

**INDIANA SHORTHAND REPORTERS
ASSOCIATION**

**CONSTITUTION
AND
BYLAWS**

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CONSTITUTION

ARTICLE I – NAME

The name of this Association shall be the **INDIANA SHORTHAND REPORTERS ASSOCIATION.**

ARTICLE II – PURPOSES

1. The purposes of this Association shall be to establish and maintain a proper standard of proficiency in the profession of shorthand reporting.
2. To establish and maintain a proper standard of professional competence, performance, and ethics.
3. To foster professional and social contacts among its members.
4. To promote enactment of just and equitable laws upon the subject of shorthand reporting.
5. To protect the public against the imposition of incompetent and unethical shorthand reporters.
6. To promote by all proper and legitimate means a broader understanding and acceptance of professional shorthand reporters in the State of Indiana, as indispensable to the judicial system.
7. To promote compliance with all applicable laws, including antitrust laws.
8. To conduct educational seminars and conferences and to stimulate and encourage the adoption of adequate training, education, and programs for personnel in the field of verbatim shorthand reporting.
9. We are established as a 501(c)(6) not for profit organization under the Internal Revenue Code.

ARTICLE III – OFFICERS

The officers of this Association shall consist of a president, vice president, secretary, and a treasurer, and will hold office for a term of two years.

ARTICLE IV – MEMBERSHIP

The membership of this Association shall consist of professional members, participating members, associate members, student members, and retired members.

ARTICLE V – EXECUTIVE COMMITTEE

The business of the Association between meetings shall be conducted by an Executive Committee, which shall be composed of the elective officers of the Association for that year, and also include the past president and past secretary of the Association. The president of the Association shall act as chairman of the Committee.

ARTICLE VI – BYLAWS

The provisions of a code of bylaws shall govern the Association.

ARTICLE VII – AMENDMENTS

This Constitution shall become effective immediately upon its adoption and may be amended, altered, or repealed at any annual meeting of the Association by a two-thirds vote of the members present at such meeting, provided that written notice of any proposed amendment or change shall have been appended to the call of the annual meeting.

BYLAWS

ITEM 1 – MEMBERSHIP

SECTION 1. DEFINITION

All persons who now are active members or may hereafter be admitted to active membership in this Association in the manner hereinafter prescribed and whose dues have been paid in full for the current year shall constitute the active membership of this Association, except for those who membership shall have been suspended or revoked by order of the Executive Committee.

SECTION 2. QUALIFICATIONS FOR MEMBERSHIP

The following classes of persons shall be eligible for active membership in this Association:

A. PROFESSIONAL MEMBERS

1. Any reputable and competent shorthand reporter who is an official court or legislative stenographer, CART, realtime, or captioning provider, or actively engaged in the profession of law reporting or general shorthand reporting.
2. A reputable and competent shorthand reporter shall mean a reporter who possesses one of the following qualifications: Is either an Indiana CSR, a CSR from any other state, a holder of an RPR or RMR from NCRA, a holder of the CBC from NCRA as a certified stenographic broadcast captioner, or a holder of the CCP from NCRA as a certified stenographic CART provider.
3. Professional members shall pay annual dues as hereinafter prescribed and shall be entitled to all privileges of membership, including voting and holding office.

B. PARTICIPATING MEMBERS

1. Any shorthand reporter who is an official court or legislative stenographer, CART, realtime, or captioning provider, or actively engaged in the profession of law reporting or general shorthand reporting.
2. A shorthand reporter shall mean a reporter who possesses the following qualifications: Any shorthand reporter who is an official court, legislative, CART, realtime, or captioning provider but does not hold a CSR from Indiana or any other state and does not hold an RPR, RMR, CCP, or CBC from NCRA.

3. Participating members shall pay annual dues as hereinafter prescribed and shall be entitled to all privileges of membership, including voting and holding office.

