



Stenograph, Technology, Agencies, Reporters

POLICIES & PROCEDURES MANUAL

Revised as of April 12, 2019

TABLE OF CONTENTS

Antitrust Policy.....	3
Board of Directors:	
Hotel Rooms at Conferences.....	6
Participation & Attendance	7
Committees:	
Liaison/Technology	8
Nominating	9
Seminar Review	11
Conferences:	
Complimentary Hotel Room	12
Complimentary Registration.....	13
NCRA President.....	13
Seminar Chair	14
Friendly Neighbor Registration Discounts	15
STAR Speaker Registration Discounts	16
Registration Discounts for new court reporters (less than 3 years)	16
Speaker Expenses and Honoraria	17
Vendor Registration Cut-Off Date	18
IRS Policies:	
Conflict of Interest Policy.....	19
Whistleblower Policy	20
Document Retention & Destruction Policy	21
Policy on Determining Compensation	23
Joint Venture Policy	25
Membership	
Dues Invoices	27
Membership Directory.....	28
Policy Review	
Schedule for Program & Policy Review	29



Stenograph, Technology, Agencies, Reporters

**ANTITRUST POLICY FOR STAR OFFICERS, DIRECTORS,
AND COMMITTEE CHAIRS**

(Reviewed and revised April 12, 2019)

This is written to provide a broad, summary description of the obligations you have under the antitrust laws as an officer, director, or committee chair of the Society for the Technological Advancement of Reporting (STAR). Its purpose is not to provide legal advice, but simply to indicate the kinds of activities and discussions that may create questions under the antitrust laws and accordingly must be avoided.

These guidelines must be observed at all times, in formal Association meetings and events as well as in informal discussions and conferences arising out of, or relating to, STAR activities. They apply, for example, when you attend a STAR meeting as a representative of the organization. In case of any question that the meaning or application of any of these guidelines as they affect your STAR activities, you should consult with the Executive Director of STAR who, in turn, will obtain appropriate legal advice. By signing below, you will indicate that you have read this memorandum and agree to abide by it.

1. You should assume, as the enforcement authorities do, that the antitrust laws are as fully applicable to court reporters as to doctors, lawyers, accountants, real estate brokers, and other professionals. The antitrust laws also apply to all your activities in STAR - the fact that a violation of the antitrust laws occurs in the course of otherwise wholly legitimate STAR activities is no defense.
2. Heavy penalties can be imposed on you, your company, if any, and STAR if you violate the antitrust laws in the course of your STAR activities. For you personally, the penalty could be as much as three years' imprisonment, a \$100,000 fine, or both. It is particularly important, therefore, to remain well within the bounds of lawful activity at all times.
3. It is a clear violation of the antitrust laws for members of the same profession or industry to reach any kind of an agreement or understanding concerning the price they will charge for their product or service, other terms or conditions of sale, or the customers they will or will not serve. Because the enforcement authorities, and perhaps the courts, may infer that an unlawful agreement was

reached merely from the fact that prices or other matters were discussed at a meeting of STAR, it is prudent to avoid any discussion of the following subjects,⁽¹⁾ except where the Executive Director has obtained advance clearance from legal counsel for the proposed discussion:

- (a)rates, fees, or charges (such as page rates, rates for expedited service or additional copies, attendance fees, etc.) of any reporter or reporting company
- (b)past, present or future level of such rates and charges, in general or in particular areas (either geographical areas or types of reporting work, such as medical depositions);
- (c)costs of operation, including costs in general, particular components of costs (such as labor, equipment, etc.), costs for particular services, and charges or trends in any of these costs;⁽²⁾
- (d)methods or formulas for setting rates or charges for any reporting product or service, especially proposals for fee schedules or relative value guides, or the like;
- (e)transcript production or performance standards that set a maximum obligation on reporters rather than a minimum (e.g., a page of transcript shall have no more than 27 lines);
- (f)bids, bid solicitations by, or bids submitted to, any customer inviting bids, or any reporter or reporting company's intentions with respect to bids;
- (g)the identity or location of customers of any reporter or reporting company, or whether any reporter or reporting company serves, will serve, or will decline to serve, any customers or group of customers, or area;
- (h)whether one or more reporters or reporting companies should boycott or refuse to provide services to any customer or group of customers, should do business only on certain terms and conditions, or should urge their customers or others to do so. (It is entirely proper, however, for STAR. its officers or individual members to promote vigorously the benefits of court reporting to potential users of reporting services [both government and private], to describe to such users the disadvantages and drawbacks of other reporting systems, and to make organized efforts to obtain governmental action favorable to the interests of the shorthand reporting profession.)

