

Gateway Chapter
 c/o Kathy Ambry
 Husch Blackwell LLP
 190 Carondelet Plaza, Suite 600
 St. Louis, Missouri 63105
 (314) 480-1586



MEMBERSHIP APPLICATION

1. Name: _____
 Title: _____

2. Employer: _____ Main Phone: _____
 _____ Direct Dial: _____
 _____ Fax: _____
 _____ E-mail: _____
 Website: _____

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 IT/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 cost of *regular* chapter meetings)
- If applying July 1 - October 31 \$75.00 (includes cost of *regular* chapter meetings)
- 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 comprised primarily of individuals engaged on a full-time basis in the management of legal organizations, as defined below, 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 business partners, as defined below, 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. "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 that renders high-level technical or other specialized services to the organization; (iii) occupy a position that involves the exercise of independent judgment without close daily supervision; and (iv) are employed in a position that is or is eligible to be classified as exempt, by one or more "legal organizations" - 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 that 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 such as: General Management; Financial Management; Human Resources Management; Systems Management; Facilities Management; Marketing or Business Development Management; Practice Management; Management of Training and Development Activities; Staff 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 business partners 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 business partners 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.
- (e) For purposes of membership eligibility, "consultant" is defined as: an individual whose primary service generally involves the sale of intellectual property or expert advice to legal organizations, and who engages with multiple and changing clients. A consultant provides expertise on specific issues or projects but does not perform ongoing day-to-day administrative functions.
- (f) For purposes of membership eligibility, a business partner is generally an individual (or member of an organization) whose primary function is to market or sell products and/or services to members of the legal community.

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.

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 that involves providing continuing management services of the types described in Article III(1) A., above;
- (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) 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) 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; or
- (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.

PARTICIPATION OPPORTUNITIES

See the detailed explanation on the following pages and **check the area below which most interests you** (return this form with your Dues Statement):

Officer - Must be current member and have been a member of the Chapter for at least one (1) year at the time of election, and must have chaired at least one (1) committee. Members typically will progress from one office to the next to reach the Presidency.

- President
- President-Elect
- Vice President
- Secretary
- Treasurer

Committee Member - Must have a willingness to work with others, accept a project and ensure it is completed in a timely manner.

- Business Partner Relations; Legal Forum/Expo
- Communications (Public Relations/Website/Social Media/Graphic Design)
- Community Service/Bunny Hop
- Diversity & Inclusion
- Membership
- Professional Development
- Salary Survey
- Strategic Alliance

Special Projects - Must have a willingness to work on specific discrete projects within the needs of a committee [typically cannot devote the time required for a committee position].

- Business Partner Relations; Legal Forum/Expo
- Communications (Public Relations/Website/Social Media/Graphic Design)
- Community Service/Bunny Hop
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ALA GATEWAY CHAPTER ACTIVITY DESCRIPTIONS

Business Partner Relations; Legal Management Forum & Exposition – This Committee consists of both business partner sponsors and ALA Gateway Chapter members who bi-annually or as needed. The goal of the committee is to build healthy, friendly and equally beneficial relationships with our business partners. The Committee works to facilitate communication and provide resources for feedback. The Business Partner Relations Committee oversees the yearly business partner sponsorships and the exhibit hall at the annual Legal Management Forum and Exposition. Sub-committees of Gateway Chapter members are needed for both these projects. This group also plans the annual Business Partner Appreciation Event.

Communications (Public Relations/Website/Social Media/Graphic Design) - The Communications Chair has primary responsibility for enhancing the Chapter's visibility. Members of the committee serve as event photographers, developing eBlast/Newsletter, designing invitation graphics, maintaining the chapter website and listserv, and actively maintaining a presence on social media. In addition, it includes the distribution of information to chapter members, as well as submitting articles to legal industry publications as needed, circulating press releases regarding Board election results and other news, and by posting meeting and event dates at other appropriate websites.

Community Service/Operation Bunny Hop – The ALA Gateway Chapter members perform several annual community connection events throughout the year to benefit local charities and involvement in the community. This committee, along

with the board, reviews options and determines the type of event to be held each year. Annually, the Gateway Chapter provides Easter baskets to children who otherwise might not receive them. The Chapter assembles over 2,000 baskets each year. Committee members are needed to organize the event and solicit volunteers.

Diversity & Inclusion – The Diversity and Inclusion Committee’s mission is to promote the diversification of the legal profession, to be active in the local legal community and to provide support and education to our members in the area of diversity. The Committee meets at least quarterly and plans Gateway Chapter events and activities such as presentations, mentoring diverse students, and supervising a Diversity & Inclusion Scholarship program.

Membership – This Committee recruits new members throughout the area, organizes the New Member Orientation, communicates and serves as the Chapter’s liaison with ALA International on membership issues. Record keeping at monthly events and coordination with the Secretary, Professional Development Chair and the Treasurer are included in the duties. The Committee follows up and promotes attendance at monthly meetings and events with non-attending members. In addition, Membership is responsible for processing new and renewing membership applications.

Professional Development – This Committee is responsible for the educational programs offered to Gateway Chapter members. The Committee decides the topics and obtains speakers to address areas designated as part of the knowledge, skills and abilities required of a successful legal administrator. Care is taken to assure that programs are scheduled which assist members in obtaining Certified Legal Manager status. In addition to the regular meetings, this Committee also plans the Law Firm Leadership Event.

Salary Survey – A Salary and Benefit Survey is compiled each year from data received from St. Louis Metropolitan area law firms. This Survey is highly utilized by law firms in the Gateway Chapter throughout the year. The Committee members are needed to review the format, edit and prepare the survey itself (which is in digital form and compiled by an outside service).

Strategic Alliance – The Strategic Alliance Committee establishes and maintains relationships with various legal organizations as well as local and specialty bar associations as recognized by the Missouri Bar Association such as ARMA, BAMSL, ILTA, STLPA, etc. The committee works to help educate the St. Louis legal community about the benefits of ALA and the role of a Legal Administrator in law firms and legal departments.

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