

Please review Section 6 for membership eligibility requirements. Print clearly or type the information below. Retain Sections 6 and 7 for future reference.

1 PERSONAL INFORMATION

<input type="checkbox"/> MR. <input type="checkbox"/> MS.	FIRST NAME	MIDDLE NAME/INITIAL	LAST NAME
NICKNAME OR INFORMAL NAME (FOR BADGES AND/OR CORRESPONDENCE)			
JOB TITLE			
EMPLOYER			
STREET ADDRESS			
CITY	STATE/PROVINCE	ZIP CODE + 4/POSTAL CODE	
COUNTRY			
PHONE	FAX		
E-MAIL			
IF YOU ARE APPLYING FOR MEMBERSHIP IN AN ALA CHAPTER, PLEASE INDICATE THE NAME OF THE CHAPTER.			

2 DEMOGRAPHIC INFORMATION

Indicate highest level of education attained. Select only **one** box.

- | | | |
|---|---|---------------------------------------|
| <input type="checkbox"/> 30 High school graduate | <input type="checkbox"/> 33 Bachelor's degree | <input type="checkbox"/> 36 JD/LLB |
| <input type="checkbox"/> 31 Some college — no degree | <input type="checkbox"/> 34 Master's degree | <input type="checkbox"/> 37 Doctorate |
| <input type="checkbox"/> 32 Associate's degree (2 year) | <input type="checkbox"/> 35 MBA | |

I am a Certified Public Accountant (CPA) 99 Yes No

The year you **first** started working as a legal administrator: 19____ 20____

Which of the following **best** describes your title? Select only **one** title.

Legal Administrator Titles

- 26 **Executive Director/Principal Administrator** (01 overall management)
 27 **Office/Business Manager** (01 overall management)
 28 **Branch Office Manager** (01 overall management)
 29 **Support Manager/Functional Specialist**

Identify your primary job responsibility. See Section 6 for complete descriptions. Select only one specialty.

- | | | |
|---|---|--|
| <input type="checkbox"/> 02 Financial management | <input type="checkbox"/> 04 Systems management | <input type="checkbox"/> 06 Marketing management |
| <input type="checkbox"/> 03 Human resource management | <input type="checkbox"/> 05 Facilities management | <input type="checkbox"/> 07 Practice management |

Other Titles

- | | | |
|---|---|---|
| <input type="checkbox"/> 20 President/CEO/Owner/Sole Practitioner | <input type="checkbox"/> 25 Lawyer/Judge — Government legal department/agency/court | <input type="checkbox"/> 34 Full-time student in another discipline |
| <input type="checkbox"/> 21 Managing Partner | <input type="checkbox"/> 31 Law Librarian | <input type="checkbox"/> 39 Other: _____ |
| <input type="checkbox"/> 22 Partner in Private Firm | <input type="checkbox"/> 33 Full-time student in a legal administration/management program or ABA-accredited law school | _____ |
| <input type="checkbox"/> 23 Associate in Private Firm | | |
| <input type="checkbox"/> 24 Lawyer/General Counsel — Corporate legal department | | |

Please provide the following information about your employer. Select only **one** box.

- | | | |
|---|---|--|
| <input type="checkbox"/> 40 Private Law Office | <input type="checkbox"/> 46 Law Department of Public Interest, Nonprofit Organization (Limited to those serving indigents full-time.) | <input type="checkbox"/> 48 College/University |
| <input type="checkbox"/> 44 Corporate Legal Department | <input type="checkbox"/> 47 Bar Association | <input type="checkbox"/> 59 Other (explain): _____ |
| <input type="checkbox"/> 45 Government Legal Department/Judicial Agency/Court | | (attach job description or full-time transcript) |

2**DEMOGRAPHIC INFORMATION** (Continued)

Does your employer have more than one office or location?

Yes No

If yes, are you the: Principal Administrator for all offices?

