



# Northern Virginia Chapter

## Northern Virginia Chapter APPLICATION FOR NEW MEMBERSHIP

Please read the membership criteria on the reverse of this application; then complete the application, sign it, and send it together with your check to the membership director or appropriate officer of the ALA chapter in your area.

1. Name: \_\_\_\_\_  
First Middle Last

2. Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
City State/Province Zip

Email Address: \_\_\_\_\_ Web Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

3. Check the most appropriate description of employer:

- Private Law Office
- Law Department of Non-Profit Organization
- Judicial Agency/Court
- Other (describe): \_\_\_\_\_
- Government Legal Agency
- Corporate Law Department

4. Indicate the number of lawyers served in the organization: \_\_\_\_\_

5. Area of firm practice(s): \_\_\_\_\_

6. Position Title: \_\_\_\_\_

7. Number of Years in legal organization: \_\_\_\_\_

8. I am the principal administrator of the organization:  Yes  No

9.  I am a member of the National Association

10.  I applied for membership in the National Association on: \_\_\_\_\_  
Date

11.  check for Chapter dues of \$175.00 is enclosed. (\$50 Chapter dues for 1st time members and dues are waived for Veterans/Active Duty Military Personnel).

**Please make check payable to *Northern Virginia Chapter ALA***

**Mail to: Briglia Hundley PC  
Attn: Amanda Moellendick, Firm Administrator  
1921 Gallows Rd. Suite 750, Tysons Corner, VA 22182**

**ARTICLE II**  
**PURPOSES AND RESTRICTIONS**

1. Purposes. The purposes of the Chapter are:

(a) to promote the exchange of information regarding the administration and management problems peculiar to legal organizations, including private law offices, corporate legal departments, government legal and judicial organizations, and public service legal groups; to educate representatives of legal organizations regarding the value and availability of professional administrators; and to consider standards of qualifications for such administrators;

(b) to develop and promote continuing education programs;

(c) to make available upon request members who specialize in specific areas of administration for consulting purposes within the membership;

(d) to support the goals and programs of the Association of Legal Administrators where consistent with the goals and purposes of the Chapter; and

(e) to participate in any other way in the advancement of legal administration.

The Chapter shall be non-partisan and no part of its activities shall be devoted to influencing legislation. No funds of the Chapter shall be used or subscribed for any political purposes. However, the Chapter may conduct educational meetings and produce educational literature to inform members and others about relevant legislation.

2. Restrictions. All policies and activities of the Chapter shall be consistent with:

(a) applicable federal, state and local antitrust, trade regulation or other legal requirements; and

(b) applicable tax-exemption requirements including the requirements that the Chapter not be organized for profit and that no part of its net earnings inure to the benefit of any private individual.

**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.

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.

E. Membership in the Chapter shall also be available to those individuals who are interested in legal administration and management, and who are either

1. Practicing lawyers with an interest in law firm administration and management;
2. Individuals engaged in an ongoing employment-type relationship which involves providing continuing membership services of the types described in Article III(1) A., above, including the footnote to that section;
3. 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;
4. Full-time students in business, management, law or law-related studies at institutions of higher learning;
5. Bar association executives with management responsibilities of the type described in Article III(1)A., above, including the footnote to that section; and
6. 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.

Members that meet the requirements in Section E. above, part 1-6 are specifically excluded from holding elective and appointive office in the Chapter. Other policies governing the nature and extent of members shall be determined from time to time by the Chapter Board of Directors.

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<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.

**ARTICLE IV**  
**MEMBERSHIP: APPLICATION, REMOVAL, CHAPTER STANDARDS**

1. Individuals meeting the criteria for membership in any class may join the Chapter by making application and paying such dues as the Board may, from time to time, determine.
2. Members of any classification may be automatically removed from membership (a) if they no longer meet the criteria for membership established by the bylaws, and/or (b) for non-payment of dues within the time frames for such payment as are from time to time established. Members may also be removed for other cause, including, but not limited to conviction of embezzlement, theft or other crime, upon a two-thirds vote of the Board of Directors present at any meeting of the Board. A vote on removal for cause shall occur only after the member who is the subject of consideration has been advised of the pending action and has been given reasonable opportunity for explanation and/or defense.
3. All members of the Chapter must be members of the National Association of Legal Administrators.

I hereby attest that I meet the criteria for membership (Bylaws, Articles III and IV).

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

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ALA member sponsoring applicant: \_\_\_\_\_ Name (please print or type) \_\_\_\_\_

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Signature \_\_\_\_\_

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Firm \_\_\_\_\_

ALA membership is issued to individual administrators. It is NOT transferable from one individual to another.

Chapter Representative or Regional Vice President:

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Name (please print or type) \_\_\_\_\_ Title \_\_\_\_\_

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Signature of Chapter Representative or Regional Vice President \_\_\_\_\_ Date \_\_\_\_\_