Under certain narrow circumstances, such as where rates or charges or any of the other topics listed above are regulated by statute or rule of court, the risks of discussing these topics may not be as great. Because of the magnitude of the risks involved, however, the guidance of legal counsel must be sought in

advance before engaging in any such discussions.

ANTITRUST POLICY (continued)

⁽¹⁾If a discussion should wander into any of these areas, you must stop it at once, and if that proves impossible, you should leave the meeting and take whatever other steps are needed to make it clear that the discussion was not in any way sanctioned, authorized or approved by STAR;

⁽²⁾STAR-sponsored educational programs limited to the comparative costs of different reporting and transcribing equipment or techniques, identification of the various cost items involved in operating a court reporting business, or improved business operating methods and techniques in general, are likely to be routinely cleared, provided there is no discussion whatsoever of rates or charges to customers or of formulas, schedules, methods, "rules of thumb," or the like to be used in the determination of such rates or charges. Clearance must still be sought, however, to insure that the line between permissible and impermissible activity is maintained.

AGREEMENT

I have read this statement and agree to abide by it in all activities involving the Society for the Technological Advancement of Reporting.

Name: _____

Association Position: _____

Date: _____

PLEASE SIGN THIS DOCUMENT AND SUBMIT IT TO STAR HEADQUARTERS STAFF.

BOARD OF DIRECTORS

Board Hotel Rooms at Conferences

ADOPTED: October 2018

Although STAR Board members are responsible for paying their own lodging expenses, STAR staff will reserve a hotel room for all Board members prior to each Conference. The internal term for this document is the “VIP Rooming List.”

Staff will then send an official Board meeting notice which consists of a survey that the Board member completes and submits to STAR Headquarters. The survey provides staff with arrival and departure dates as well as any special requests related to the person’s hotel room.

IMPORTANT: The VIP Rooming List always includes the current Board of Directors, the Editor of the STAR newsletter, speakers, staff, and occasionally other people, per directive from the President or Conference Chairs. (For example, if the NCRA President is attending, staff will reserve a room for him/her.)

BOARD OF DIRECTORS

Board Participation and Attendance

REVISED: October 11, 2018

Purpose

The STAR Board of Directors is comprised of individuals elected by their peers to serve the constituency for a pre-determined term of office. As defined in the individual position descriptions, each Board position is essential to the structure of the organization as outlined in the STAR bylaws. Participation in Board of Directors conference calls and meetings and completion of assigned projects is essential for the Society's success.

Conference Call Participation and BOD meeting attendance

Participation in Board conference calls is essential and expected. Every effort will be made to schedule Board conference calls at least 10 days in advance. If a Board member is not able to participate in a scheduled conference call, he/she should contact the President within 24 hours of receiving notice of meeting..

In addition, attendance at STAR's two face-to-face Board meetings is essential and expected. These meeting dates and times are scheduled up to a year in advance to enable participation. The Mid-Year Conference has one pre-conference Board meeting. The Annual Meeting has a pre-conference Board meeting on a Thursday and a post-conference Board meeting, usually held on Saturday after other meeting activities are completed.

Board Response

Board members failing to attend conference calls, Board meetings or failing to participate on committees or with tasks assigned shall have their attendance and/or participation reviewed by the full BOD. At the option of the remaining Board members, he/she may be asked to surrender his/her Board seat. The vacated position, at the discretion of the Board, may be filled by the Nominating Committee until the next election period.