Yes No

OR

Principal or Primary Administrator for a single or branch office?

Yes No

Number of lawyers at your location:

Number of staff who report to you:

Do you manage an important function which renders high-level technical or other specialized services?

Yes No

Do you occupy a position which involves the exercise of independent judgment without close daily supervision?

Yes No

Do you hold an exempt position or a position which is eligible to be classified as exempt?

Yes No

Do you work for a single legal organization engaged primarily in the practice of law?

Yes No

Do you exercise management responsibilities on a full-time basis?

Yes No

If no, what percentage of your working time do you devote to performing the management responsibilities of your position?

_____%

Please indicate your interest in activities, products and/or retreats for the following affinity groups. Select all that apply.

(CO) Corporate/Government

(IP) Intellectual Property

(MO) Multi-Office Management

(PD) Personal Injury, Defense

(PP) Personal Injury, Plaintiff

To assist ALA in achieving its goals to increase sensitivity to diversity and enhance member benefits, the following data is requested on an optional basis. Individual responses are held in strict confidence; data is revealed in cumulative form only.

Birthdate: ____/____/____ (mm/dd/yy)

Race/Ethnic Identification

01 American Indian/Alaskan Native

03 Black

05 White

02 Asian/Pacific Islander

04 Hispanic

06 Multiracial

Total Compensation

01 \$25,000 – 49,999

04 \$100,000 – 124,999

07 \$175,000 – 199,999

02 \$50,000 – 74,999

05 \$125,000 – 149,999

08 \$200,000 – 224,999

03 \$75,000 – 99,999

06 \$150,000 – 174,999

09 \$225,000 and over

NAME OF PERSON TO WHOM YOU REPORT

TITLE OF PERSON TO WHOM YOU REPORT

Would you like this person to receive a complimentary subscription to ALA's *Legal Management* journal?

(This is an additional free benefit of your membership.) Yes No

Please provide this person's mailing address if different from the address listed in Section 1.

STREET ADDRESS

CITY

STATE/PROVINCE

ZIP CODE + 4/POSTAL CODE

COUNTRY

3**SIGNATURE REQUIRED**

I hereby attest that I meet the criteria for membership. (See Section 6.) I also commit to abide by the ALA Code of Professional Ethics. (See Section 7.) I further understand ALA membership is not issued to organizations and is neither transferable from one individual to another nor refundable. Membership applications are accepted subject to review and approval.

SIGNATURE

DATE

4

PAYMENT INFORMATION

ALA's membership year runs from January 1 through December 31.

REGULAR OR ASSOCIATE (See definitions in Section 6.)

I am applying for: Regular Membership Associate Membership

Select the appropriate dues amount:		Introductory Membership (first-time members only)	Standard Membership (former members who rejoin)
<input type="checkbox"/> If applying January 1 – June 30	United States:	\$200 U.S.	\$300 U.S.
	All other countries:	\$150 U.S. or \$210 CN	\$200 U.S. or \$280 CN
<input type="checkbox"/> If applying July 1 – September 30	United States:	\$100 U.S.	\$150 U.S.
	All other countries:	\$100 U.S. or \$140 CN	\$150 U.S. or \$210 CN
<input type="checkbox"/> If applying October 1 – December 31 <i>(includes dues for 4th quarter 2004 only)</i>	United States:	\$50 U.S.	\$75 U.S.
	All other countries:	\$50 U.S. or \$70 CN	\$75 U.S. or \$105 CN
<input type="checkbox"/> If applying October 1 – December 31 <i>(includes dues for 4th quarter 2004 and all of 2005)</i>	United States:	\$250 U.S.	\$355 U.S.
	All other countries:	\$200 U.S. or \$280 CN	\$275 U.S. or \$385 CN

PUBLIC INTEREST, NONPROFIT MEMBERSHIP DUES (Limited to those whose organization serves indigents full-time.)

