

Affiliated Associations



**NALA AFFILIATED ASSOCIATIONS  
AFFILIATION INFORMATION AND FORMS  
STUDENT ASSOCIATIONS**

NALA – The Paralegal Association  
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## Affiliated Associations



### **AFFILIATED ASSOCIATIONS PROGRAM INFORMATION & INSTRUCTIONS**

1. Please submit one copy of all documents to NALA Headquarters. This includes your association's bylaws, articles of incorporation (if any), membership roster with addresses, the Affiliation Agreement signed by your association's principal officers, the Affiliation Application and a list of your association's officers with mailing addresses.
2. The association should keep a duplicate original of the agreement. Upon execution by NALA, you will receive a complete copy, also.
3. The payment for the affiliation fee should be payable to NALA and sent to the Headquarters office along with copies of your documents.
4. The underlined portions in the sample bylaws are statements that must be included in your association's bylaws (although not necessarily in the same order as they appear in the sample bylaws). Please pay careful attention to that information. It would be helpful and greatly appreciated if you would underline those statements on the bylaws you submit to NALA. This would speed up the process of checking and granting provisional approval.
5. You may use NALA's Headquarters address for all correspondence with NALA.
6. The NALA Affiliated Associations Director may only grant provisional approval contingent upon ratification by the Board of Directors at their next regular meeting. You will receive notification of provisional and final approval of the affiliation application.
7. After ratification of the approval, you will receive NALA supplies and information and your association will be placed on the mailing list for notices of NALA meetings, and FACTS & FINDINGS. Your association will also be included on any special mailings.
8. Please note that the renewal date for association affiliation is October 1. Affiliation fees are not prorated. For associations that affiliate after May 1, the association dues will not be due until October of the next year (18 months later.)

NALA Headquarters  
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**SAMPLE BYLAWS  
AFFILIATED STUDENT ASSOCIATIONS**

**NOTE: The underlined portions of this page must be included in the association bylaws to comply with the requirements for affiliation as adopted by the NALA Board of Directors. In most instances the required portions are minimal requirements and may be used as a basis for further requirements adopted by the affiliated association.**

**ARTICLE I. NAME**

The name of this association shall be \_\_\_\_\_.  
This association shall be affiliated with the National Association of Legal Assistants, Inc.

**ARTICLE II. PURPOSES**

2.1 To establish good fellowship between this association, the members of the paralegal/legal assistant profession and the National Association of Legal Assistants, Inc.

2.2 To stimulate a high order of ethical and professional conduct.

2.3 To provide educational programs supplemental to regular course work.

**ARTICLE III. POLICY**

This association shall be nonsectarian, nonpartisan, nonprofit and nonunion.

**ARTICLE IV. MEMBERSHIP**

4.1 Membership in this association shall be open to students enrolled in the paralegal/legal assistant program at \_\_\_\_\_ (community college, technical college or university).

4.2 Not all members shall be required to become NALA student members.

4.3 NALA headquarters must be provided with a membership roster upon affiliation and annually thereafter.

4.4 In order to qualify as a student association, membership must consist of 51% or more students enrolled in the paralegal program at \_\_\_\_\_.

**ARTICLE V. FACULTY ADVISOR**

A faculty advisor shall be designated by the school to offer advice and counsel in all programs of the association and should attend all meetings. The name of the faculty advisor will be kept on file at NALA headquarters.

A minimum of one meeting per month shall be held during the school year. Additional meetings may be held as desired. The Faculty Advisor shall be advised of all meetings and programs.

Special meetings may be held as needed.

## **ARTICLE VII. DUES**

The dues shall be \$\_\_\_\_\_ per year for membership in this association. Dues shall be retained by the association for use in programming.

## **ARTICLE VIII. OFFICERS**

8.1 Chair. The chair shall be elected annually by members of this association to be responsible for chairing meetings and working with faculty advisor and NALA headquarters. NALA headquarters must be advised of the new chair in writing by the time of the first meeting of the year.

