



**BRITISH COLUMBIA LEGAL MANAGEMENT ASSOCIATION
("BCLMA")**

Policies and Procedures

The following Policies and Procedures of BCLMA were passed by the Directors of BCLMA on the eight day of December 2009 and will remain in effect until amended, replaced or terminated by the Directors of BCLMA.

1. REPRESENTATIVES OF MEMBER FIRMS

MEMBER FIRMS shall designate one REPRESENTATIVE (formerly "Full Member").

REPRESENTATIVES are individual employees engaged in the management of legal organizations or departments. This individual will normally direct and supervise the activities of others within their organization, or may be a functional specialist not responsible for the activities of others but who has influence over them, directly or indirectly. REPRESENTATIVES are limited to the one person who is responsible for the day-to-day management and administration function of the firm or legal department within a company.

A REPRESENTATIVE, regardless of the person's actual title, is defined as the person who is either:

- the principal administrator in the organization;
- the manager of a branch office of the organization; or
- one 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.

REPRESENTATIVE Benefits include:

- Participation in the governance of BCLMA
- Participation in the Education Events hosted by BCLMA throughout the year*
- Participation in Managing Partners' Dinner*
- No-cost admission to Spring/Summer Social and Winter Social*
- Participation in all BCLMA subsection meetings (see list below)*



- Access to the "Members Section" of the BCLMA website (www.bclma.org)
- Surveys on staff compensation, firm profitability and other areas of interest*
- TOPICS e-newsletter published quarterly
- Extensive networking opportunities with other legal administrators
- Participation in committees to set the future direction of legal administration
- Access to new developments in legal administration

** There may be a cost associated with these events that is not included in the annual fee.*

Notwithstanding any of the foregoing, the Directors reserve the right to accept and refuse REPRESENTATIVES. The Directors may at any time request a description of the prospective REPRESENTATIVE'S duties in their current position or request a copy of their current job description.

2. ESTABLISH AND OPERATE SUBSECTIONS

A. Subsections

The BCLMA may establish and operate subsections, for example:

- (a) Facilities and Services Management
- (b) Finance
- (c) Knowledge Management
- (d) Human Resources
- (e) Marketing
- (f) Small Firms
- (g) Technology
- (h) Trainers



B. Enrolment in Subsections

REPRESENTATIVES are entitled to enrol in all subsections. REPRESENTATIVES who do not wish to participate in all eight subsections must indicate the particular subsections they wish to receive communications from on their enrolment application form.

MEMBER FIRMS may also appoint AFFILIATES (formerly “Subsection Members”) who are eligible to enrol in subsections. AFFILIATES shall be law firm management personnel. Providing that there is at least one REPRESENTATIVE in the firm, any number of qualified legal managers/supervisors (functional specialists) can become AFFILIATES.

In the event that an AFFILIATE enrolled in a subsection cannot attend a corresponding subsection meeting, a SUBSTITUTE (REPRESENTATIVE, AFFILIATE or NON-AFFILIATE within that MEMBER FIRM) may attend on the AFFILIATE’S behalf at the discretion of the Subsection Chair and provided the applicable event fee is paid for each SUBSTITUTE.

A NON-AFFILIATE may attend on the AFFILIATE’S behalf just once within a fiscal year. If that individual is selected to attend on the AFFILIATE’S behalf more than once, then that individual must enrol in the BCLMA.

Participation in the Human Resources Subsection is open ONLY to Administrators and others in the firm who deal with confidential personnel information.

Enrolments are transferable within a firm. For example, if a REPRESENTATIVE or AFFILIATE leaves his/her firm, their replacement assumes the corresponding level of enrolment.

Notwithstanding any of the foregoing, the Directors reserve the right to accept and refuse applications for enrolment in subsections. The Directors may at any time request a description of an applicant’s duties in their current position or request a copy of their current job description.

C. Subsection Enrolment Benefits

All REPRESENTATIVES and AFFILIATES enrolled in subsections will receive the following benefits:

- Invitation to subsection meetings throughout the year*
- Participation in the Education Events hosted by BCLMA throughout the year*



- Access to the “Members Section” of the BCLMA website (www.bclma.org)
- Invitation to the Spring/Summer Social and Winter Social*
- Extensive networking opportunities with other legal managers
- Section surveys on areas of interest to management*
- TOPICS e-newsletter published quarterly
- Participation in committees to set the future direction of legal administration
- Access to new developments in legal administration

**There may be a cost associated with these events that is not included in annual fees.*

D. Subsection Chair(s) Roles and Responsibilities

Each subsection shall elect from among them a Chair, whose duties shall include:

