

04.26.11

**National Association of College and University Attorneys**

**Eligibility Requirements and Guidelines**

**Associate Individual Members and Additional Institutional Member Representatives**

*(A Checklist for Use by Institutional Member Primary Representatives)*

Types of Memberships:

1. *Associate Individual Members*
2. *Additional Member Institution Representatives*

***Associate Individual Members***

***Additional Member Institution Representatives***

<p>a. The individual is not eligible to be a representative of a Regular Member Institution or Associate Member Institution because he or she <u>does not regularly handle its legal affairs, but is engaged to represent or provide legal advice to the Institution in legal matters on a more limited basis</u> or</p> <p>b. The Individual is otherwise employed by that Institution (e.g., an attorney in the HR Office at the Member Institution)</p>	<p>a. The individual is employed in-house as a member of the Regular Member Institution’s staff to <u>regularly handle its legal affairs</u>, or</p> <p>b. The individual is outside counsel who is <u>regularly engaged</u> to handle the Member Institution’s legal affairs, or</p> <p>c. The individual is an Assistant Attorney General, or other legal official of a state or other political subdivision <u>having responsibility for, or regularly assigned duties involving, the legal affairs</u> of the Regular Member Institution</p>
<p>Example of representing or providing legal advice to an Institution on a “more limited basis”:</p> <p>a) a specialist who handles only occasional matters on an as-needed basis, and</p> <p>b) does not regularly handle the Institution’s legal affairs</p>	<p>Examples of “regularly engaged”:</p> <p>a) The individual spends a substantial amount of time working with the Regular Member Institution, and/or</p> <p>b) There is a retainer agreement with the Member Institution, and/or</p> <p>c) The individual represents the Member Institution on legal matters on an ongoing basis</p>

Is formally endorsed for membership by the Primary Representative of a Regular Member Institution	Is formally endorsed for membership by the Primary Representative of the individual's Member Institution
Does not represent or provide legal advice to an institution which is not currently but is eligible to become a Regular Member Institution	
Is a licensed attorney in good standing	Is a licensed attorney in good standing
An individual representing or providing legal advice to a Regular Member Institution who is not eligible for designation either as a Regular Member Institution Representative must join as an Associate Individual Member, if he/she meets the other qualifications as noted in this checklist	An individual who is otherwise eligible for designation as a Regular Member Institution Representative is required to join at this level (i.e., may not join as an Associate Individual Member)
Has a demonstrated interest, experience and active engagement in identifying, clarifying and resolving legal issues affecting Regular Member Institutions	Has a demonstrated interest, experience and active engagement in identifying, clarifying and resolving legal issues affecting Regular Member Institutions
Does not represent interests or undertake work that is adverse to the interests of Regular Member Institutions	Does not represent interests or undertake work that is adverse to the interests of Regular Member Institutions
Does not represent any clients or claimants against an institution of higher education unless that client is itself a NACUA Regular Member Institution	Does not represent any clients or claimants against an institution of higher education unless that client is itself a NACUA Regular Member Institution
Requires formal approval by the NACUA Board of Directors	Representatives may be added to or removed from the Regular Member Institution's roster at the sole discretion of the Institution's named Primary Representative