C. ASSOCIATE MEMBERS

1. A teacher of verbatim stenographic reporting or anyone connected in an official capacity with a school or college conducting a verbatim stenographic reporting course. Such persons need not meet the requirements for skill in the art of reporting proceedings.
2. Any person who has been certified by NCRA as a certified Legal Video Specialist (CLVS).
3. Any person interested in the preservation, support, and advancement of the field of verbatim reporting, whom is not otherwise eligible for membership. (ERs)
4. Associate members shall pay annual dues as hereinafter prescribed and shall be entitled to all the privileges of membership, except voting and holding office.

C. STUDENT MEMBERS

1. Any student of shorthand reporting.
2. Student members shall pay annual dues as hereinafter prescribed and shall be entitled to all the privileges of membership, except voting and holding office.

D. RETIRED MEMBERS

1. Any professional or participating member in good standing upon retiring from the active practice of verbatim stenographic reporting.
2. Retired members shall be exempt from paying dues and shall be entitled to all the privileges of membership, except voting.

SECTION 3. APPLICATION FOR AND ADMISSION TO MEMBERSHIP

Any person desiring to become a member of this Association shall make written application to the treasurer of this Association upon such form as the Executive Committee may prescribe, accompanied by the dues for the current year as hereinafter prescribed, stating in said application that he/she possesses the qualifications hereinbefore required, and shall secure upon said application the endorsement of at least one member in good standing of the Association. The final right to reject or accept any application for membership shall rest with the Executive Committee.

SECTION 4. REMOVAL OF MEMBER

- A. Upon recommendation of the membership committee, the Executive Committee for cause will remove members from membership by a two-thirds vote.
- B. Determination of cause shall be pursuant to the Code of Ethics of this Association.
 - 1. This cause determination process shall start with the filing of a complaint against said member for violation of the Code of Ethics of this Association.
 - 2. The member complained against shall be advised of the complaint lodged against the member and shall be given reasonable opportunity for defense.
 - 3. Upon a finding by the Membership Committee that cause for removal exists, there shall be a recommendation for removal of said member to the Executive Committee, which shall then confirm or deny removal of said member.
- C. In the event there is a finding for removal by the Executive Committee, the member may appeal the decision of the Executive Committee to the membership at the annual convention of the Association, providing that notice of intent to appeal is provided the Executive Committee within 30 days of said decision by the Executive Committee.

ITEM II – OFFICERS

SECTION 1. QUALIFICATIONS

Any professional or participating member in good standing shall be eligible for nomination and eligible for any elected office of this Association.

SECTION 2. ELECTIONS

All officers of the Association shall be elected by a ballot by a majority vote of those present and entitled to vote at the annual meeting and shall hold office for a term of two years from the date of their election, or until their successors have been elected and qualified.

SECTION 3. VACANCY

Whenever a vacancy shall occur by death, resignation, or otherwise in an office of the Association, the Executive Committee, or a majority thereof, shall fill such vacancy by appointment until the next regular annual meeting, except as otherwise hereinafter provided.

ITEM III – DUTIES OF OFFICERS

SECTION 1. PRESIDENT

- A. The president shall preside at all meetings of the Association and of the Executive Committee.
- B. The president shall be an ex-officio member of all standing committees, except the nominating committee and the auditing committee.
- C. The president shall have general supervision over the affairs of the Association, subject to the approval of the Executive Committee.
- D. The president shall present a report of the activities of his/her office at the annual meeting of the Association.

SECTION 2. VICE PRESIDENT

- A. The vice president shall assist the president in such manner and to the extent requested by the president.
- B. The vice president shall preside at all meetings of the Association and of the Executive Committee in the absence of the president.
- C. The vice president shall exercise all functions of the office of president in the event of a vacancy in that office.
- D. Upon the expiration of the president's term or terms of office, the vice president shall assume the office of president.
- E. The vice president shall present a report of the activities of his/her office at the annual meeting of the Association.
- F. The vice president shall serve as chairman of one of the committees of the Association or as editor of the official publication of the Association at the discretion of the president.