8.2 Treasurer. The treasurer shall be elected annually by members of this association to be responsible for collecting all dues and making a financial accounting to the membership. When needed, the treasurer shall consult with the Faculty Advisor on any matters in connection with association finances. The Treasurer must submit a roster of association members to NALA headquarters by the first regular meeting of the new year.

8.3 Other Officers. Other officers may be elected as needed by the association and as provided for in these bylaws.

## **ARTICLE IX. FISCAL YEAR**

The fiscal year of this association shall be from October 1 through September 30.

## **ARTICLE X. CODE OF ETHICS**

Every member of this association shall adhere to and be governed by the Code of Ethics and Professional Responsibility of the National Association of Legal Assistants, Inc.

## **ARTICLE XI. AMENDMENTS TO BYLAWS**

These Bylaws may be amended by two-thirds (2/3) vote of the members present at any meeting provided due notice is given. All such Bylaw amendments must be approved by the NALA Affiliated Associations Director prior to ratification. Notice of Bylaw amendments shall be given to all members fifteen (15) days prior to meeting.

## **ARTICLE XII. DISSOLUTION OF ASSOCIATION**

In the event of dissolution of this association, all property and assets shall be distributed to a nonprofit charitable organization as defined by the Internal Revenue Code, to be selected by a majority vote of the remaining members of the association, notice having been given to members of the association and Faculty Advisor at least fifteen (15) days prior to meeting. In no event shall any of such property be distributed to any member of the association or to benefit any member or private individual.

## **ARTICLE XIII. AFFILIATION**

These bylaws must be submitted to the NALA Affiliated Associations Director at the same time as request for affiliation is made. An annual affiliation fee is made to NALA. Any bylaw amendments without the approval of the NALA Affiliated Associations Director will be cause for removal of affiliated status. Affiliation with NALA is renewable each year by payment of the current affiliation fee, payable by October 1, delinquent November 1, and attached to a current membership roster.

**APPLICATION FOR AFFILIATION BETWEEN  
NALA – The Paralegal Association  
AND**

**COMPLETE AND RETURN TO NALA HEADQUARTERS:**

Name of Association:
Address:
City/State:
Telephone number of principal officer:
Length of time association has been in existence:
Name of Chair:
Name of Faculty Advisor:
Description of school's program:

We, the undersigned, hereby request affiliation with the National Association of Legal Assistants, Inc., and agree to be bound by the decision of the NALA Affiliated Associations Director and Board of Directors. Attached are samples of our educational programs (if any), two copies of our bylaws, current membership roster, affiliation agreement and initial nonrefundable fee of \$50 for the first year's affiliation. By adoption of the bylaws, members of \_\_\_\_\_ agree to be bound by the NALA Code of Ethics and Professional Responsibility.

Date:	Signature of Chair:
Date:	Signature of Faculty Advisor

**FOR OFFICE USE ONLY:**

Received \_\_\_\_\_ By \_\_\_\_\_  
Date NALA Affiliated Associations Director

Proposed Action: \_\_\_\_ Approve \_\_\_\_ Reject

For ratification at the \_\_\_\_\_ meeting of the NALA Board of Directors.  
Date

Association Notified: \_\_\_\_\_  
Date

Copy routed to: NALA President \_\_\_\_\_  
Date

**AGREEMENT OF AFFILIATION BETWEEN  
NALA – THE PARALEGAL ASSOCIATION  
AND  
STATE AND LOCAL PARALEGAL/LEGAL ASSISTANT STUDENT ASSOCIATIONS**

**THIS AGREEMENT**, executed between NALA – The Paralegal Association, hereinafter referred to as the National Association, and

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hereinafter referred to as the Affiliate Association, in consideration of the mutual benefits to be derived by each of the parties hereto through cooperation at both levels.

**WITNESSETH:**

**WHEREAS**, it is in furtherance of their common purpose to develop strong local, state and national paralegal/legal assistant associations to promote effective cooperation among paralegals/legal assistants and other members of the legal community, to conduct more effectively the mutual programs necessary for a united, well-informed membership; to provide for membership promotion and retention in the best interests of both parties; and to promote educational programs for all members of the profession; and

**WHEREAS**, the intent of this agreement is to preserve and protect the rights and obligations of each party;

**NOW, THEREFORE**, the parties hereto agree as follows:

**ARTICLE I. MEMBERSHIP.** Membership may be open to all paralegals/legal assistants and students enrolled in a paralegal/legal assistant program and associates.

