



## MEMBERSHIP APPLICATION

**ACTIVE MEMBER.** Active membership is open to any individual who meets at least one of the following qualifications. This is the only membership classification which carries full voting privileges. Active members are also the only SCUPA members who may serve as association officers or committee chairmen.

### QUALIFICATIONS:

1. Any individual who has successfully completed the Certified Paralegal (CP) examination of NALA, or
2. Any individual who has graduated from an ABA approved program of study for Paralegals, or
3. Any individual who has graduated 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, or
4. Any individual who has graduated from a course of study for Paralegals other than those set forth in 2 and 3 above, plus not less than six months of in-house training as a Paralegal, whose attorney-employer attests that such person is qualified as a Paralegal, or
5. Any individual who has received a baccalaureate degree in any field, plus not less than six months in-house training as a Paralegal, whose attorney-employer attests that such person is qualified as a Paralegal, or
6. Any individual who has a minimum of three (3) years of law-related experience under the supervision of an attorney, including at least six months of in-house training as a Paralegal, whose attorney-employer attests that such person is qualified as a Paralegal, or
7. Any individual who has a minimum of two-years of in-house training as a Paralegal, whose attorney-employer attests that such person is qualified as a Paralegal.

**ASSOCIATE/SUSTAINING MEMBER.** Associate membership is open to any individual who meets at least one of the following qualifications.

1. Those members of the Bar Association endorsing the Paralegal concept or involved in the promotion of the Paralegal profession, or
2. Those members of the education field endorsing the Paralegal concept or involved in the promotion of the Paralegal profession, or
3. Those persons directly involved in the supervision of Paralegals.

Sustaining membership is available to those individuals and Paralegal program representatives who endorse the Paralegal concept or are actively involved in the promotion of the Paralegal profession who contribute annual dues or any amount in excess of those dues.

**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.

**CORPORATE MEMBER.** Corporate membership is available to law-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).



## DUES STRUCTURE

First year's dues must accompany application form. Thereafter, dues are payable in the month of January.

**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. (If application is submitted after July 1, \$25.00 dues will cover the remainder of that year and the following calendar year. Reduced rate is only available one time.)

**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 Organizations 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)

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

## 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 completed form along with dues to:**

South Carolina Upstate Paralegal Association.  
P.O. Box 10491  
Greenville, South Carolina 29603  
Attention: Membership Vice-President

**ALL ACTIVE AND STUDENT MEMBERSHIP APPLICANTS MUST ATTACH A CURRENT RESUME**

**ACTIVE MEMBERSHIP APPLICATION**

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

Home Address: \_\_\_\_\_

Employer \_\_\_\_\_ Office Phone: \_\_\_\_\_

Business Address: \_\_\_\_\_

Birthday (MM/DD): \_\_\_\_\_ Preferred Email: \_\_\_\_\_

How long have you been employed as a Paralegal? \_\_\_\_\_ years/months (Circle One)

Do you have a Degree? \_\_\_ Yes \_\_\_ No If Yes, what type? \_\_\_ Associate's \_\_\_ Baccalaureate \_\_\_ Graduate (Select all that apply)

Please tell us the name of any formal or special education (name and address of school) or training you have received for your present position: \_\_\_\_\_  
\_\_\_\_\_

Date of graduation: \_\_\_\_\_ If you have obtained your CP, date certified: \_\_\_\_\_

My employer is a \_\_\_\_\_ Private Law Office \_\_\_\_\_ Corporate Law Department \_\_\_\_\_ Other

(If Other, Please Describe) \_\_\_\_\_

Specialty Area(s): \_\_\_\_\_

Please circle which qualification number for Active Membership you are applying under. See Page 1 of this Membership Application.

1      2      3      4      5      6      7

**ATTORNEY/EMPLOYER ATTESTATION.**

Note: This section must be completed by all applicants qualifying under requirements numbered 4, 5, 6, and 7.

I hereby attest that \_\_\_\_\_ is employed by me and meets the qualifications for active membership in the South Carolina Upstate Paralegal Association as listed under requirement number \_\_\_\_\_.

Date \_\_\_\_\_

Name (Please Print) \_\_\_\_\_

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

**ALL ACTIVE AND STUDENT MEMBERSHIP APPLICANTS MUST ATTACH A CURRENT RESUME**

**STUDENT MEMBERSHIP APPLICATION**

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

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

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

Email: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ (MM/DD)

**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: \_\_\_\_\_



## SUSTAINING MEMBERSHIP APPLICATION

Name: \_\_\_\_\_ Preferred Phone: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Employer \_\_\_\_\_ Office Phone: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
**Preferred Email:** \_\_\_\_\_

## CORPORATE MEMBERSHIP APPLICATION

Business Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Business website: \_\_\_\_\_

## ORGANIZATION MEMBERSHIP APPLICATION

Business/Firm Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
Business/Firm Name Address: \_\_\_\_\_  
Business/Firm Name website: \_\_\_\_\_  
Number of Employees: \_\_\_\_\_

## MEMBERSHIP PROFILE

NAME: \_\_\_\_\_

EMPLOYER OR SCHOOL: \_\_\_\_\_

EDUCATION: \_\_\_\_\_

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STUDENTS:      Expected Date of Graduation: \_\_\_\_\_

SPECIALTY AREA(S): \_\_\_\_\_

NO. OF YEARS WORKING AS A PARALEGAL: \_\_\_\_\_

NO. OF YEARS AS A MEMBER OF SCUPA: \_\_\_\_\_

COMMITTEES YOU MAY BE INTERESTED IN SERVING FOR SCUPA. PLEASE SELECT **AT LEAST** ONE.

\_\_\_\_\_ Seminars/Legal Education

\_\_\_\_\_ Law Week

\_\_\_\_\_ Brochure

\_\_\_\_\_ Bar Liaison

\_\_\_\_\_ Job Bank

\_\_\_\_\_ Mentor

\_\_\_\_\_ Scholarship

\_\_\_\_\_ Publications

\_\_\_\_\_ Speakers' Bureau

\_\_\_\_\_ Public Relations

\_\_\_\_\_ Sunshine/Social

\_\_\_\_\_ Pro Bono/Charity

**WOULD YOU BE INTERESTED IN SPEAKING AT ONE OF OUR SCUPA MEETINGS?**

\_\_\_\_\_ YES      \_\_\_\_\_ NO      \_\_\_\_\_ MAYBE

TOPIC(S): \_\_\_\_\_

**IS THERE SOMEONE YOU KNOW WHO MAY BE INTERESTED IN SPEAKING AT ONE OF OUR SCUPA MEETINGS?**

\_\_\_\_\_ YES      \_\_\_\_\_ NO      \_\_\_\_\_ MAYBE

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

TOPIC(S): \_\_\_\_\_

ADDITIONAL COMMENTS: \_\_\_\_\_

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