



2014 Membership Application

New Applicant: Please enroll me in the Oklahoma City Chapter of the Association of Legal Administrators.

- I meet the criteria for Regular Membership as described on page 4, By-Laws, Article III-Membership.
I meet the criteria for Associate Membership as described on page 5, By-Laws, Article III-Membership.

Have you applied for membership in the Association of Legal Administrators?

- Yes, my application has been mailed to ALA.
No, please send me an ALA application.

Renewal: Due by January 31, 2014

- Mr.
Ms.
Miss
Mrs.

First Middle Last

Name (nickname) for Badge: Birth Date: (mm/dd)

Position/Title:

Employer:

Address:

City: State: Zip:

Firm Telephone: Fax:

Direct Telephone:

E-mail Address:

Web Page:

No. of Lawyers: \_\_\_\_\_

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Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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**Check the most appropriate description of your employer:**

- |   |   |
|---|---|
| <input type="checkbox"/> Private Law Office         | <input type="checkbox"/> Law Dept. of Nonprofit Organization                      |
| <input type="checkbox"/> Corporate Legal Department | <input type="checkbox"/> Bar Association  |
| <input type="checkbox"/> Government Agency          | <input type="checkbox"/> College University                                       |
| <input type="checkbox"/> Judicial Agency/Court      | <input type="checkbox"/> Student in legal administration program<br>or law school |
| <input type="checkbox"/> Unemployed (as of _____)   | <input type="checkbox"/> Other: _____   |

**Do you have prior legal administrative experience?**     Yes     No

**I am interested in assisting on the following committees:**

- |                           |                                  |
|---------------------------|----------------------------------|
| _____ Educational/Program | _____ Membership                 |
| _____ Vendor Relations    | _____ Salary and Benefits Survey |
| _____ Community Relations | _____ Chapter Historian          |
| _____ Website             | _____ Newsletter                 |
| _____ CLM Study Group     | _____ Other                      |

**Please indicate your interest in activities, products and/or retreats for the following affinity groups. Select all that apply.**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> (CO) Corporate/Government     | <input type="checkbox"/> (IP) Intellectual Property      | <input type="checkbox"/> (MO) Multi-Office<br>Management |
| <input type="checkbox"/> (PD) Personal Injury, Defense | <input type="checkbox"/> (PP) Personal Injury, Plaintiff |  |

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I understand that, in order to join the OKC Chapter, I am required to join the Association of Legal Administrators. I hereby attest that I meet the criteria for membership (By-Laws, Article III) on page 4 of this application. Upon renewal, I also renew my commitment to abide by the ALA Code of Professional Ethics (Please review the Code online at [www.alanet.org](http://www.alanet.org)).

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Signature of Applicant

Date

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**How did you hear about ALA?**

- Website
- Local ALA mailings / advertisement
- ALA Member \_\_\_\_\_  
(print name of member)
- Other \_\_\_\_\_  
(Please specify)

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**Upon completion, please return this form within 30 days of receipt with annual dues (as indicated below) made payable to:**

**ALA - OKC Chapter**  
c/o Kathy Corken  
Dunlap Coddling, P.C.  
609 W. Sheridan Ave.  
Oklahoma City, OK 73102

**Select the appropriate dues amount:**

- If applying January 1 - June 30, 2014      \$100
- If applying July 1 - September 30, 2014      \$50
- If applying October 1 through Dec 31, 2014      \$25

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Date of Approval: \_\_\_\_\_

(To be completed by authorized chapter representative.)

**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 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.

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.<sup>1</sup>

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.

<sup>1</sup>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.

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.

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.