

**APPLICATION FOR MEMBERSHIP
NEW MEXICO CHAPTER – ALA**

Check one: New Membership_____ Renewal Membership_____

Please read the membership criteria on the reverse of this page; then complete the application, sign it, and send it together with your check, made out to the "New Mexico Association of Legal Administrators" to the mailing address indicated below. Membership is not issued to organizations and it is NOT TRANSFERRABLE from one individual to another.

Name: _____ Title: _____

Employer: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

Email: _____ Can we include your information on our web site? YES NO

Check the appropriate description of employer:

_____ Private Law Office _____ Law Department of Public Interest
_____ Other (Describe) _____ Government Legal Department/Judicial Agency/Court

Indicate the number of lawyers served in the organization: _____ and the number at your location: _____

Type of membership applying for (Refer to Articles III and IV, on reverse page):

_____ Regular _____ Associate

I am a member of the Association of Legal Administrators (ALA):

_____ Current Member
_____ Application Attached
_____ I Have Made Application

Refer to Bylaws, Article III on following page and check the applicable paragraph(s) below which describe how you qualify for membership:

Section 1. A. _____ B. _____ C. _____
Section 2. A. _____ B. _____ C. _____
Section 3. A. _____ B. _____ C. _____ D. _____ E. _____ F. _____

DUES PAYABLE TO "N.M. CHAPTER – ALA" IN THE AMOUNT OF \$100.00 MUST ACCOMPANY THIS APPLICATION (Annual Dues in the amount of **\$100.00** covers the period through the next March 31st). If you apply after October 1st in any given year, the Annual Dues drops to \$50.00 through March 31st.

NOTE: All members of local chapters must be members of the Association of Legal Administrators (ALA).

I hereby attest that I meet the criteria for membership as indicated above:

Date: _____ Signature of Applicant: _____

Mail form to:

Amanda Garcia, Firm Administrator
Sheehan & Sheehan, P.A.
P O Box 271
Albuquerque, New Mexico 87103

PURPOSES OF THE CHAPTER (By-laws, Article II):

1. The primary purposes of the Chapter are to (a) advance the practice of legal administration, (b) increase the professionalism of those managing each component of the legal services delivery team, (c) educate Legal Administrators at all levels in all aspects of legal practice management, (d) stimulate the exchange of information about all aspects of legal practice management and (e) educate the entire legal profession about the value and availability of Legal Administrators.

2. The Chapter shall not (a) permit the exchange of prospective pricing information or other economic data which might appear to violate antitrust regulations; (b) sponsor, endorse or contribute financially to any political candidate for federal, state, or local elective office; and (c) lobby for the passage of any legislation, except that it may conduct educational meetings and produce educational literature to inform its members or others about legislation which may affect their profession.

CRITERIA FOR MEMBERSHIP (By-laws, Article III):

1. Regular membership in the Association is open to any Legal Administrator, regardless of the title by which that individual is recognized within his or her own organization, if: (a) that individual exercises full-time management responsibilities, (b) those responsibilities require management or supervision and the exercise of independent judgment without close daily supervision, and (c) those responsibilities are exercised for a legal organization.

2. Those Legal Administrators eligible for regular membership must (a) exercise management responsibilities on a full-time basis and may not serve even part-time as working leads over clerical functions; (b) manage others or manage an important function which renders high-level technical or professional services to the organization; and (c) be employed by private law firms, legal service clinics, corporate legal departments, university legal departments, governmental legal agencies, court systems, charitable legal agencies, or other organizations engaged primarily in the practice of law. Eligible persons may perform all such management duties personally, may delegate any such duties to subordinate staff, or may contract any such duties to third parties.

3. Those Legal Administrators eligible for regular membership must perform administrative management functions, including management of practice functions such as marketing coordinator, substantive systems analyst, and legal assistant persons may not concentrate on the daily delivery of legal services to clients such as practicing managing partner and lead legal assistant. Eligible persons would be responsible for one or more of the following six functions, which are defined by way of example only:

(a) **General Management**, including management of a majority of the following activities: policy making, strategic and tactical planning, business development, risk management, quality control, organizational development, and other general management functions beyond mere attendance at management meetings.