		Introductory Membership (first-time members only)	Standard Membership (former members who rejoin)
<input type="checkbox"/> If applying January 1 – June 30	United States:	\$120 U.S.	\$180 U.S.
	All other countries:	\$120 U.S. or \$168 CN	\$180 U.S. or \$252 CN
<input type="checkbox"/> If applying July 1 – September 30	United States:	\$100 U.S.	\$120 U.S.
	All other countries:	\$100 U.S. or \$140 CN	\$120 U.S. or \$168 CN
<input type="checkbox"/> If applying October 1 – December 31 <i>(includes dues for 4th quarter 2004 only)</i>	United States:	\$50 U.S.	\$50 U.S.
	All other countries:	\$50 U.S. or \$70 CN	\$50 U.S. or \$70 CN
<input type="checkbox"/> If applying October 1 – December 31 <i>(includes dues for 4th quarter 2004 and all of 2005)</i>	United States:	\$170 U.S.	\$200 U.S.
	All other countries:	\$170 U.S. or \$238 CN	\$200 U.S. or \$280 CN

STUDENT MEMBERSHIP DUES

Dues Waiver Option. Limited to students in legal administration, legal management degree programs or an ABA-accredited law school. To qualify for this category, proof of current full-time enrollment is required at time of application and on an annual basis at time of renewal. No dues required.

Associate Option. Limited to full-time students at institutions of higher learning in disciplines other than those identified in the Dues Waiver Option. See Associate Member dues information.

METHOD OF PAYMENT

PAYMENT BY CHECK: Check #: _____ Date: _____

Make check payable to Association of Legal Administrators

Mail check in U.S. funds to: ALA, P.O. Box 95583, Chicago, IL, 60694-5583

Mail check in Canadian funds to: ALA, P.O. Box 70226, Toronto Station A, Toronto, Ontario, M5W 2X5, CANADA

PAYMENT BY CREDIT CARD: Charge my: VISA MasterCard American Express

CARD NUMBER

EXPIRATION DATE

SIGNATURE

Mail charge payment to: Association of Legal Administrators, 75 Tri-State International, Suite 222, Lincolnshire, IL, 60069-4435; or
Fax to (847) 267-1329

The Association does not accept purchase orders for payment of dues.

ALA membership is not issued to organizations and is neither transferable from one individual to another nor refundable.

Do not include chapter dues with your payment. A separate check must be submitted to the chapter for chapter dues.

The following amounts of each member's dues is applied to Association publication subscriptions: \$18 (U.S.) for *ALA News*, the member magazine, and \$18 (U.S.) for *Legal Management*, the Association journal. Member dues are not used for lobbying expenses.

Contributions or dues to ALA are not deductible as charitable contributions for U.S. federal income tax purposes. However, dues payments are deductible by U.S. members as an ordinary and necessary business expense.

The Association of Legal Administrators encourages minority membership in the profession and in ALA.

Send general correspondence to:

ALA Headquarters
75 Tri-State International, Suite 222
Lincolnshire, IL 60069-4435

Questions?

Phone: (847) 267-1252
Fax: (847) 267-1329
E-mail: membership@alanet.org



ASSOCIATION OF LEGAL ADMINISTRATORS
The Source of Legal Management Information and Knowledge

75 Tri-State International, Suite 222
Lincolnshire, IL 60069-4435
Phone: (847) 267-1252 • Fax: (847) 267-1329
Web: www.alanet.org

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50

Membership in the Association shall be comprised primarily of individuals engaged on a full-time basis in the management of legal organizations and shall consist of *Regular and Associate* members as defined and provided for in these bylaws.

Membership in the Association is not open to consultants and vendors who are engaged by legal organizations.

