



## MEMBERSHIP DUES STRUCTURE

Annual Dues must accompany the application form. Thereafter, Active Members must submit annual dues with the Active Membership Renewal Form located at [www.scupa.org](http://www.scupa.org).

Applicable dues shall be payable to SCUPA each calendar year, no later than the last day of February. You may join SCUPA at any time during the calendar year. However, no pro-rated fees shall be accepted. Payment by credit or debit card shall incur a processing fee.

Please return completed forms along with dues to:

Attn: Membership Vice-President

South Carolina Upstate Paralegal Association

PO Box 10491

Greenville, SC 29603

or

Email applications with a requests to pay online to [memberships@scupa.org](mailto:memberships@scupa.org) and [treasurer@scupa.org](mailto:treasurer@scupa.org).

**Active and Sustaining Members:** \$75.00 annually (Active is defined as an individual employed in the paralegal/legal assistant profession; Sustaining is defined as an individual in the legal field who wishes to be associated with SCUPA)

**Student Members:** \$25.00 annually. (Student Membership is open to any individual who is enrolled as a student (full-time or part-time) in any college, junior college or any other school pursuing a course of study as a paralegal).

**Corporate Members:** \$150.00 annually (Corporate members are legal-related or other businesses that wish to be associated with SCUPA. This membership will allow multiple individuals employed by the business to attend monthly luncheons at the member rate. This membership also includes your business logo on SCUPA's vendor page at [www.scupa.org](http://www.scupa.org))

**Organization Membership:** Based on number of active members in your business/ firm (Active is defined as an individual employed in the paralegal/legal assistant profession; This membership will allow multiple individuals employed in the legal profession to have access to the same classifications as an active member. All staff applying under an Organization's Membership must fill out an Active Member Application

<b>Small Staff:</b>	1-3 individuals = \$200 annually	(3rd person is discounted 1/3)
<b>Medium Staff:</b>	4-7 individuals = \$475 annually	(7th person is discounted 1/2)
<b>Large Staff:</b>	8-12 individuals = \$750 annually	(11th and 12th persons are free)

For larger organizations, contact VP of Membership [membership@scupa.org](mailto:membership@scupa.org)

You may request online payments in lieu of mailing in a check. Debit/Credit card processing fees apply.



## **CODE OF ETHICS AND PROFESSIONAL RESPONSIBILITY**

Adopted by the South Carolina Upstate Paralegal Association as an affiliate of the National Association of Legal Assistants, Inc.

Each SCUPA member agrees to follow the canons of the NALA Code of Ethics and Professional Responsibility. Violations of the Code may result in cancellation of membership.

A paralegal must adhere strictly to the accepted standards of legal ethics and to the general principles of proper conduct. The performance of the duties of the paralegal shall be governed by specific canons as defined herein so that justice will be served and goals of the profession attained. ([https://nala.org/wp-content/uploads/2022/04/Model-Standards\\_Final\\_022523.pdf](https://nala.org/wp-content/uploads/2022/04/Model-Standards_Final_022523.pdf))

The canons of ethics set forth hereafter are adopted by SCUPA, as a general guide intended to aid paralegals and attorneys. The enumeration of these rules does not mean there are not others of equal importance although not specifically mentioned. Court rules, agency rules and statutes must be taken into consideration when interpreting the canons.

Canon 1 – A paralegal must not: (a) engage in, encourage, or contribute to any act which could constitute the unauthorized practice of law; (b) establish attorney-client relationships, set fees, give legal opinions or advice, or represent a client before a court or agency unless so authorized by that court or agency; and (c) engage in conduct or take any action which would assist or involve the attorney in a violation of professional ethics or give the appearance of professional impropriety.

Canon 2 – A paralegal must not perform any of the duties that attorneys only may perform or take any actions that attorneys may not take.

Canon 3 – A paralegal may perform any task which is properly delegated and supervised by an attorney, as long as the attorney is ultimately responsible to the client, maintains a direct relationship with the client, and assumes professional responsibility for the work product.

Canon 4 – A paralegal must use discretion and professional judgment commensurate with knowledge and experience but must not render independent legal judgment in place of an attorney. The services of an attorney are essential in the public interest whenever such legal judgment is required.

Canon 5 – A paralegal must disclose his or her status as a paralegal at the outset of any professional relationship with a client, attorney, a court or administrative agency or personnel thereof, or a member of the general public. A paralegal must act prudently in determining the extent to which a client may be assisted without the presence of an attorney.

Canon 6 – A paralegal must strive to maintain integrity and a high degree of competency through education and training with respect to professional responsibility, local rules and practice, and through continuing education in substantive areas of law to better assist the legal profession in fulfilling its duty to provide legal service.