(b) **Financial Management**, including management of a majority of the following activities: planning, forecasting, budgeting, variance analysis, financial reporting, operations analysis, general ledger accounting, rate determination, billing and collections, cash flow control, banking relationships, investments, tax planning, tax reporting, trust accounting, payroll, ERISA accounting, and other financial management functions beyond mere record keeping.

(c) **Human Resources Management**, including management of a majority of the following activities of the legal, paralegal and support staff: recruiting, selection, placement, orientation, training and development, performance evaluation, salary administration, employee relations, motivation, counseling, disciplining, discharging, benefits administration, workers' compensation, personnel data systems, organizational analysis, job design, resource allocation, and other human resources management functions beyond mere record keeping.

(d) **Systems Management**, including management of a majority of the following activities: systems analysis, operational audits, procedural

handbooks, cost/benefit analysis, computer systems design, programming and systems development, information services, records management, library management, office automation, document construction systems, information storage and retrieval, telecommunications, litigation support, legal practice systems and other systems management functions beyond mere procedures manuals and computer program documentation.

(e) **Facilities Management**, including management of a majority of the following activities: space planning and design, office renovation, purchasing, inventory control, reprographics, records management, reception/switchboard services, telecommunications, mail, messenger and other facilities management functions beyond mere purchase order processing.

(f) **Practice Management**, including management of one or more of the following activities: lawyer recruiting, lawyer training and development, legal assistant supervision, practice development, marketing, public relations, advertising, work product quality control, professional standards, substantive practice systems, and other practice management functions beyond mere record keeping and press release writing.

4. Membership in the Chapter is open to the principals of business entities contracting with legal organizations for ongoing management of administrative services, providing those principals render all ongoing management or administrative services to those organizations on a full-time basis. Membership is not open to consultants and vendors who are engaged by legal organizations and who are not responsible for the ongoing management or administration of legal organization.

5. All members of this Chapter must belong to the Association of Legal Administrators.

MEMBERSHIP CLASSES (By-laws, Article IV):

The Chapter has three classes of members – regular members, associate members and life members.

1. **Regular Members** are those individuals currently employed as Legal Administrators within the definitions of Article III, including unemployed Legal Administrators as defined by Article IV. Regular members have all the rights and privileges of membership, including full voting rights and the right to hold any elective or appointive office.

2. **Associate Members** are those individuals who are interested in legal administration, but who are ineligible for membership within the definitions of Article III. This class includes only (a) Legal Administrators who meet all the criteria of Article III except the full-time requirement, (b) practicing lawyers involved in firm management, (c) retired Legal Administrators who are not otherwise employed, (d) full-time teachers at institutions of higher learning, and (e) full-time students at institutions of higher learning. Consultants and vendors may not become associate members of the Chapter, even though they meet one of the other criteria for this class. Associate members have all the rights and privileges of membership except the rights to vote in elections or to hold any elective or appointive office.

3. **Life Members** are those individuals who have rendered extraordinary service to the Chapter and upon whom the Board has conferred such status. Life Members have all the rights and privileges of membership, but they are not required to pay dues. Those life members who are no longer employed as Legal Administrators within the definitions of Article III may not hold elective office or appointive office.

4. Unemployed Legal Administrators who are not serving as consultants or vendors and who have met the criteria of Article III within the past 180 days may continue as members or associate members until expiration of the 180-day period.

5. Individuals meeting the criteria for membership in any class may join the Chapter by making application and paying such Chapter dues as the Board may, from time to time, determine. Membership in any class shall cease upon resignation, upon failure to pay dues, upon inability to meet the appropriate membership criteria or action of the Board.

6. Membership in the Chapter is NOT assignable or transferable.