SECTION 4. SECRETARY

- A. The secretary shall conduct such correspondence of the Association as may be necessary.
- B. The secretary shall give notice of all meetings of the Association and the Executive Committee, as directed by the president.
- C. The secretary shall serve as chairman of one of the committees of the Association or as editor of the official publication of the Association at the discretion of the president.
- D. The secretary shall keep the minutes of all meetings.
- E. The secretary shall present a report of the activities of his/her office at the annual meeting of the Association.

SECTION 5. TREASURER

- A. The treasurer shall maintain a list of the membership.

- B. The treasurer shall collect and distribute the funds of the Association under the direction of the Executive Committee.
- C. The treasurer shall keep an accurate record of all receipts and disbursements in books belonging to the Association.
- D. The treasurer shall, when requested, submit a statement to the president or the Executive Committee showing the financial condition of the Association.
- E. The treasurer shall send dues notices in November of each year to all members, active and associate.
- F. Before entering upon his/her office, the treasurer shall secure a commercial bond, conditioned upon the faithful performance of his/her office, in an amount designated by the Executive Committee, the premium for such bond to be paid by the Association, and proof of such bond to be submitted to the president.
- G. The treasurer shall present a report of the activities of his/her office at the annual meeting of the Association.

ITEM IV – DUTIES OF EXECUTIVE COMMITTEE

The Executive Committee, between annual meetings, shall consider and authorize action in matters affecting the interests of the Association and shall supervise and control the disbursement of monies of the Association, except for routine business expenses not to exceed the sum of Twenty-Five Dollars (\$25.00), which may be authorized by the president alone.

The Executive Committee shall meet upon the call of the president or upon request of three members of such Committee, provided that due notice of such meeting shall have been given to each member of the Executive Committee.

ITEM V – DUES/ASSESSMENTS/FEEES/OTHER CHARGES

SECTION 1. DUES

- A. Professional and participating member
 - 1. Each professional and participating member of the Association shall pay as annual dues the sum of Forty Dollars (\$40.00), which dues shall become due and payable to the treasurer on January 1 of each year.
 - 2. Dues shall be considered delinquent on March 1, and the treasurer shall notify the member that said membership shall cease.
- B. Associate member

1. Each associate member of the Association shall pay as annual dues the sum of Thirty Dollars (\$30.00), which dues shall become due and payable to the treasurer on January 1 of each year.
2. Dues shall be considered delinquent on March 1, and the treasurer shall notify the member that said membership shall cease.

C. Student member

1. Each student member of the Association shall pay as annual dues the sum of Fifteen Dollars (\$15.00), which dues shall become due and payable to the treasurer on January 1 of each year.
2. Dues shall be considered delinquent on March 1, and the treasurer shall notify the member that said membership shall cease.

A. Retired member

1. Each retired member of the Association shall be exempt from paying dues.

SECTION 2. OTHER EXPENSES

The Executive Committee shall determine charges for conventions, seminars, conferences, meeting and/or activities conducted or sponsored by this Association.

ITEM VI – COMMITTEES

SECTION 1. ASSOCIATION COMMITTEES

The president shall annually appoint a legislative committee, a nominating committee, a membership committee, a convention committee, and an auditing committee, whose duties shall be as follows:

A. Legislative committee

1. The legislative committee shall have charge of all matters pertaining to legislation affecting shorthand reporters.
2. The legislative committee shall submit to the membership its recommendations on proposed legislation.
3. The legislative committee shall submit and present to the General Assembly of the State of Indiana the legislative program adopted by the membership at the annual or special meeting of the Association.
4. The legislative committee shall consist of at least three active members, and its chairman may appoint members to the committee as needed to assist him/her.

B. Nominating committee

1. The nominating committee shall submit a slate of candidates for office to the membership at the annual meeting, having first secured agreement for such candidates to serve in the office to which they are being recommended, provided that further nominations may be made from the floor after the nominating committee has presented its report.
2. The nominating committee shall consist of at least three active members, and its chairman shall be a past president of the Association.

C. Membership committee

1. The membership committee shall actively solicit the eligible shorthand reporters of the State of Indiana to become members of this Association.
2. The treasurer of the association shall be a member of this committee.

