



APPLICATION FOR MEMBERSHIP

Shenandoah Valley Paralegal Association

Harrisonburg, VA 22801

MEMBERSHIP CATEGORY (CHECK ONE) – See attached page regarding membership qualifications

_____ Regular _____ Affiliate _____ Student

Name: _____

Employer: _____

Home Address: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Home Phone: (____) _____

Business Phone: (____) _____

E-mail Address: _____

Fax: (____) _____

Job Title: _____

____ I give permission for my name and contact information to be used in an internal-use only Membership Directory.

____ I give permission for my name only to be used in an internal-use only Membership Directory.

Are you employed: _____ Full Time _____ Part Time _____ Other (Explain) _____

Areas of specialization: _____

NALA Certified? _____

Supervising attorney(s): _____

Biographical Sketch (attach additional sheet if necessary): _____

Please check the committee(s) on which you are willing to work: (See attached description of committees)

_____ Membership _____ Alliance (VAPA) _____ Program

_____ Public Relations _____ Nominating _____ Audit

_____ Willing to serve as Committee Chair

Dues are \$50.00 per year for regular and affiliate members; student membership dues are \$25.00 per year. Please make checks payable to "SVPA." Application and dues may be submitted at or before the March meeting. You can also send your completed application and dues to Stephanie Curtis, via the Clerk's Office Box for Hoover Penrod PLC, or by mail to Hoover Penrod, PLC, Attn: Stephanie Curtis, SVPA Treasurer, 342 S. Main Street, Harrisonburg, VA 22801.

Date

Signature



SVPA MEMBERSHIP QUALIFICATIONS

Regular Membership: A person who wishes to be a regular member shall meet one of the following qualifications:

- (i) Graduation from an ABA approved program of paralegal studies and currently under the ultimate direction and supervision of an attorney; or
- (ii) Graduation from a course of study for paralegals which is institutionally accredited but not ABA approved, and which requires not less than the equivalent of 60 semester hours of classroom study and currently under the ultimate direction and supervision of an attorney; or
- (iii) Graduation from a course of paralegal studies from a college, university, junior college or other approved school whose curriculum shall be subject to the approval of the Association other than those set forth in (i) and (ii) above, plus not less than six months of in-house training as a paralegal and currently under the ultimate direction and supervision of an attorney; or
- (iv) A baccalaureate degree in any field, plus not less than one year of in-house training as a paralegal and currently under the ultimate direction and supervision of an attorney; or
- (v) A minimum of three years of law-related experience under the supervision of an attorney, including at least six months of in-house training as a paralegal and currently under the ultimate direction and supervision of an attorney.

Affiliate Membership: An affiliate member is not a voting member and cannot be considered a candidate to the offices of president, president-elect, secretary, or treasurer. A person who wishes to be an affiliate member shall meet the following qualifications:

- (i) Be actively engaged in the field of legal work--either working for a law firm, individual attorney, corporation, law library, institute, or government entity; or
- (ii) Be actively self-employed in the field of paralegal work on a private practice basis, under the ultimate direction and supervision of an attorney.

Student Membership: A student member has no voting privileges. A person who wishes to be a student member shall meet the following qualification:

- (i) A student, in good standing, who is either on a part or full time basis enrolled in a paralegal studies course that will lead to their entering the paralegal profession. The school may be an approved college, university, junior college or any other approved school whose curriculum shall be subject to the approval of the Association. Upon completion of such a program, the individual shall no longer be qualified for this membership category.



Standing Committees:

Executive Committee. There shall be an Executive Committee consisting of the president, president-elect, secretary, and treasurer, the most recent past president, all standing committee chair, and the chair of all satellite chapters. The president shall serve as chair of the committee. Between meetings of the Association, the Executive Committee shall be the governing body of the Association with power to give directions to all officers and committees, act for the Association, manage its affairs, and make appropriations of its funds in the ordinary course of business occurring between meetings up to \$100.00. The Executive Committee is responsible for presenting the budget to the membership at the October meeting. The Committee chair shall be responsible for preparing a report of committee information and activities to the Public Relations Committee for social media purposes. The Executive Committee shall be responsible for social events and may appoint or ask for volunteers to participate in a special/ad hoc committee. The Executive Committee shall be responsible for the screening and approval of membership applications and have the authority to terminate a member if they are not in compliance with the Bylaws and Constitution of the Association. The Executive Committee may compile a directory of the members. The Executive Committee shall poll the members at the September meeting to gather a slate of officers for presentation at the October meeting.

Program Committee. The Program Committee shall consist of the president-elect as chair and such other persons as may be appointed by the chair. The Program Committee shall be responsible for speakers and presentations to be made at the meetings. The Committee chair shall be responsible for preparing a report of committee information and activities to the Public Relations Committee for social media purposes.

Public Relations Committee. The Public Relations Committee shall be appointed by the president. The Public Relations Committee shall be responsible for all publicity and social media.

Nominating Committee. The Nominating Committee shall consist of three past presidents and two Regular members who are not currently holding an office and appointed by the President. A chair shall be chosen by the participating members of this committee. The Nominating Committee shall be responsible for presenting a slate of officers to the membership at the November meeting.

Audit Committee. The executive committee shall solicit volunteers to audit the treasurer's financial records for the previous year; such audit shall be completed by the end of September.

Alliance Committee. The Alliance Committee shall be appointed by the president. A chair shall be chosen by the participating members of the committee. The Alliance Committee shall be responsible for representing the Association at meetings and functions of the Virginia Alliance of Paralegal Associations. The Alliance Committee shall be responsible for monitoring the Association's Compliance with the Virginia Alliance of Paralegal Associations' Educational Standards and Professional Responsibility Guidelines. The Committee chair shall be responsible for preparing a report of committee information and activities to the Public Relations Committee for social media purposes.

Membership Committee. The membership committee shall develop and implement strategies for membership growth and membership promotions. For current members, the committee shall identify the needs of the members and recommend the development of services to meet those needs, serve as a resource for members to get the most out of their membership, and work closely with the executive committee to keep members informed. For nonmembers and prospective members, the committee shall develop prospective new member lists, develop and implement recruitment opportunities, identify nonmember needs and perceptions, and welcome new members.