- A. Both parties agree to jointly maintain and/or increase their membership by:
  - 1. Active promotion of membership in both associations among eligible paralegals/legal assistants (or students) who are, at present, members of neither group;
  - 2. Encouragement of eligible members of either association to apply for membership in the other association as well where dual membership is not required;
  - 3. Avoiding actions which are detrimental to maintenance of membership in either association.
- B. Each of the parties to this agreement reserves the right to change the categories of membership that it may offer from time to time where dual membership is not required.
- C. The Student Affiliate Association agrees that 51% or more of its membership shall consist of students enrolled in a legal assistant program.

**ARTICLE II. MUTUAL PROGRAMS.** In order to meet the aims and purposes of the National Association and to encourage a high order of ethical and professional attainment, each of the parties to this agreement recognizes that the following functions constitute the primary reasons for its existence and acknowledges that each party has a role in coordinating its activities.

- A. Education. Each party to this agreement acknowledges that education of paralegals/legal assistants is one of the primary reasons for its existence. The National Association will place major emphasis on educational programs most appropriately developed at the national level and of an innovative nature. The associations will communicate regularly for purposes of coordinating their educational efforts and for the purposes of preventing duplication and conflicts with one another's programming. While most national educational programs are essentially designed for national audiences and are located in major cities for the convenience of members travel, special assistance for Affiliate Associations may be arranged when feasible, at the request of the affiliate

association.

B. Communication. Each party to this agreement acknowledges that communication to its members, the legal profession and the public at large is one of the reasons for its existence.

With respect to communication with members, the National Association agrees to provide its members and affiliates with timely and appropriate information on matters of national importance at NALA's discretion. The Affiliate Association has the responsibility to report to the National Association any items that may be of interest to the National Association or other affiliate associations. The National Association agrees to distribute appropriate items to other affiliate associations, at NALA's discretion.

**Agreement.** The Affiliate Association shall not use the name, initial or logo of the National Association without prior written approval of the NALA President.

With respect to communication with the legal profession and the public, the National Association has the prime responsibility for representing its members with the national news media and with information that is national in impact. The National Association shall inform the Affiliate Association of its activities whenever possible in order to avoid conflict and to gain local and state support. Recognizing that many programs for the public are most effective on a local or state level, both parties agree to cooperate in their efforts to assist the affiliates in maximizing the impact of such programs.

**ARTICLE III. AMENDMENT TO CONTRACT.** This affiliation agreement shall be reviewed periodically by the President and Affiliate Director of the National Association and the Chair and Faculty Advisor of the Affiliate Association, at the request of either party. Each party agrees that this agreement may from time to time be amended by attachment executed by the President and Secretary and Chair and Faculty Advisor, subject to the approval of the Board of Directors of each of the parties hereto.

**ARTICLE IV. TERMINATION.** This agreement shall remain in full force and effect until cancelled. Cancellation by either party may be effected only upon sixty (60) days prior written notice to the other party. The agreement shall be cancelled automatically in the event the Affiliate Association fails to forward its annual fee, together with a listing of its members, within sixty (60) days after October 1 of each year. Failure to abide by the NALA Bylaws and policies governing affiliated associations shall be cause for termination.

**ARTICLE V. FEES AND DUES.** Each affiliate association shall pay an annual fee for affiliation at any time or from time to time according to the standard promulgated fee basis for all affiliated associations. Dues for individual members shall be billed and collected by each association and each association shall determine its own dues.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

NALA – The Paralegal Association

BY \_\_\_\_\_  
Its President

AND \_\_\_\_\_  
Its Secretary

\_\_\_\_\_  
(Name of Affiliate Association)

BY \_\_\_\_\_  
Its Chair

AND \_\_\_\_\_  
Its Faculty Advisor