B. Convention committee

1. The convention committee shall arrange the program and entertainment for the succeeding annual meeting.
2. The chairman of the convention committee may appoint such other members of the committee as may be needed to assist him/her.

C. Auditing committee

1. The auditing committee shall examine the accounts of the treasurer at the annual meeting of the Association and report upon the same before the close of the meeting.
2. The auditing committee shall be composed of two active members who shall not be officers of the Association.

SECTION 2. OTHER COMMITTEES

The president shall annually appoint such other committees that he/she deems necessary or that are authorized by a vote of the Association or a vote of the Executive Committee, such committees to consist of no less than three active members.

ITEM VII – MEETINGS

SECTION 1. ANNUAL MEETINGS

The annual meeting of the Association shall be held during the fall each year, at such time and place as determined by the Executive Committee.

SECTION 2. SPECIAL MEETINGS

The Executive Committee may call special meetings of the Association at any time. At such special meetings, no business shall be transacted, except that specified in the notice to members.

SECTION 3. QUORUM

At all annual or special meetings of the Association, three active members, in addition to the officers present, shall constitute a quorum for the transaction of business. Three members of the Executive Committee shall constitute a quorum for that committee.

ITEM VIII – ORDER OF BUSINESS

To facilitate the transaction of the business of the Association, the following order of business shall be observed as closely as possible at all meetings:

1. Call meeting to order.
2. Roll call of officers.
3. Reading of minutes of previous meeting.
4. Remarks by the president.
5. Appointment of convention committee.
6. Reports of secretary and treasurer.
7. Reports of committees.
8. Unfinished business.
9. New business.
10. Nomination and election of officers.
11. Miscellaneous business.
12. Adjournment.

ITEM IX – AMENDMENTS

These bylaws may be amended, altered, or repealed at any annual meeting of the Association by a two-thirds vote of the members present at such meeting, provided that written notice of any proposed amendment or change shall have been appended to the call of the annual meeting. Such revisions, as shall not destroy the tenor of the proposed amendment or change, may be made at the annual meeting by a majority vote of the members.

ITEM X – MISCELLANEOUS DUTIES

All duties or powers not herein otherwise specified or assigned are hereby delegated to the Executive Committee.

ITEM XI – PARLIAMENTARY AUTHORITY

The Association adopts Robert's Rules of Order Newly Revised to govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Association may adopt.

ITEM XII – HOOSIER SHORTHAND REPORTER

The official publication of ISRA will be the Hoosier Shorthand Reporter. At least two issues shall be published annually. The editor shall be responsible for securing advertising and setting advertising rates. The publication shall attempt to be self-supporting, with profits to be deposited in the general fund.

ITEM XIII – DISTRIBUTION OF ASSETS

The Association shall use its funds only to accomplish the purposes specified in the Bylaws and no part of such funds shall inure or be distributed to the members of the Association. On dissolution of the Association, any funds remaining shall be distributed to one or more regularly organized and qualified charitable, educational, scientific, or philanthropic organizations to be selected by the Executive Committee.

ITEM XIV – LIMITATIONS OF LIABILITY

Nothing in these bylaws shall constitute members of this Association as partners for any purpose. No member, officer, director, representative, agent, or employee of this Association shall be liable for the acts or failures to act on the part of any other member, officer, director, representative, agent, or employee of this Association, nor shall any member, officer, director, representative, agent, or employee be liable for his/her acts or failures to act upon these Bylaws except for acts or omissions arising from his/her willful misfeasance.

ITEM XV – VOLUNTARY CSR

RULES GOVERNING VOLUNTARY CSR STATE OF INDIANA

RULE 1. SCOPE OF RULES

1. The examination, certification, and regulation of the practice of court reporting are matters that are integrally related to the effective, impartial, and prompt operation of the judicial system of the State of Indiana.
2. The examination, certification, and supervision of the conduct and proficiency of court reporters are hereby made pursuant to Indiana Shorthand Reporters Association Bylaws, Article XV.

