

Gloria Masters

From: Martha Tanner [mtanner@omwlaw.com]
Sent: Wednesday, May 30, 2012 8:51 AM
To: Gloria Masters
Subject: RE: PSALA membership compliance
Attachments: 425.pdf

Gloria --

Attached is the most recent roster, which has already changed! Do you want to go ahead and sign off on this one or wait until the most recent renewals/new members are listed?

Thanks,

Martha

Martha I. Tanner | Human Resources Director



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From: Gloria Masters [mailto:Gmasters@wpblaw.com]
Sent: Friday, May 25, 2012 8:25 AM
To: Martha Tanner
Subject: PSALA membership compliance

Hi Martha,

Thanks again for sending the flowers, Susan and Cynthia were both very touched and happy.

Attached is the ALA membership compliance memo and our roster. Please do the compliance portion and then I can sign the form. The deadline is July 20th. But if you can do this sooner, that would be great. One more thing to check off the Pres. Excellence award – yeah!

Have a great Friday and long weekend,

Gloria

*Gloria M. Masters, Office Administrator
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Memorandum

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May 22, 2012

TO: ALA Chapter Presidents
FROM: Steve Wingert, CLM, 2012-13 ALA President
SUBJECT: Annual Chapter Compliance

ALA's bylaws provide that "all members of chapters must be members of the international Association." This is an important requirement of every chapter chartered by the Association of Legal Administrators. Therefore, as a Chapter President you are asked to provide written certification of your chapter's full compliance with the above-stated bylaw provision. That certification must be received at ALA Headquarters **no later than Friday, July 20, 2012**. In the event of non-compliance, ALA's Board of Directors will place your chapter on provisional status or take other appropriate action.

And so:

- Enclosed with this mailing is a list of all individuals who, according to ALA records, are members of your chapter. Please compare this list with your own roster and identify any discrepancies. Report all discrepancies to ALA's Membership Department (847.267.1252 or membership@alanet.org) before taking further action. In many instances discrepancies can be as simple as learning that a member has joined your chapter, in which case a quick update to that member's record is all that's needed.
- If there are members of your chapter who are not members of ALA: (a) you must "sell them" on ALA membership or (b) they must leave the chapter. Brochures and materials on member benefits and services are available from the Membership Department (or via the ALA website at www.alanet.org/membership/pdf/memberbrochure.pdf) to help you with the selling process should that be necessary.
- After the above steps have occurred, please sign and submit the enclosed certification form, attesting that at the time of filing all members of your chapter are also members of ALA. Again, this signed form must be received by July 20 to avoid further action.

Chapters are reminded that attendance at chapter, section and special interest group meetings is a benefit of membership and should be reserved for current ALA members. Guest attendance at meetings is permitted as long as the intent is to market the benefits of membership and the chapter's resources to an individual. However, continual non-member attendance by an individual at chapter, section and special interest group meetings is prohibited.

If you have particular questions or problems, please contact ALA's Director of Membership and Business Partner Relations, Debbie Curtis (dcurtis@alanet.org), or Chapter Relations Manager Nicole Larson (nlarson@alanet.org).

On behalf of the Board, I want to express my continued thanks for your leadership and timely attention to this important matter.

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