



Maryland

A Chapter of the Association of Legal Administrators

Association of Legal Administrators Maryland Chapter

www.mdala.org

PLEASE RETURN COMPLETED

APPLICATION TO:

Eric L. Hightower, CLM
President-Elect & Membership Chair
Maryland Chapter, ALA
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APPLICATION FOR MEMBERSHIP

I. PERSONAL INFORMATION

Mr. / Mrs. / Ms. First: _____ Middle: _____ Last: _____
Position Title: _____
Employer: _____
Street Address: _____
City & State: _____ Zip Code: _____
Phone Number: _____ Fax Number: _____
E-Mail Address: _____
Managing Partner(s): _____

II. MEMBERSHIP INFORMATION

I attest that I am currently a member of the International Association of Legal Administrators. *Please note: Membership with the International ALA is a prerequisite for membership with the Maryland Chapter. If you are not a member of the International ALA, please visit www.alanet.org for membership information, or contact the Maryland Chapter Membership Chair listed above.*

I meet the criteria and am applying for: Regular Membership Associate Membership

Select the appropriate dues amount. Please include your check, made payable to ALA, Maryland Chapter, with your application. *The Chapter's membership year runs from January 1 through December 31. Annual membership dues are \$200, pro-rated on a quarterly basis for partial year memberships.*

- | | | | |
|---|----------|---|----------|
| <input type="checkbox"/> If applying January 1 – March 31 | \$200.00 | <input type="checkbox"/> If applying July 1 – September 30 | \$100.00 |
| <input type="checkbox"/> If applying April 1 – June 30 | \$150.00 | <input type="checkbox"/> If applying October 1- December 31 | \$50.00 |
- (includes dues for 4th quarter only)*

III. DEMOGRAPHIC INFORMATION

Which of the following best describes your employer? Please select only one box.

- | | | |
|--|---|--|
| <input type="checkbox"/> Private Law Office | <input type="checkbox"/> Government Legal Department | <input type="checkbox"/> Corporate Law or Patent Department |
| <input type="checkbox"/> Judicial Agency/Court | <input type="checkbox"/> College/University | <input type="checkbox"/> Law Department of Non-Profit Organization |
| <input type="checkbox"/> Bar Association | <input type="checkbox"/> Law Department of Other Entity | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Main Office | <input type="checkbox"/> Branch Office | Number of Lawyers: _____ |

IV. SIGNATURE REQUIRED

I hereby attest that I meet the criteria for membership as described in Section V of this application.

Signature

Date

Approved by

Date

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

- 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, must devote 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 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 (1)(D) above) the right to hold any elective or appointive office.

- 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 (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 (1)C., above;
 - E) Full-time teachers of business, organizational management, 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-related studies at institutions of higher learning;
 - G) Bar association executives with management responsibilities of the type described in (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.

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.