



# Metropolitan Detroit Chapter

2018 ANNUAL DUES NOTICE

DUES: \$150.00

INCLUDES ALL MEMBER MEETINGS

*Late meeting cancellation will be subject to a \$25.00 fee*

PAYMENT DUE BY JANUARY 31, 2018

*Payments received after the deadline will be subject to a \$25.00 late fee*

Please note that membership criteria for the ALA Metropolitan Detroit Chapter includes mandatory membership in The Association of Legal Administrators (ALA). For more information regarding ALA membership, visit [www.alanet.org](http://www.alanet.org) or contact the Metropolitan Detroit Chapter at [membership@aladetroit.org](mailto:membership@aladetroit.org).

Pursuant to the Revenue Act of 1987, we are required to advise you that association dues are not deductible as charitable contributions for U.S. federal income tax purposes. However, dues payments are deductible as an ordinary and necessary business expense.

MEMBER INFORMATION	
Full Name (First, MI, Last):	
Nickname:	
Job Title:	
Employer:	
Street Address:	
City/State/Zip Code:	
Phone:	Email:
Does your Employer have multiple offices?	Total number of lawyers; your location _____ all locations _____

**CHECK MAILING:** Send your completed membership form, and check payable to "ALA-Detroit Chapter" to: Denise Doherty, c/o ALA Metro Detroit Chapter, 3001 W. Big Beaver, Ste 624, Troy, MI 48084.

**If you have questions, please contact Denise 248-649-3333 or Cynthia Whitcomb 248-355-4141**

Membership includes the Chapter's Listserve and communication via the membership email group. The membership term is January 1 to December 31, 2018.

**WE ENCOURAGE YOU TO BECOME INVOLVED IN A LEADERSHIP POSITION. PLEASE NOTE IF YOU ARE INTERESTED IN BEING CONSIDERED IN THE FUTURE \_\_\_ YES \_\_\_ NO**

**Signature Required:** I hereby attest that I meet the criteria for membership (see following page). I further understand ALA membership is not issued to organizations and is neither transferable from one individual to another nor refundable.

Signature

Date

# Association of Legal Administrators Metropolitan Detroit Chapter

## Membership Criteria

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 below.

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.

**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.

**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;

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;

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; 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.