(1) REGULAR MEMBERS. Regular membership in the Association is limited to:

A. Legal administrators, regardless of the title by which that individual is recognized within his or her organization, engaged in the management of a “legal organization” as defined below. “Legal administrators” are persons who **(i)** exercise management responsibilities on a full-time basis or, if not full time, devote at least 75% of their working time to performing the management responsibilities of their position; **(ii)** manage others or manage an important function which renders high-level technical or other specialized services to the organization; **(iii)** occupy a position which involves the exercise of independent judgment without close daily supervision; and **(iv)** are employed, in a position which is or is eligible to be classified as exempt, by a single “legal organization” — such as a private law firm, legal service clinic, corporate legal department, college or university legal department, governmental legal agency, court system, charitable legal agency, or some other organization which is primarily engaged in the practice of law. Eligible persons may perform all relevant management duties personally or, in the case of the delegation of such duties to subordinate staff or the contracting of any such duties to third parties, must retain responsibility for those duties.

In general, a “legal administrator” is either **(i)** the principal administrator in the organization, **(ii)** the administrator/manager of a branch office of the organization, or **(iii)** someone who reports directly to the principal administrator or branch administrator and has responsibility for one or more of the organization’s major functional management or administrative areas.¹

B. Practicing lawyers who have the principal lawyer executive management responsibility in their legal organization and who devote no less than 75% of their working time to that responsibility and function. Individuals potentially meeting this criteria would include the managing partner of a private law firm or the chair of a law firm executive committee; the General Counsel in a corporate legal department; and the head of a governmental agency legal department, such as a state Deputy Attorney General with agency administration responsibilities.

C. Unemployed legal administrators who are not serving as consultants or vendors and who have met the criteria for Regular Membership are eligible to continue as Regular Members until expiration of a 180-day period measured from the date on which they are no longer employed as legal administrators. After the expiration of the 180-day period, unemployed legal administrators are eligible to continue as Associate Members and to renew as Associate Members (other eligibility requirements of Associate Membership notwithstanding), provided such legal administrators are not serving as consultants or vendors and are actively seeking employment as a legal administrator.

D. Individuals who have been designated as “Life Members” by the ALA Board of Directors. Life Members include all Past Presidents of the Association, as well as those individuals who have rendered extraordinary service to the Association and upon whom the Board has conferred such status. Life Members have all the rights and privileges of Regular Membership, but they are not required to pay Association dues. Those Life Members who do not otherwise meet the criteria for Regular Membership may not hold international or national elective or appointive office in the Association but may serve as members of committees.

Regular members have all the rights and privileges of membership, including (except as provided in Article III(1)D., above) the right to hold any international or national elective or appointive office.

(2) ASSOCIATE MEMBERS. Associate Membership in the Association shall be available to those individuals who are interested in legal administration and management, who do not meet the criteria for Regular Membership, and who are either:

A. Practicing lawyers with an interest in law firm administration and management;

B. Individuals engaged in an ongoing employment-type relationship which involves providing continuing management services of the types described in Article III(1)A., above, including the footnote to that section;

C. Retired Regular Members of the Association who are not otherwise employed;

D. Unemployed legal administrators who have exhausted their eligibility for Regular Membership but meet the requirements of Associate Membership under Article III(1)C, above;

E. Full-time teachers of business, organizational management, law or law-related disciplines at institutions of higher learning, as well as deans with administrative and management responsibilities at such institutions;

F. Full-time students in business, management, law or law-related studies at institutions of higher learning;

G. Bar association executives with management responsibilities of the type described in Article III(1)A., above, including the footnote to that section; and

H. Other individuals not specifically excluded from membership who have and demonstrate an interest in the management of law firms and other legal organizations, and who do not qualify for Regular Membership in the Association.

Associate members may not hold international or national elective or appointive office in the Association. Other policies governing the participation of Associate Members in the Association, as well as the nature and extent of benefits accruing to Associate Members, shall be determined from time to time by the Board or, as delegated by the Board, the Executive Director.

¹ The major functional management or administrative areas are General Management; Financial Management; Human Resources Management; Systems Management; Facilities Management; Marketing or Business Development Management; Practice Management; Management of Training and Development Activities; Legal Assistant Supervision and Management; and Management of Lawyer Recruiting activities.

