



PLEASE TYPE OR PRINT CLEARLY

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

(Chapter Use: G: General; H: HR; F: Finance; O: Office Srv; M: Mktg; IT: MIS)

EMPLOYER \_\_\_\_\_ NUMBER OF ATTORNEYS \_\_\_\_\_

NAME OF MANAGING PARTNER \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY & ZIP \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_ MAIN PHONE NO. \_\_\_\_\_

DIRECT PHONE No. ( ) \_\_\_\_\_ FAX No. ( ) \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

Who should receive the annual Salary Survey in your firm? This person must also be an ALA Chicago Chapter member. \_\_\_\_\_

Description of your employer: PLEASE CHECK ONE

- Private law office, Legal Service Clinic, Corporate Law Department, Judicial Agency/Court, Governmental Legal Agency, Other, Bar Association, University/College

PLEASE IDENTIFY YOUR PRESENT PROFESSIONAL CAPACITY:

- Full-time administrator, First-line support manager/Functional specialist, Practicing lawyer with the principal management responsibility, Retired legal administrator (not otherwise employed), Full-time teacher of business, management or law-related disciplines at an institution of higher learning, Dean with administrative and management responsibilities at an institution of higher learning, Full-time student in business, management or law-related disciplines at institution of higher learning, Bar association executive

MEMBERSHIP IN ALA NATIONAL IS REQUIRED BEFORE JOINING LOCAL CHAPTERS

Please indicate ALA National Membership Number: \_\_\_\_\_ (if currently a member) or

Date application was submitted to ALA National: \_\_\_\_\_

PLEASE CHECK TYPE OF MEMBERSHIP REQUESTED:

- Regular membership in the Chapter is open to any individual residing or employed in the Greater Chicago area who is a member in good standing of the National Association, and who meets the membership criteria for regular members. Associate membership in the Chapter is open to any individual residing or employed in the Greater Chicago area, who is a member in good standing of the National Association, and who meets the membership criteria for associate members identified.

APRIL 1, 2010 THRU MARCH 31, 2011 DUES

- IF APPLYING APRIL 1 - SEPTEMBER 30: \$100.00
IF APPLYING OCTOBER 1 - DECEMBER 31: \$ 50.00
IF APPLYING JANUARY 1 - MARCH 31: \$100.00 (INCLUDES DUES FOR THE BALANCE OF CURRENT YEAR AND ALL OF THE NEW YEAR)

\*\*WHO INVITED YOU TO JOIN THE CHICAGO CHAPTER?

Or how did you hear about the Chicago Chapter?

There are many ways to become involved with your Chapter. The benefits to you and your firm greatly outweigh the time spent volunteering. Please indicate your preferences below and a committee chairperson will contact you. I am interested in helping out with:

- Education, Community Relations, Newsletter, Business Partner Relations, Website/Communications, Membership, Surveys

Make check payable to: ALA-Greater Chicago Chapter Tax ID 36-3758418

Please mail application and check to: Susan M. Gerovasil, CLM Coplan & Crane, Ltd. 1111 Westgate Street Oak Park, IL 60301 Phone: 708-358-8080 Fax: 708-358-8181

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## MEMBERSHIP: CRITERIA AND CLASSES

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

Section 1. **REGULAR MEMBERS.** Regular membership in the Chapter 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. (*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.*)

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 Chapter Board of Directors. Life Members are those individuals who have rendered extraordinary service to the Chapter. Life Members have all the rights and privileges of Regular membership, but they are not required to pay dues. Those Life Members who are no longer employed as legal administrators and do not meet the criteria for Regular membership may not hold elective or appointive office 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 elective or appointive office.

Section 2. **ASSOCIATE MEMBERS.** Associate membership in the Chapter 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 chapter 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 Chapter.

Associate Members may not hold elective or appointive office in the Chapter. Other policies governing the participation of Associate Members in the Chapter, as well as the nature and extent of benefits accruing to Associate Members, shall be determined from time to time by the Chapter Board of Directors.

## **ARTICLE IV**

Section 1. Individuals meeting the criteria for membership in any class may join the Chapter by making application and paying such dues as the Board may, from time to time, determine.

Section 2. Members of any classification may automatically be removed from membership (a) if they no longer meet the criteria for membership established by the bylaws, and/or (b) for non-payment of dues within the time frames for such payment as are from time to time established. Members may also be removed for other cause, including but not limited to conviction of embezzlement, theft or other crime, upon a two-thirds vote of the Board of Directors present at any meeting of the Board. A vote for removal for cause shall occur only after the member who is the subject of consideration has been advised of the pending action and has been given reasonable opportunity for explanation and/or defense.

Section 3. All members of the Chapter must be members of the Association of Legal Administrators.