- Attend general meetings, subsection meetings, New Attendees’ Breakfasts, annual conference, educational events, and social events
- Survey and respond to the educational needs of Representatives and Affiliates
- Schedule and host at least four meetings per calendar year to provide information and/or training on current topics of interest relating to their section (venue, catering, speaker costs, speaker gift, presentation materials, AV equipment)
- Establish and collect meeting fees
- Establish an Agenda for Subsection meetings
- Invite all Affiliates (and Representatives if applicable) to meetings via e-mail (include meeting details, venue, agenda, RSVP and payment details)
- Post meeting information and agenda on the BCLMA website
- Maintain the budget set for the subsection
- Arrange for the contribution of an article for the newsletter on each meeting held
- Provide meeting Minutes to all persons enrolled in the Subsection



E. Subsection Chair Electoral Process

An electoral process will occur every Fall season for subsection leadership to:

- Provide long-standing Chairs the occasion to step down where they might not have otherwise considered this an option,
- Provide up-and-coming subsection members with an opportunity to volunteer within their own focused group, and enhance their own professional development and profile,
- Regulate leadership turnover and provide a defined “term of service.”

The Model

- A “First” Chair already has one year experience in the leadership role.
- A “Second” Chair joins the First Chair to learn the processes and protocols of subsection leadership.
- The First Chair provides guidance and mentorship along the way.
- After one year, the First Chair steps down, the Second Chair becomes promoted to First Chair, and an election takes place for a new Second Chair.
- Nominations can be submitted ahead of time or at the elections meeting (with the prior knowledge of the nominee).
- Individuals may nominate themselves.
- A show of hands (or paper ballot when more than one candidate emerges) will determine the new Second chair for the next year.
- Subsection co-Chairs serve a two-year term in total.
- At least one Board Member will attend each subsection's electoral process.



3. BCLMA FEE STRUCTURE

The Directors hereby establish the following fee structure:

- A. A MEMBER FIRM Fee (includes one REPRESENTATIVE) is \$450.00 (plus GST) per year while MEMBER FIRMS from outside Metro Vancouver pay a reduced fee of \$175.00 (plus GST) per year.
- B. A Firm (or Company with a legal department) who has never been a MEMBER before may join the association for a one-time introductory rate of \$299 (plus GST) for the first year of membership.
- C. Each AFFILIATE'S annual fee is \$150 (plus GST). There is a \$75 fee (plus GST) per year for each additional subsection beyond the initial fee of \$150 (plus GST) while AFFILIATES from outside Metro Vancouver only pay a reduced fee of \$50 (plus GST) per year per subsection (no annual fee).
- D. New MEMBERS joining BCLMA or new AFFILIATES enrolling in a subsection or subsections during a calendar year will be charged a pro-rated fee based on the number of months remaining in the calendar year. Prior to joining or enrolling, please contact the BCLMA Administrator to confirm payment amount.

4. "GUEST" and "IN TRANSITION" LEVELS OF ENROLMENT

Individuals who are no longer employed by a MEMBER FIRM can receive a complimentary 120-day GUEST ENROLMENT at their current level.

At the end of the 120-day period, an individual who is still IN TRANSITION is invited to re-enrol with the BCLMA by joining ONE SUBSECTION provided they meet eligibility requirements:

- actively seeking employment with a BCLMA Member Firm, and
- not currently working as a legal consultant or vendor.

Enrolment Benefits:

- Invitation to subsection meetings throughout the year*
- Participation in the Education Events hosted by BCLMA throughout the year*



- Access to the “Members Section” of the BCLMA website (www.bclma.org)
- Invitation to the Spring/Summer Social and Winter Social*
- Extensive networking opportunities with other legal managers
- Section surveys on areas of interest to management*
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- Access to new developments in legal administration

*There may be a cost associated with these events that is not included in annual fees.

No one at the “IN TRANSITION” level may be a Director or Officer, nor will they have voting power at the Annual General Meeting.

Enrolment expires on the last day (December 31) of any calendar year, or upon employment by a BCLMA Member Firm or Vendor/Consulting Firm - whichever comes first.

The enrolment fee will be pro-rated.

There is no obligation to enrol.

5. ALUMNI

An individual who had been employed with a MEMBER FIRM for more than 10 years is defined as a BCLMA ALUMNI.

ALUMNI have no formal status in the society but may be invited to BCLMA events such as Social Events and Annual Conferences at the discretion of the Directors.