



**MEMBERSHIP RENEWAL FORM**

**ANNUAL DUES**

*Please Check One  
(V=Voting NV=Non-voting)*

- Active (V)            \$35.00
- Sustaining (NV)    \$60.00
- Associate (NV)     \$25.00
- Student (NV)       \$25.00

(Checks Payable to VAPPA)

**COMMITTEES**

*Check Those on Which You  
Would Like to Participate*

- CLA Study Group
- Educational Development
- Finance
- Financial Review
- Hospitality
- Newsletter
- Nominations and Elections
- Programs
- Public Relations
- Reservations
- Virginia Alliance

**EDUCATIONAL PROGRAMS**

*Check Those for Which  
You Are Interested*

- Corporate
- Litigation
- Estate Probate/Planning
- Real Estate
- Bankruptcy
- Criminal
- Domestic Relations
- Employment Law
- Family Law
- Other \_\_\_\_\_
- Other \_\_\_\_\_

Member's Name: \_\_\_\_\_

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

Home Telephone Number: \_\_\_\_\_ Home E-mail address: \_\_\_\_\_

Employer's Name: \_\_\_\_\_

Work Address: \_\_\_\_\_

Work Telephone Number: \_\_\_\_\_ Work Fax Number: \_\_\_\_\_

Work E-mail address: \_\_\_\_\_

Do you prefer to receive email and correspondence at  home or at  work?

Do you prefer to receive telephone calls at  home or at  work?

Work area of Concentration: (litigation, corporate, real estate, etc.): \_\_\_\_\_

NALA Member:        \_\_\_\_\_ Yes        \_\_\_\_\_ No

## **Classes of Membership**

This association shall have five (5) classes of members, i.e., (i) active members, who shall be voting members; (ii) sustaining members, who shall be non-voting members; (iii) student members, who shall be non-voting members; (iv) associate members, who shall be non-voting members; and (v) life members, who shall be voting members. A life member is selected by the membership because of outstanding or devoted service to this association.

### **Active**

Active membership (voting) is open to any individual who meets at least one of the following qualifications and meets the active membership requirements as set forth in these bylaws. Active members are the only members who may serve as association officers, members of the executive committee, or committee chairmen. Requirements for active members is attendance to a minimum of four (4) business meetings in a fiscal year; shall service as an officer, committee chair or committee member during fiscal year.

### **Sustaining**

Sustaining (non-voting) membership is open to all paralegals and legal assistants who meet the qualifications for active membership, but are not in a position to fulfill the active membership requirements as set forth by the association's bylaws.

### **Associate**

Associate membership (non-voting) is open to members of bar associations endorsing the paralegal concept or involved in the promotion of the paralegal profession; members of the educational field endorsing the paralegal concept or involved in the promotion of the paralegal profession; persons directly involved in the supervision of paralegals; individual who is actively employed as a paralegal, but who does not meet any of the qualifications for active membership; and persons in law-related fields interested in the paralegal profession.

### **Student**

Student (non-voting) membership is open to individuals who are full-time students or part-time students in good standing in any college pursuing a course of study as a paralegal.

## **COMMITTEES:**

CLA Study Group Committee. The CLA study group committee may establish and conduct an annual CLA study group in cooperation with the chairman of the educational development committee. (Committee members are needed to help facilitate the study group by supervising individual sessions.)

Educational Development Committee. It shall be the duty of this committee to assist with the planning of seminars, and shall be responsible for assisting the program chairman in fulfilling the educational requirements that this association holds a minimum of four (4) educational events or a total of 10 hours of education during each fiscal year in order to maintain affiliation with NALA. The chairman shall have available at each educational program, including seminars, attendance forms as requested by the membership.

Finance Committee. The finance committee develop programs intended to augment the income of this association. (Committee members can help with program ideas, gathering fundraiser brochures, collections of money and distribution of fundraising items.)

Financial Review Committee. The financial review committee reviews the treasurer's books at the close of the fiscal year prior to the transfer of accounts to the newly elected treasurer. If the incumbent treasurer is elected to a second term, the review will be performed following the annual meeting and prior to the next membership meeting.

Hospitality Committee. The hospitality committee shall meet and greet the members and its guests at all functions. They are also responsible for preparing a welcome baskets for new members as well as pairing them with a mentor.

Nominations and Elections Committee. The nominations and elections committee shall contact each member of the association in order to determine which office or committee the member is willing to accept for the upcoming fiscal year. The committee shall prepare a slate of officers to present to the membership for vote at the annual meeting and is responsible for sending out proxy forms prior to the annual meeting.

Program Committee. The program committee shall plan and make all necessary arrangements for programs to be presented at membership meetings in cooperation with the chairman of the educational development committee. (Committee members can help contact and schedule speakers for dinner meetings, speaker gifts, gather bio information and outline for speech and forwarding to the Newsletter Committee, etc.)

Public Relations Committee. The public relations committee shall prepare or edit and approve news releases for media coverage and materials for publication on behalf of this association. (Usually a notice is published in the Daily Press for all upcoming meetings and seminars hosted by VAPPA. This is done by sending a fax to the Daily Press prior to their deadline for such notice.) Also arranges holiday outreach for local family on behalf of the association.

Reservations Committee. The reservations committee shall (i) serve as the contact between the association and the facility at which dinner meetings are held; and (ii) negotiate with such

facility or other facilities on behalf of this association at the direction of the executive committee. Committee members may assist with the collection of dinner fees at the meetings.

Virginia Alliance Delegates. The delegates to the Virginia Alliance of Legal Assistant Associations shall represent this association at all meetings of the Alliance. Terms of appointment of delegates shall be as set forth in Article X, Section Two. B. of the bylaws of this association.