RULE 2. CERTIFICATION OF REPORTER

1. The Indiana Board of Certified Shorthand Reporters shall establish the form of certification required.
2. Any person to whom a certificate is issued shall use the title “Certified Shorthand Reporter” or the abbreviation CSR along with their duly recorded certificate number on all reporter certificates.

RULE 3. BOARD OF CERTIFIED SHORTHAND REPORTERS

- A. In order to supervise the examination, certification, and conduct of court reporters engaged in reporting matters, the Indiana Board of Certified Shorthand Reporters is hereby created. Said Board shall be appointed by the Executive Committee of the Indiana Shorthand Reporters Association. The Board shall be composed of seven persons appointed as follows:
 1. Four members of the Board shall be persons skilled in the practice of shorthand reporting and shall have been engaged continuously in the practice of shorthand reporting for a period of not less than five years prior to the date of appointment as a member of the Board. One of the four reporter members shall be a member of the Executive Committee of the Indiana Shorthand Reporters Association. The initial appointees shall meet the requirements for certification (insert citation), and subsequent appointees shall be certified under this Bylaw. Of the shorthand reporter members, two shall be official reporters and two shall be freelance reporters.
 2. Two members of the Board shall be members of the Indiana State Bar Association, not in the judicial department.

3. One member of the committee shall be a public member and not be a reporter or a member of the Indiana State Bar Association or related thereto. The public member is entitled to compensation and expenses as set forth in Rule 6.

- B. The term of the Board shall be three years. A member is eligible for reappointment to the Board. Vacancies occurring shall be filled by appointment for the unexpired term.

RULE 4. TERMS OF BOARD MEMBERS, INITIAL APPOINTMENT

The members of the Board shall hold office for staggered terms of three years, except that the members of the Board first selected shall serve the following terms:

1. One shorthand reporter member shall serve for a term of one year.
2. One shorthand reporter member shall serve for a term of two years.
3. Two shorthand reporter members shall serve for a term of three years.
4. One bar association member shall serve for a term of two years.
5. One bar association member shall serve for a term of three years.
6. The public member shall serve for a term of three years.

Following the expiration of the initial term of office of any of the Board members, all subsequent appointees shall hold office for three-year terms. Vacancies occurring in the Board shall be filled in the same manner as other appointments to the Board.

RULE 5. OFFICERS OF THE BOARD – QUORUM

The Board shall elect one of its members as president and one member as secretary/treasurer. A majority of the Board shall constitute a quorum.

RULE 6. COMPENSATION

The only member of the Board that shall be compensated will be the public member, who shall be compensated at a rate to be determined by the Executive Committee, plus any necessary expenses for work which is done by them in connection with authorized activities of the Board.

RULE 7. RECORDS OF THE BOARD

The Board shall keep a record of its meetings and all official action taken by the Board. In addition, the Board shall maintain a register of all applicants for certification. The records of the meetings of the Board, of official action taken by the Board, and the register of the applicants for certification shall be maintained at the administrative office of the Executive Committee of the Indiana Shorthand Reporters Association, or at such other location as designated by the Board by rule or regulation.

RULE 8. DUTIES OF CERTIFICATION BOARD

1. The Indiana Board of Certified Shorthand Reporters shall have the authority, under the supervision of the Executive Committee of the Indiana Shorthand Reporters Association, to make and promulgate reasonable rules and regulations governing the voluntary Certified Shorthand Reporters in the State of Indiana.
2. The Board shall promulgate reasonable rules and regulations for testing, licensing, and supervision of Indiana Certified Shorthand Reporters, along with establishing continuing education requirements for biennial renewal of certificates.
3. The Board shall have the authority, under the supervision of the Executive Committee of the Indiana Shorthand Reporters Association, to promulgate all necessary rules and regulations with respect to the discipline, censure, suspension, or revocation of certification of Indiana Certified Shorthand Reporters.
4. The Board will set examination fees.
5. The Board shall make appropriate findings and recommendations to the Executive Committee of the Indiana Shorthand Reporters Association for discipline, censure, suspension, or revocation of certification of Indiana Certified Shorthand Reporters.
6. The Board shall notify all applicants of test results and issue certification (CSR) certificates to successful candidates.
7. The board shall give reasonable notice to all Indiana Certified Shorthand Reporters, in writing, of the expiration date of their certification, to be mailed to the last known mailing address of the Certified Shorthand Reporter.
8. Board hearings shall be held in accordance with Rule 10.

