fewer than sixty (60) days prior to the annual business meeting at which the said proposed amendment is to be considered. The Executive Director shall give notice of such proposed amendment to all Members in the official publication or by written notice or by e-mail notification, as the Board of Directors may determine, not less than thirty (30) days preceding the date of such annual business meeting.

**ARTICLE XII – AMENDMENTS (continued)**

**Section 3 – Revisions of Amendments at Annual Business Meeting**

Any revision that shall not alter the general purpose of the amendment may be made by those voting members who are present and voting at the annual business meeting. The final amendment shall then be voted upon under Article XII, Section 2.

**Section 4 – Alternative Amendment Procedure**

Any amendment which has not been filed with the Executive Director and of which written notice has not been given within thirty (30) days may be submitted at the annual business meeting and shall be adopted upon receiving a unanimous vote by all those voting members who are present and voting at the annual business meeting at which a quorum is present. Such amendment shall then be voted upon under the provisions of Article XII, Section 2.

**ARTICLE XIII – BYLAW INTERPRETATION**

A majority vote of the Board of Directors shall determine any dispute involving the interpretation of these Bylaws.

**ADOPTED: MARCH 25, 2017**

**Incorporates all amendments and revisions up to and including the most recent revisions (March 25, 2017)**

**In accordance with the Association’s current Bylaws, we, the undersigned, certify that these Bylaws were presented, voted upon, and duly approved at the annual business meeting of the Virginia Court Reporters Association held on March 25, 2017.**

\_\_\_\_\_  
**Carol L. Naughton, President**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Tony Spratley, Secretary/Bylaws Committee Chair**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**VCRA Voting Member  
(Please sign and print name)**

\_\_\_\_\_  
**Date**