Conclusion

This policy is intended to support full participation by Society for the Technological Advancement of Reporting Board of Directors members. All candidates for elected Board positions are required to review and acknowledge understanding of the Board participation and attendance policy at the time of submission of platform statement and declaration of candidacy during the STAR elections process.

COMMITTEES:

LIAISON/TECHNOLOGY COMMITTEE

ADOPTED: April 1994

REVISED: October 28, 1995

When a Liaison/Technology Committee meeting is held in conjunction with a STAR conference, there shall be no reimbursement for expenses.

If the Board is notified prior to a new fiscal year that a Liaison/Technology Committee will be held independent of a STAR conference, the Board may choose to budget funds to reimburse committee members for attendance.

If funds are requested and approved prior to the start of the fiscal year in which the independent Liaison/Technology Committee meeting will take place, a maximum of five (5) persons (President [or President's designee], Vice President [or Vice President's designee], Chairman of the committee, and three (3) other people on the committee) shall be reimbursed for the following:

1. Airfare (limited to super-saver, non-refundable fares, or the lowest rate available from the committee member's point of origin to the meeting site city, arranged at least 4 weeks prior to the meeting).
2. One night's hotel accommodations, unless a member's travel distance requires two nights' stay, in which case reimbursement of the second night's expenses is subject to the approval of the President. ("Hotel accommodations" is defined as room rate and tax.)

COMMITTEES:

NOMINATING COMMITTEE

Adopted: September 7, 2006

REVISED: October 11, 2018
April 12, 2019

Following is the procedure for the Nominating Committee to produce the slate of officers and directors for STAR:

Chair submits Call for Nominations to editor within two weeks following the STAR Annual Meeting. Call for Nominations to be published in the next two newsletters.

The Chair will provide a memo to STAR Headquarters and to the STAR President of procedures and suggested best practices.

Nominating Committee Qualifications:

- A. Each of the three registered members shall have had at least five years of continuous membership in the Association immediately prior to being appointed to the Nominating Committee.
- 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.
- C. Nominating Committee members may serve no more than three consecutive years on the Nominating Committee.
- D. Any person who has been named as a Nominating Committee member will be replaced by an alternate if the committee member or a relative of the committee member is to be considered as a candidate.

The Nominating Committee will meet and, at their discretion, conduct interviews/questionnaires by telephone as is most efficient, in order for the slate to be communicated to the membership no later than sixty (60) days prior to the annual Fall Convention (STARCONXX).

Within one week following preparation of the slate:

Chair sends written notification to each candidate reflecting the outcome of the committee's decision on his or her recommendation.

Chair sends a list of nominees to each person slated, headquarters, the editor, president and president-elect.

STAR Headquarters staff is responsible for ensuring that the slate is sent to the membership within forty-five (45) days prior to the Annual Meeting. The slate may be distributed via special eflash or as a component of the STAR newsletter.

COMMITTEES:

SEMINAR REVIEW

ADOPTED: October 28, 1995
April 12, 2019

COMPOSITION OF THE COMMITTEE

The Seminar Review Committee shall be comprised of the Board of Directors.

The Seminar Review Committee shall be responsible for reviewing the program of upcoming STAR conferences to help ensure balance within the program as well as to provide advice and guidance on program topics as requested.

Additionally, the Seminar Review Committee shall assist the conference/seminar chair(s) in identifying prospective speakers who are prone to use the podium for self-promotion or for promotion of their company or product.

CONFERENCES:

COMPLIMENTARY HOTEL ROOM

ADOPTED: October 11, 2018

The STAR President shall receive a complimentary hotel room at the conference hotel over the dates of both STAR conferences that take place during that President's term.

When possible, STAR staff will negotiate a complimentary suite for the STAR President.