RULE 9. EXAMINATION AND TESTING

The Executive Committee of the Indiana Shorthand Reporters Association will appoint an examination committee, consisting of four members of the Board of Certified Shorthand Reporters. The examination committee will be responsible for the following:

1. Preparing and accepting applications for the test.
2. Preparing the written knowledge test.
3. Preparing one five-minute dictation test of two-voice testimony at 225 words per minute.
4. Preparing one five-minute dictation test of legal opinion at 200 words per minute.
5. Preparing one five-minute dictation test of literary material at 180 words per minute.
6. Selecting the test site.
7. Administering the test and grading the test.
8. Notifying the Board of Certified Shorthand Reporters of test results.

**RULE 10. HEARINGS, FINAL DECISIONS OF THE BOARD,
APPEALS FROM DECISIONS OF THE BOARD**

A. Decisions of the Board

1. All decisions of the Board denying any application for certification, either temporary or permanent, shall be made in writing.
2. Reasons for denying the application for certification shall be included in the decision of the Board and filed with the Executive Committee of the Indiana Shorthand Reporters Association.
3. An officer of the Board shall attest to the decision of the Board.
4. A copy of the Board's decision, together with the reasons for its decision, shall be mailed to the applicant at his/her last known address by certified mail.

B. Appellate Procedure

1. An appeal from any decision of the Board with respect to the denial of certification may be taken by filing a notice of appeal with the Executive Committee within 30 days after the date of mailing of the decision of the Board by certified mail to the applicant's last known address.
2. On appeal, the Executive Committee of the Indiana Shorthand Reporters Association shall reverse only upon finding that the decision of the Board was arbitrary or capricious.
3. The decision of the Executive Committee of the Indiana Shorthand Reporters Association shall, for the purpose of certification, be final.
4. A copy of the Executive Committee's decision shall be mailed to the applicant at his/her last known address by certified mail.

C. Discipline, Censure, Suspension, Revocation

1. Until such time as the Board adopts the appropriate rules and regulations to govern any proceedings for discipline, censure, suspension, or revocation of the certification of certified shorthand reporters, the Board may make advisory recommendations to the Executive Committee of the Indiana Shorthand Reporters Association with respect to the discipline, censure, suspension, or revocation of certification of certified shorthand reporters.
2. The Board may conduct informal hearings with respect to any recommendations for discipline, censure, suspension, or revocation, and shall furthermore state to the Executive Committee of the Indiana Shorthand Reporters Association in making its recommendation all reasons in support of its recommendation.

3. A decision of recommendation of the Board with respect to the discipline, censure, suspension, or revocation of certification shall not have any final authoritative effect and shall merely be advisory in nature until such time as the Board has promulgated, and the Executive Committee of the Indiana Shorthand Reporters Association has approved, appropriate rules and regulations governing proceedings for discipline, censure, suspension, or revocation of certification.
4. Nothing in this rule shall in any way restrict the Executive Committee from taking any action necessary to enforce these rules or any regulations of the Board.

**RULE 11. APPLICATION FOR CERTIFICATION
RENEWAL OF CERTIFICATION**

A. Application

1. An applicant seeking certification as a certified shorthand reporter shall apply on forms approved by the Examination Committee.
2. Prior to the issuance of a certificate as an Indiana Certified Shorthand Reporter, an applicant must meet the following minimum qualifications:
 - a. Be a person who has not had a shorthand reporter's registration certificate or license refused, suspended, or revoked within the preceding three years in any jurisdiction.
 - b. Must be a high school graduate or possess a G.E.D. certificate or its equivalent.
 - c. File a completed application together with the appropriate fees.
 - d. Be a member in good standing of the Indiana Shorthand Reporters Association.
 - e. Pass the required examination.

