

**Gateway Chapter**

c/o Sherry Smith  
Membership Committee Co-Chair  
Carmody Macdonald, P.C.  
120 S. Central Ste 800  
Clayton, MO, 63105



**Gateway (St. Louis)**  
*A Chapter of the Association of Legal Administrators*

**MEMBERSHIP APPLICATION**

- 1. Name: \_\_\_\_\_  
Title: \_\_\_\_\_
- 2. Employer: \_\_\_\_\_ Main Phone: \_\_\_\_\_  
Direct Dial: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Web Site: \_\_\_\_\_ E-mail: \_\_\_\_\_
- 3. Are you the principal administrator of the organization?  Yes  No  
If not, what are your primary areas of responsibility:  
 Finance  Office Services  HR/Personnel  IS/Technical  
 Other (describe) \_\_\_\_\_
- 4. Number of years in this position? \_\_\_\_\_ 5. Number of years in legal administration? \_\_\_\_\_
- 6. Check the most appropriate description of your employer:  
 Private Law Office  Corporate Law Dept.  Governmental Legal Agency  
 Other (describe) \_\_\_\_\_
- 7. Indicate the following:
 

	St. Louis Area	Firm-Wide
Number of lawyers	_____	_____
Number of paralegals	_____	_____
Number of all other support staff	_____	_____
Number of offices	_____	_____
- 8. Name of Managing Partner / Executive Committee Chair: \_\_\_\_\_
- 9. Are you currently a member of ALA International?  Yes  No  
*You must be a member of ALA International to be eligible for membership at the local level.*
- 10. Home Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Home E-mail: \_\_\_\_\_
- 11. Meeting topics of interest to you: \_\_\_\_\_
- 12. Would you serve on the Executive Board or a Committee?  Yes  No  
Would you be willing to help us with special projects or mailings?  Yes  No

Thank you for your interest in ALA. Please complete this application and return it with your check payable to the Gateway Chapter of the Association of Legal Administrators at the above address.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

**Select the appropriate dues amount:**

- If applying January 1 - June 30 \$100.00 *(includes free lunch coupon at one monthly meeting)*
- If applying July 1 - October 31 \$75.00
- If applying November 1 - December 31 \$100.00 *(includes dues for the following year)*

### ARTICLE III --- MEMBERSHIP: CRITERIA AND CLASSES

Membership in the Chapter shall be composed primarily of individuals engaged on a full-time basis in the management of legal organizations and shall consist of regular, associate, and life 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.

**(1) REGULAR MEMBERS.** Regular membership in the Chapter is limited to legal administrators, regardless of the title by which that individual is recognized within his or her own organization, engaged in the management of a legal organization as defined in this Article III.

Those legal administrators eligible for regular membership: (a) must exercise management responsibilities on a full-time basis or, if not full-time, must devote 75% or more of their working time in performing the management responsibilities of the position; (b) must manage others or manage an important function which renders high-level technical services to the organization; (c) must occupy a position which involves the exercise of independent judgment without close daily supervision; and (d) must be 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, university legal department, governmental legal agency, court system, charitable legal agency, or some other organization engaged primarily 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 of those duties.

In general, persons eligible for regular membership in the Chapter must be 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 following functions:

- (a) **General management**, including management of activities such as strategic and tactical planning, business development, risk management, quality control, organizational development, firm planning processes and other general management functions beyond mere attendance at management meetings.
- (b) **Financial management**, including management of activities such as planning, forecasting, budgeting, variance analysis, financial reporting, general ledger accounting, rate determination, billing and collections, cash flow control, banking relationships, investment, tax planning, tax reporting, trust accounting, payroll, ERISA accounting, and other financial management functions beyond mere record-keeping.
- (c) **Human resource management**, including management of activities such as the following for the legal, paralegal and support staff: recruiting, selection, training and development, performance evaluation, salary administration, employee relations, counseling, disciplining, discharging, benefits administration, workers' compensation, personnel data systems, job design, resource allocation and other human resource management functions beyond mere record keeping.
- (d) **Systems management**, including management of activities such as systems analysis, operational audits, 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 activities such as space planning and design, 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, and other practice management functions beyond mere record-keeping and press release writing.

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 for up to one additional year provided such legal administrators are not serving as consultants or vendors and are actively seeking employment as a legal administrator.

Regular members have all the rights and privileges of membership, including the right to hold any international elective or appointive office.

**(2) ASSOCIATE MEMBERS.** Associate membership in the Chapter shall be available to those individuals who are interested in legal administration, who do not meet the criteria for regular membership, and who are either (a) practicing lawyers with the principal management responsibility in their organization (such as the managing partner or the chair of a law firm executive committee); (b) individuals who devote 100% of their working time, and are engaged in an ongoing employment-type relationship which involves providing continuing management services of the types described in Article III (1)(a)-(e) to no more than three legal organizations; (c) retired legal administrators who are not otherwise employed; (d) unemployed legal administrators as defined in Article III, Section (1); (e) full-time teachers of business, management 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 or law-related studies at institutions of higher learning; or (g) bar association executives.

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 benefits accruing to associate members, shall be determined from time-to-time by the Chapter Board of Directors.

**(3) LIFE MEMBERS.** Life members are those individuals who have rendered extraordinary service to the Chapter and upon whom the Chapter Board has conferred such status. 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 administrator and do not meet the criteria for regular membership may not hold elective office or appointive office but may serve as members of committees.

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