CONFERENCES:

COMPLIMENTARY REGISTRATION

ADOPTED: April 5, 1995

REVISED: October 11, 2018

The following persons shall receive a complimentary registration to the Spring and Fall STAR Conferences:

1. Seminar Chair
2. Conference Chair
3. STAR President

In addition, upon suggestion of the Conference and/or Seminar Chair and approval of the President, some speakers may receive complimentary registrations. (See also "Conferences: Speaker Expense and Honoraria.")

ADOPTED: October 13, 2011

REVISED: October 11, 2018

STAR will invite the **NCRA President** (or his or her designee) to attend one STAR conference per year. The NCRA dignitary will receive a complimentary registration. (NOTE: The Board voted to eliminate the complimentary hotel room at the October 11, 2018, meeting.)

CONFERENCES:

SEMINAR CHAIR

ADOPTED: April 5, 1995

The Seminar Chair shall be responsible for obtaining speakers for all seminars at the STAR conference for which he or she is chair.

Guidelines for obtaining speakers are included in this manual under the heading "Conferences: Speaker Expense and Honoraria."

The Seminar Chair shall provide to STAR Headquarters the names, addresses, and topics of all speakers. In addition, the Seminar Chair shall provide STAR Headquarters a brief outline describing what the speaker will address. (This information is needed so Headquarters staff can apply to NCRA for CE credits.)

The Seminar Chair shall attend the Pre-Conference Board meeting to give a report on attendance, review last-minute plans, and to assist in assigning Board members to introduce speakers, present STAR's speaker appreciation gift or plaque, and punch CE credit cards at the end of each seminar.

The Seminar Chair shall work with the Editor(s) to assign members to write articles for the post-Conference STAR newsletter.

CONFERENCES:

FRIENDLY NEIGHBOR DISCOUNTS

ADOPTED: May 21, 1998
April 12, 2019

The President, Board, and/or conference planning committee may establish the parameters for discounted registration fees for friendly neighbor discounts, if any, at the appropriate time.

CONFERENCES:

STAR SPEAKERS REGISTRATION DISCOUNTS

ADOPTED: May 21, 1998

STAR speakers who are also STAR members shall receive half-price registration, one speaker per session, at all STAR conferences.

CONFERENCES:

REGISTRATION DISCOUNTS

ADOPTED: April 13, 2018

STAR members practicing less than three years gets half-price registration at all STAR conferences.

CONFERENCES:

SPEAKER EXPENSES AND HONORARIA

ADOPTED: April 8, 1995
Reviewed in 2018 & 2019
Revised April 12, 2019

The Seminar Chair shall make every effort to obtain conference speakers at no charge (i.e., STAR members who plan to attend Conference anyway and who have something of value to present to the attendees).

In the event a free speaker cannot be obtained, a speaker may be offered a complimentary night in the conference hotel for the night before his or her presentation, along with complimentary tickets to any social events occurring during the speaker's stay.

If a speaker cannot be obtained under the above guidelines, the Seminar Chair may additionally offer to the speaker a complimentary registration to the entire conference and an honorarium.

Any additional arrangements with speakers (i.e., airfare reimbursement or other fees) are subject to the approval of the President.

(Seminar Chairs should keep in mind that the registration fee for STAR Conferences is set by adding up all anticipated expenses, then dividing by the number of people expected to attend. By keeping expenses down, STAR can keep the registration fee to a reasonable amount, thus increasing attendance.)

CONFERENCES:

VENDOR REGISTRATION CUT-OFF DATE

ADOPTED: April 8, 1995

STAR shall incorporate into all conference vendor space forms a 30-day cut-off date. Any vendor not registered and paid by 30 days prior to a conference shall not be admitted. Any exceptions shall be made with the approval of the STAR President.

IRS POLICIES:

CONFLICT OF INTEREST POLICY

Adopted: March 19, 2009

This Conflict of Interest Policy of the Society for the Technological Advancement of Reporting (STAR): (1) defines conflicts of interest; (2) identifies classes of individuals within the Organization covered by this policy; (3) facilitates disclosure of information that may help identify conflicts of interest; and (4) specifies procedures to be followed in managing conflicts of interest.