The legal profession and business must adhere to high ethical standards to maintain public trust. This ALA Code of Professional Ethics sets forth guidelines or standards for the ethical administration of legal practices — private firms, legal clinics, corporate legal departments, governmental agencies and the courts.

Legal administrators at all levels must become familiar with these standards and incorporate them into their everyday performance. They should also study and comply with all ethical guidelines of bar associations and law societies, which apply in their own jurisdictions. Furthermore, they must take the lead in communicating relevant standards to staff personnel who may be less familiar than lawyers with the ethical guidelines of bar associations and law societies, and in communicating appropriate policies and procedures to lawyers.

PRINCIPLES AND RULES OF CONDUCT

Honesty

The professional legal administrator shall:

- Be open and honest in all relationships with attorneys, employees and others.
- Never compromise the reputation or good of the legal practice by dishonest or illegal behavior.

Integrity

The professional legal administrator shall:

- Avoid actual or apparent conflicts of interest. Advise all appropriate parties of any potential conflicts.
- Never engage in activities that would prejudice the ethical performance of job responsibilities.
- Refuse any gift, favor or hospitality that would influence or appear to influence actions, unless such item is fully disclosed to and approved by management.
- Never solicit or accept any personal or family fee, commission, gift, gratuity, discount or loan for performing job duties or providing services to existing or potential clients.
- Pursue and promote fair and equitable employment practices and oppose discrimination which is based upon gender, age, race, religious creed, national origin, sexual orientation, physical disability, marital, parental or veteran status.
- Endeavor to foster a work environment founded on respect and dignity and free of sexual harassment.

Objectivity

The professional legal administrator shall:

- Communicate all information fairly and objectively.
- Fully disclose all known information that would be material to a particular management or financial decision.
- Fully disclose all relevant information required for an intended user to understand management reports, employee communications, business recommendations and comments.

Competence

The professional legal administrator shall:

- Maintain an appropriate level of professional competence and enhance existing skills through ongoing professional education programs, peer group associations and self-training.
- Recognize and communicate professional limitations or other constraints that would preclude responsible judgment or successful performance of an activity.
- Ensure that delegated tasks are responsibly assigned and competently performed.
- Make every effort to ensure that subordinates have necessary skills and levels of competence.

Independence

The professional legal administrator shall:

- Ensure that all personal political activities are separated from the legal practice.
- Never make investments which would benefit from inside knowledge of the legal practice or its clients.
- Exercise prudence and restraint in personal financial affairs, including speculative investment and margin accounts, in order to avoid debts and other financial obligations which could compromise independence and professional judgment.

Professional Responsibility

The professional legal administrator shall:

- Promulgate a positive image of the legal practice to its clients and potential clients, attorneys and staff personnel, bankers, consultants, vendors, the press, governmental agencies, the legal community and all other relevant audiences.
- Exercise reasonable diligence in gathering business data and information from internal and external sources and in reporting that information in a manner which facilitates informed decision-making.

Confidentiality

The professional legal administrator shall:

- Never disclose confidential information acquired in the course of employment, whether or not still employed by that legal practice, except when legally obligated to do so.
- Inform subordinates that confidentiality of information acquired in the course of their work is essential, and monitor their activities to ensure that confidentiality is maintained.
- Ensure that all confidential and proprietary information acquired in the course of duty is used solely for legal practice purposes, is not provided to unauthorized persons, and is not used for the purpose of furthering a private interest or making a personal profit.

Service

The professional legal administrator shall:

- Perform business duties in good faith in a manner believed to be in the best interests of the legal practice.
- Perform duties only within assigned authority.
- Accomplish assigned tasks in a timely manner.
- Promote and monitor guidelines for practice development and marketing activities to ensure that those activities are appropriate for the legal practice and conform with applicable professional guidelines.