B. Certificate

1. Once the applicant has met and satisfied the above qualifications, the Board shall issue the applicant a certificate as an Indiana Certified Shorthand Reporter. The certificate shall be valid until September 30, three years following its issuance.

C. Renewal

1. All persons holding a certificate as an Indiana Certified Shorthand Reporter shall be responsible for applying for a renewal of that

- certificate to the Board of Certified Shorthand Reporters prior to the expiration of said certificate.
2. Upon receipt of the appropriate application, together with the appropriate annual certification fee established by the Board, the Board shall issue the applicant a new certificate or other appropriate document evidencing that the applicant is certified as an Indiana Certified Shorthand Reporter for an additional term of two years.
 3. Any denial of renewal of certification shall be made in accordance with Rule 10A(1-4).
 4. Indiana Certified Shorthand Reporters failing to renew their license may, within 30 days after said expiration date, and upon payment of a Ten Dollar (\$10.00) late fee, apply for renewal of their certificate.
 5. Maintenance of certificate shall be dependent upon the applicant's meeting continuing education requirements as set forth by the Board.
 6. All persons holding a certificate as an Indiana Certified Shorthand Reporter shall be responsible for informing the Board of any change of address.

RULE 12. CERTIFICATION BY RECIPROACITY

1. A reporter certified in another state may apply to the Board of Certified Shorthand Reporters for certification based on the certification already obtained, providing that testing for certification was equivalent to Indiana's testing requirements.
2. A reporter who is an RPR or RMR holder will automatically be granted Indiana CSR status upon payment of the established certification fee.

RULE 13. EXAMINATION AND CERTIFICATION FEES

1. The Board of Certified Shorthand Reporters shall set such reasonable fees as it deems appropriate for the administration of its duties.
2. Prior to the taking of any examination administered by the examination committee, the applicant shall pay the appropriate examination fee as set forth by the examination committee.

RULE 14. EXAMINATION DATES

Examinations will be administered along with NCRA's national exams the first Saturday in May and November of each year. There will be a minimum of one test site. The Indiana CSR will consist of taking NCRA's RPR examination without having to be a member of NCRA. This, however, does not make one eligible to receive NCRA's RPR designation if passed; it will only cover as Indiana's CSR. Thirty hours of continuing education is required within the three-year time frame of the CSR.

RULE 15. PENALTIES FOR VIOLATION OF RULES

Any violation of these rules or any violation of rules and regulations promulgated by the Board of Certified Shorthand Reporters shall be cause for refusal of the Board to issue a CSR certification to any applicant. Any willful violation of these rules or of any rules or regulations promulgated by the Board shall be grounds for the discipline, censure, suspension, or revocation of certification as an Indiana Certified Shorthand Reporter.

ITEM XIV – CODE OF ETHICS

The Indiana Shorthand Association adopts NCRA's Code of Professional Ethics.

A member shall:

1. Be fair and impartial toward each participant in all aspects of reported proceedings and always offer to provide comparable services to all parties in a proceeding.
2. Be alert to situations that are conflicts of interest or that may give the appearance of a conflict of interest. If a conflict or a potential conflict arises, the member shall disclose that conflict or potential conflict.
3. Guard against not only the fact but also the appearance of impropriety.
4. Preserve the confidentiality and ensure the security of information, oral or written, entrusted to the member by any of the parties in a proceeding.
5. Be truthful and accurate when making public statements or when advertising the member's qualifications or the services provided.
6. Refrain, as an official reporter, from freelance reporting activities that interfere with official duties and obligations.
7. Determine fees independently, except when established by statute or court order, entering into no unlawful agreements with other reporters on the fees to any user.
8. Refrain from giving, directly or indirectly, any gift, incentive, reward, or anything of value to attorneys, clients, witnesses, insurance companies, or any other persons or entities associated with the litigation, or to the representatives or agents of any of the foregoing, except for items that do not exceed \$100.00 in the aggregate per recipient each year.
9. Maintain the integrity of the reporting profession.
10. Abide by the ISRA Constitution and Bylaws.