- 1. Definition of conflicts of interest.** A conflict of interest arises when a person in a position of authority over the Organization may benefit financially from a decision he or she could make in that capacity, including indirect benefits such as to family members or businesses with which the person is closely associated. This policy is focused upon material financial interest of, or benefit to, such persons.
- 2. Individuals covered.** Persons covered by this policy are the Organization's officers, directors, chief employed executive and chief employed finance executive.
- 3. Facilitation of disclosure.** Persons covered by this policy will annually disclose or update to the Chairman of the Board of Directors on a form provided by the Organization their interests that could give rise to conflicts of interest, such as a list of family members, substantial business or investment holdings, and other transactions or affiliations with businesses and other organizations or those of family members.
- 4. Procedures to manage conflicts.** For each interest disclosed to the Chairman of the Board of Directors, the Chairman will determine whether to: (a) take no action; (b) assure full disclosure to the Board of Directors and other individuals covered by this policy; (c) ask the person to recuse from participation in related discussions or decisions within the Organization; or (d) ask the person to resign from his or her position in the Organization or, if the person refuses to resign, become subject to possible removal in accordance with the Organization's removal procedures. The Organization's chief employed executive and chief employed finance executive will monitor proposed or ongoing transactions for conflicts of interest and disclose them to the Chairman of the Board of Directors in order to deal with potential or actual conflicts, whether discovered before or after the transaction has occurred.

IRS POLICIES:

WHISTLEBLOWER POLICY

Adopted: March 19, 2009

This Whistleblower Policy of the Society for the Technological Advancement of Reporting (STAR): (1) encourages staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of the Organization; (2) specifies that the Organization will protect the person from retaliation; and (3) identifies where such information can be reported.

1. **Encouragement of reporting.** The Organization encourages complaints, reports or inquiries about illegal practices or serious violations of the Organization's policies, including illegal or improper conduct by the Organization itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies. Other subjects on which the Organization has existing complaint mechanisms should be addressed under those mechanisms, such as raising matters of alleged discrimination or harassment via the Organization's human resources channels, unless those channels are themselves implicated in the wrongdoing. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.

2. **Protection from retaliation.** The Organization prohibits retaliation by or on behalf of the Organization against staff or volunteers for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The Organization reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.

3. **Where to report.** Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the bases for the complaints, reports or inquiries. They should be directed to the Organization's chief employed executive or Chairman of the Board of Directors; if both of those persons are implicated in the complaint, report or inquiry, it should be directed to Chair-Elect. The Organization will conduct a prompt, discreet, and objective review or investigation. Staff or volunteers must recognize that the Organization may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously.

IRS POLICIES:

DOCUMENT RETENTION & DESTRUCTION POLICY

Adopted: March 19, 2009

This Document Retention and Destruction Policy of the Society for the Technological Advancement of Reporting identifies the record retention responsibilities of staff, volunteers, members of the Board of Directors, and outsiders for maintaining and documenting the storage and destruction of the Organization's documents and records.

1. **Rules.** The Organization's staff, volunteers, members of the Board of Directors and outsiders (i.e., independent contractors via agreements with them) are required to honor these rules: (a) paper or electronic documents indicated under the terms for retention below will be transferred and maintained by the Human Resources, Legal or Administrative staffs/departments or their equivalents; (b) all other paper documents will be destroyed after three years; (c) all other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after one year; and (d) **no paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.**

2. **Terms for retention.**

a. Retain permanently:

Governance records – Charter and amendments, Bylaws, other organizational documents, governing board and board committee minutes.

Tax records – Filed state and federal tax returns/reports and supporting records, tax exemption determination letter and related correspondence, files related to tax audits.

Intellectual property records – Copyright and trademark registrations and samples of protected works.

