



CENTRAL FLORIDA CHAPTER  
ASSOCIATION OF LEGAL ADMINISTRATORS

APPLICATION FOR MEMBERSHIP

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name to be printed on Name Tag: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Street Address: \_\_\_\_\_  
\_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Office Telephone (Main): \_\_\_\_\_ Direct Line: \_\_\_\_\_ Fax: \_\_\_\_\_

Home/Cell Telephone: \_\_\_\_\_ Work E-Mail: \_\_\_\_\_ Birth Date (month/day): \_\_\_\_\_

Number of Attorneys in Firm (this office/nationwide) \_\_\_\_\_/\_\_\_\_\_ New Member T-Shirt (circle): S, M, L, XL

Practice Areas: \_\_\_\_\_

Check the most appropriate description of your employer:

- |  |  |
|--|--|
| <input type="checkbox"/> Private Law Office                  | <input type="checkbox"/> Law Department of Corporation |
| <input type="checkbox"/> Law Department of Non Profit Agency | <input type="checkbox"/> Judicial Agency/Court         |
| <input type="checkbox"/> Government Legal Agency             | <input type="checkbox"/> Other                         |

Please indicate which committee(s) you are willing to serve on:

- |   |  |
|---|--|
| <input type="checkbox"/> Programs / Education | <input type="checkbox"/> Community Challenge |
| <input type="checkbox"/> Membership           | <input type="checkbox"/> Web Site            |
| <input type="checkbox"/> Focus/User Groups    | <input type="checkbox"/> Vendor Show         |

APPLICATION FOR MEMBERSHIP

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Membership in the international Association of Legal Administrators is a requirement for local membership.

Are you currently a member of international ALA? \_\_\_\_\_

ALA Member No: \_\_\_\_\_

- \_ Chapter Membership dues are \$75.00 per year payable January 1<sup>st</sup> and are non-refundable
- \_ Dues may be prorated at the rate of \$6.25 per month for new members
- \_ Please make check payable to → Central Florida Chapter ALA
- \_ Return this form and your check to:



*Kristin Sian Shutler*

Firm Administrator/HR Director

deBeaubien, Knight, Simmons, Mantzaris & Neal, LLP

332 North Magnolia Avenue, Orlando, Florida 32801

407-992-3508 (office) \* 407-758-3872 (cell) \* 407-992-3595 (fax)

[kss25@dbksmn.com](mailto:kss25@dbksmn.com)

I hereby attest that I meet the criteria for (Check One)  Regular membership OR  Associate Membership (see By-Laws, Article III on the reverse side of this application).

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

The membership list of Central Florida Association of Legal Administrators may be distributed to non-members at the discretion of the Board of Directors.

## ARTICLE III – MEMBERSHIP

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 responsibilities 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.

**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.

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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.