

## Eligibility

Available for an organization judged by the NACUA Board of Directors to have a "demonstrated interest, experience, and active engagement in identifying, clarifying and resolving legal issues affecting NACUA Member Institutions and advancing the effective practice of higher education attorneys for the benefit of the colleges and universities they serve."

Associate Institutional Members must designate a primary representative and may designate one additional attorney representative. Representatives must be licensed attorneys in good standing and may not be engaged to handle the legal affairs of any college or university that is eligible to be a member of the Association and is not a present member.

Only organizations within the following specific categories will be eligible for consideration for admission to Associate Institutional Membership. Once eligibility is established, applications will be reviewed according to the criteria and requirements stated below. **Please Note:** This category is not open to law firms or proprietary corporations.

## Eligible Organizations

1. **Nonprofit Higher Education Associations** are defined as those that have formal institutional memberships and whose members pay dues to those associations. These organizations will be considered eligible provided they are represented by counsel who meet the criteria and requirements stated below.
2. **Regional or State Coordinating Boards or Systems**, whose institutional members are non-profit, accredited, degree-granting institutions of higher education that are existing members of NACUA.
3. **Museums, Libraries, University Foundations, and University Research Institutes** that have a formal relationship or agreement with an active NACUA Institutional Member (e.g., joint degree program). **Note:** *The applicant must submit a letter of endorsement from that Institutional Member's primary representative.*
4. **Athletic Conferences**, provided that the primary representatives of conference institutions are consulted about the application to ensure that the conference's associate institutional membership is consistent with NACUA's mission and principal requirements of "commonality of interest." **Note:** *The applicant must submit at least two endorsements from current NACUA Institutional Members who are part of the Athletic Conference before the application will be considered.*

## Criteria and Requirements

1. **Adherence to and commonality with NACUA's Mission Statement:** "To advance the effective practice of higher education attorneys for the benefit of the colleges and universities they serve."
2. **Adherence to the NACUA Membership Policy Statement:** Representatives of Associate Institutional Members are required to demonstrate and maintain a "commonality of interest" with NACUA Member Institutions, including shared values, traits and characteristics.

**Commonality of Interest:** Per Article III, Section 8 of NACUA's Bylaws, NACUA's Associate Institutional members are required to demonstrate their commonality of interest with NACUA's member institutions. NACUA defines commonality of interest as follows:

- a. is a licensed attorney in good standing;
- b. has a demonstrated interest, experience, and active engagement in identifying, clarifying and resolving legal issues affecting NACUA Member Institutions and advancing the effective practice of higher education attorneys for the benefit of the colleges and universities they serve;
- c. does not represent interests or undertake work that is adverse to the interests of NACUA Member Institutions; and
- d. does not represent any clients or claimants against an institution of higher education unless that client is itself a NACUA Member Institution.

## Annual Dues\*

Associate Institutional Membership: **\$1,730**

Additional representatives beyond allotted number: **\$745 per individual**

*\*Please do not submit payment until notified by NACUA that your application has been approved.*

## Contingency

Membership is contingent on review and approval by NACUA Staff, Chair of the Committee on Membership and Member Services, and the Board of Directors at their meeting in March/April, June, or November.

## Application Review

Applications received June 1 - September 30 will be reviewed in November.

Applications received October 1 - January 31 will be reviewed in March/April.

Applications received February 1 - May 31 will be reviewed in June.



## 2023-2024 Membership Application Associate Institutional Membership

### Institution Information

Institution/Organization \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

### Primary Attorney Representative Information

Prefix \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_ Last \_\_\_\_\_

Position Title \_\_\_\_\_

Firm (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

State(s) and year admitted to practice \_\_\_\_\_

Are you a licensed attorney in good standing? ☐ Yes ☐ No

Do you have any previous experience in the practice of higher education law? ☐ Yes ☐ No

If yes, please indicate the date that you began your higher education law practice. \_\_\_\_\_

*(Please enter in MM/DD/YYYY format. If you do not know, please indicate the year only.)*

Do you currently represent any other institutions of higher education as counsel, whether in-house or outside?

☐ Yes ☐ No

If yes, please list all higher education entities for which you serve as counsel and to what extent you handle their legal work (attach sheet if needed)

\_\_\_\_\_  
\_\_\_\_\_

How did you learn about NACUA? ☐ Internet Search ☐ Email ☐ NACUA Website ☐ NACUANOTE

☐ NACUA Meeting ☐ Mailing/Letter ☐ NACUANEWS ☐ Journal of College and University Law (JCUL)

☐ Colleague (please specify) \_\_\_\_\_

☐ Other \_\_\_\_\_

### Optional Demographics for Primary Attorney Representative

Gender ☐ Female ☐ Genderqueer ☐ Male ☐ Nonbinary Date of Birth \_\_\_\_\_

Ethnicity ☐ American Indian/Native American ☐ Asian/Pacific Islander ☐ Black/African American

☐ Hispanic/Latino ☐ Multiracial ☐ White

### National Association of College and University Attorneys

One Dupont Circle, Suite 620, Washington, DC 20036 | 202.833.8390 | [www.nacua.org](http://www.nacua.org) | [nacua@nacua.org](mailto:nacua@nacua.org)



In order to assist NACUA with determining your organization's eligibility for Associate Institutional Membership, please provide the following information. Applicants are also encouraged to attach a brochure or other summary document of their organization. If you require additional space to answer the application questions, please feel free to attach additional pages.

1. Considering the Commonality of Interest Statement, please describe your and your organization's active engagement in identifying, clarifying and resolving legal issues affecting NACUA Member Institutions and advancing the effective practice of higher education attorneys for the benefit of the colleges and universities they serve.
2. Please describe your organization's mission or purpose and demonstrate how that mission or purpose is, in practice, consistent with that of NACUA Member Institutions.
3. Please confirm that no representatives from your organization represent interests or undertake work that is adverse to the interests of NACUA Member Institutions, or represent any clients or claimants against an institution of higher education.



## 2023-2024 Membership Application Associate Institutional Membership

### Affirmation Statement (Required)

I affirm, on behalf of the organization I represent, that it meets the eligibility requirements as stated in the Bylaws and Membership Policy Statement of NACUA. As the primary representative for this organization, I acknowledge that the addition or deletion of additional attorney representatives to this membership roster is my responsibility. I also affirm the following statements:

1. I am regularly engaged to handle the legal affairs of the organization listed above on this application.
2. I do not represent claimants against any Member Institution or represent parties concerning interests adverse to any Member Institutions (unless such claimants are other Member Institutions)
3. I understand that I have a continuing duty to disclose to NACUA any deviation from the membership criteria set out in the Bylaws and/or Membership Policy Statements of the Association that now exist or may arise during my membership.
4. I understand that any misrepresentation of the above statements may result in my disqualification and/or the termination of my membership.

Primary Representative Name (Print/Type) \_\_\_\_\_

Primary Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

### Please Note

Membership is contingent on review and approval by NACUA Staff, Chair of the Committee on Membership and Member Services, and the Board of Directors at their meeting in March/April, June, and November. The NACUA Staff may contact you to request additional information.

### Application Submission

Once completed, please submit full application, including **NACUA Institutional Member Letter of Endorsement** (if applicable) to [membership@nacua.org](mailto:membership@nacua.org). For questions, please contact us at 202.833.8390 or [membership@nacua.org](mailto:membership@nacua.org).