Financial records – Audited financial statements, attorney contingent liability letters.

b. Retain for ten years:

Pension and benefit records -- Pension (ERISA) plan participant/beneficiary records, actuarial reports, related correspondence with government agencies, and supporting records.

Government relations records – State and federal lobbying and political contribution reports and supporting records.

c. Retain for three years:

Employee/employment records – Employee names, addresses, social security numbers, dates of birth, INS Form I-9, resume/application materials, job descriptions, dates of hire and termination/separation, evaluations, compensation information, promotions, transfers, disciplinary matters, time/payroll records, leave/comp time/FMLA, engagement and discharge correspondence, documentation of basis for independent contractor status (retain for all

current employees and independent contractors and for three years after departure of each individual).

Lease, insurance, and contract/license records – Software license agreements, vendor, hotel, and service agreements, independent contractor agreements, employment agreements, consultant agreements, and all other agreements (retain during the term of the agreement and for three years after the termination, expiration, non-renewal of each agreement).

d. Retain for one year:

All other electronic records, documents and files – Correspondence files, past budgets, bank statements, publications, employee manuals/policies and procedures, survey information.

3. **Exceptions.** Exceptions to these rules and terms for retention may be granted only by the Organization's chief staff executive or Chairman of the Board.

IRS POLICIES:

POLICY ON PROCESS FOR DETERMINING COMPENSATION

Adopted: March 19, 2009

The Society for the Technological Advancement of Reporting does not have any employees. Rather, the organization outsources administrative support to an Association Management Company which is engaged by contract between the organization and the Association Management Company.

This Policy on the Process for Determining Compensation of the Society for the Technological Advancement of Reporting applies to the compensation of the following persons employed by the Organization:

- The Organization's **chief employed executive**¹ (CHECK IF APPLICABLE)
- Other **Officers**² or **Key Employees**³ (NA) of the Organization by title:
- Officers: Chairman of the Board; Chair Elect; Secretary; Treasurer

The process includes all of these elements: (1) review and approval by the board of directors or compensation committee of the Organization; (2) use of data as to comparable compensation; and (3) contemporaneous documentation and recordkeeping.

1. Review and approval. The compensation of the person is reviewed and approved by the board of directors or compensation committee of the Organization, provided that persons with conflicts of interest with respect to the compensation arrangement at issue are not involved in this review and

-
- 1 **Chief employed executive** – The CEO (i.e., Chief Executive Officer), executive director, or top management official (i.e., a person who has ultimate responsibility for implementing the decisions of the Organization's governing body or for supervising the management, administration, or operations of the Organization).
 - 2 **Officer** – A person elected or appointed to manage the Organization's daily operations, such as a president, vice-president, secretary or treasurer. The officers of the Organization are determined by reference to its organizing document, bylaws, or resolutions of its governing body, or as otherwise designated consistent with state law, but at a minimum include those officers required by applicable state law. Include as officers the Organization's top management official and top financial official (the person who has ultimate responsibility for managing the Organization's finances).
 - 3 **Key Employee** – An employee of the Organization who meets all three of the following tests: (a) \$150,000 Test: receives reportable compensation from the Organization and all related organizations in excess of \$150,000 for the year; (b) Responsibility Test: the employee: (i) has responsibility, powers, or influence over the Organization as a whole that is similar to those of officers, directors, or trustees; (ii) manages a discrete segment or activity of the Organization that represents 10% or more of the activities, assets, income, or expenses of the Organization, as compared to the Organization as a whole; or (iii) has or shares authority to control or determine 10% or more of the Organization's capital expenditures, operating budget, or compensation for employees; and (c) Top 20 Test: is one of the 20 employees (that satisfy the \$150,000 Test and Responsibility Test) with the highest reportable compensation from the Organization and related organizations for the year.

approval.

2. **Use of data as to comparable compensation.** The compensation of the person is reviewed and approved using data as to comparable compensation for similarly qualified persons in functionally comparable positions at similarly situated organizations.