Canon 7 – A paralegal must protect the confidences of a client and must not violate any rule or statute now in effect or hereafter enacted controlling the doctrine of privileged communications between a client and an attorney.

Canon 8 – A paralegal must disclose to his or her employer or prospective employer any pre-existing client or personal relationship that may conflict with the interests of the employer or prospective employer and/or their clients.

Canon 9 – A paralegal must do all other things incidental, necessary, or expedient for the attainment of the ethics and responsibilities as defined by statute or rule of court.

Canon 10 – A paralegal's conduct is guided by bar associations' codes of professional responsibility and rules of professional conduct.



**TO BE COMPLETED BY ALL APPLICANTS**

I hereby apply for \_\_\_Active\_\_\_Student\_\_\_Sustaining\_\_\_Corporate\_\_\_Organization (SELECT ONE) membership in the South Carolina Upstate Paralegal Association. I agree to be bound by the Code of Ethics and Professional Responsibility and the Bylaws as adopted by the South Carolina Upstate Paralegal Association as an affiliate of the National Association of Legal Assistants, Inc.

As South Carolina Upstate Paralegal Association ("SCUPA") is a 501(c)(6) non-profit organization, all payment processing fees are critical to maintaining our accounting balances, including fees for non-sufficient funds ("NSF"). When you make a payment by check, you authorize SCUPA to use your checking information to make a one-time electronic fund transfer from your bank account. Funds may be withdrawn from your bank account the same day we receive your payment, and up to 2 weeks after receipt. If there are insufficient funds in your checking account, SCUPA is charged a \$25 fee, in addition to the original amount owed to SCUPA. Your payment by check also authorizes SCUPA to recover the \$25 NSF fee from your bank account or by other means. Each returned payment received by SCUPA will be electronically represented to the presenter's bank no more than two times in an effort to obtain payment. **SCUPA is not responsible for any additional bank fees that will accrue due to the resubmission of the returned item.**

I further understand that SCUPA is not responsible for any additional bank fees that may accrue due to the resubmission of payment and that this application is subject to approval by the South Carolina Upstate Paralegal Association.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**PLEASE RETURN WITH COMPLETED MEMBERSHIP APPLICATION, RESUME AND DUES PAYMENT.**



**MEMBERSHIP PROFILE**

**TO BE COMPLETED BY ALL APPLICANTS  
(Active Members must select one for membership consideration)**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Committee(s) Interested in serving in: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COMMITTEES YOU MAY BE INTERESTED IN SERVING FOR SCUPA:**

**SEMINARS/LEGAL EDUCATION**

Every year SCUPA puts together an annual seminar for paralegals and legal professionals to obtain NALA approved CLE credits! Our seminar includes, local speakers , vendors, and great networking opportunities. The committee works together to plan this great event.

**SUNSHINE/SOCIAL**

Our social committee works together to plan fun social events where we can blow off some of the stress and network with other paralegals and legal professionals! Our committee works to bring members together and build life long friendships as well

**PRO BONO/CHARITY**

SCUPA believes in giving back to the communities in which its members work and live. Community service through projects and charitable donations are one of the highest priorities of SCUPA. The Pro Bono Committee plans events to support a number of local organizations and charities within our communities.

**PLEASE RETURN WITH COMPLETED MEMBERSHIP APPLICATION, RESUME AND DUES PAYMENT.**



## STUDENT MEMBERSHIP APPLICATION

**STUDENT MEMBER.** Student Membership is open to any individual who is enrolled as a student (full-time or part-time) in any college, junior college or any other school pursuing a course of study as a paralegal (“Student Member”). A full-time student shall be defined as an individual enrolled for a minimum of 12 semester hours or equivalent provided the individual is not employed as a paralegal. A part-time student shall be defined as an individual who is enrolled in at least one paralegal class and has completed a minimum of 12 semester hours in any college, junior college or any other school pursuing a course of study as a paralegal. Provided, however, that SCUPA reserves the right to review the curriculum applicable to any prospective student member to determine if, in its sole discretion, such curriculum meets its minimum criteria.

A full or part-time student may be considered for membership upon written recommendation of the head of the paralegal study program. Such recommendation must be in writing and is in addition to the department head signature on the membership application.

### **ALL STUDENT MEMBERSHIP APPLICANTS MUST ATTACH A CURRENT RESUME**

Name: \_\_\_\_\_ Preferred Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

School Attending: \_\_\_\_\_ Expected Date of Graduation: \_\_\_\_\_

Preferred Email: \_\_\_\_\_

### SCHOOL ATTESTATION.

Note: This section must be completed by all student applicants and must be completed by school program director or instructor.

I hereby attest that \_\_\_\_\_ is currently enrolled in the Paralegal course at this school and is not employed as a Paralegal.

Date: \_\_\_\_\_ Name (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_