3. **Contemporaneous documentation and recordkeeping.** There is contemporaneous documentation and recordkeeping with respect to the deliberations and decisions regarding the compensation arrangement.

IRS POLICIES:

JOINT VENTURE POLICY

Adopted: March 19, 2009

This Joint Venture Policy of the Society for the Technological Advancement of Reporting (STAR) requires that the Organization evaluate its participation in joint venture arrangements under Federal tax law and take steps to safeguard the Organization's exempt status with respect to such arrangements. It applies to any joint ownership or contractual arrangement through which there is an agreement to jointly undertake a specific business enterprise, investment, or exempt-purpose activity as further defined in this policy.

A. Joint ventures or similar arrangements with taxable entities. For purposes of this policy, a joint venture or similar arrangement (or a "venture or arrangement") means any joint ownership or contractual arrangement through which there is an agreement to jointly undertake a specific business enterprise, investment, or exempt-purpose activity without regard to: (1) whether the Organization controls the venture or arrangement; (2) the legal structure of the venture or arrangement; or (3) whether the venture or arrangement is taxed as a partnership or as an association or corporation for federal income tax purposes. A venture or arrangement is disregarded if it meets both of the following conditions:

- (a) 95% or more of the venture's or arrangement's income for its tax year ending within the Organization's tax year is excluded from unrelated business income taxation [including but not limited to: (i) dividends, interest, and annuities; (ii) royalties; (iii) rent from real property and incidental related personal property except to the extent of debt-financing; and (iv) gains or losses from the sale of property]; and
- (b) the primary purpose of the Organization's contribution to, or investment or participation in, the venture or arrangement is the production of income or appreciation of property.

2. Safeguards to ensure exempt status protection. The Organization will: (a) negotiate in its transactions and arrangements with other members of the venture or arrangement such terms and safeguards adequate to ensure that the Organization's exempt status is protected; and (b) take steps to safeguard the Organization's exempt status with respect to the venture or arrangement. Some examples of safeguards include:

- (i) control over the venture or arrangement sufficient to ensure that it furthers the exempt purpose of the organization;
- (ii) requirements that the venture or arrangement gives priority to exempt purposes over maximizing profits for the other participants;
- (iii) that the venture or arrangement not engage in activities that would jeopardize the Organization's exemption; and

(iv) that all contracts entered into with the organization be on terms that are arm's length or more favorable to the Organization.

MEMBERSHIP:

DUES INVOICES

ADOPTED: April 5, 1995

Dues shall be due and payable on September 1 of each year.

The STAR Headquarters staff shall observe the following schedule for collecting dues:

August 15Send first dues renewal notice

September 15Send second dues renewal notice

October 15Send third dues renewal notice

November 15Send final/drop notice

STAR members who have not paid their dues for the upcoming year by December 15 shall be converted in the STAR database from paid members to prospects/non-renewals.

STAR Headquarters staff shall provide to the Membership Committee Chair (or co-chairs) updated lists of non-renewals as requested. The non-renewal lists will also be provided to the STAR Board at its pre-conference meetings.

MEMBERSHIP:

MEMBERSHIP DIRECTORY

The STAR Membership Directory is now an on-line, searchable electronic directory, so the production information in this policy is no longer applicable. The other provisions, however, remain in place.

STAR members who have not paid their dues for the upcoming year will not be included in the directory.

Because membership in STAR is an individual membership, not a firm membership, each member shall be entitled to only one listing in the membership directory. If a member has two or more offices, he/she may sign up a member from the additional site(s) in order for those sites to be included in the directory.

STAR members in good standing are entitled to an Excel spreadsheet of basic contact information for all STAR members at no charge. (Name, company name, mailing address, city, state, zip, email, phones, website URL.)

POLICY REVIEW:

SCHEDULE FOR PROGRAM AND POLICY REVIEW

ADOPTED: October 11, 2018

Every three years, the President shall appoint a task force to review programs and policies and bring recommended updates to the Board of Directors for consideration.