



**J. REUBEN CLARK LAW SOCIETY
CHAPTER LEADERSHIP MANUAL**

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ABOUT THE J. REUBEN CLARK LAW SOCIETY



Mission Statement

“We affirm the strength brought to the law by a lawyer’s personal religious conviction. We strive through public service and professional excellence to promote fairness and virtue, founded upon the rule of law.”

Making a Difference:

Started in 1987 with four chapters, the J. Reuben Clark Law Society has grown to thousands of members organized into more than 200 chapters. Our international chapters range from Moscow, Russia to São Paulo, Brazil, to Sydney, Australia. The J. Reuben Clark Law Society was organized on the premise that religious values and practice should inform and motivate the legal profession. Although most of the membership is associated with the Church of Jesus Christ of Latter-day Saints, lawyers and law students of all faiths who believe that a lawyer’s personal religious conviction can and should make a positive difference in how the law serves society are welcome and invited to join.

Membership Overview

Law Society members are lawyers and law students who support the mission of the Law Society. While there is no charge for basic membership in the Law Society, local chapters may charge for events or other benefits. In many locations law students form chapters, usually affiliated with a law school which are separate from the attorney chapters. In other locations lawyers and students meet together as a chapter. In all locations we encourage student and attorney members to collaborate and interact with one another as frequently as possible. Mentorship is part of the purpose of the Law Society. There are no requirements regarding religious preference, state bar membership, attorney status or attendance at any particular law school. Enrollment in or graduation from any law school and support of the mission statement are the only requirements for membership.

LETTER FROM THE CHAIR



Welcome, and Thank You!

I am so grateful for your service to the J. Reuben Clark Law Society, to the members of your chapter, and to the community where you serve. This service will be a great source of fulfillment in your life and in your practice of law. As you embark upon this service, I would encourage you to not lose sight of the critical mission of the Law Society:

We affirm the strength brought to the law by a lawyer's personal religious conviction. We strive through public service and professional excellence to promote fairness and virtue founded upon the rule of law.

The faithful service of you and your chapter members will bring strength to your area and impact the legal community where you live in a positive way. Thousands of students and attorneys around the world join you in your commitment to the Law Society and its mission. You really can make a difference.

Members of the Board of Directors recognize that it takes many hours of selfless service, through communications, meetings, and events, to build a strong chapter. We have attempted to assist you in that endeavor by creating this manual – a “Guide to Organizing a Successful Chapter.” Significant care has been made to consider how to facilitate the creation and management of a successful chapter. We have confidence in your ability to work hard and achieve the mission of the Law Society and the goals that you and your chapter members have set for yourselves. We thank you for that service and join you in working hard in our own chapters and various committees to build a thriving Law Society. Please feel free to contact me or any member of the Board or other Law Society committees for help. We are ready and willing to do so.

With my warmest regards and welcome,

Jeremiah J. Morgan

Jeremiah J. Morgan
International Chair
J. Reuben Clark Law Society

ORGANIZING A SUCCESSFUL JRCLS CHAPTER

Forming a New Chapter:

This Guidebook contains the instructions, tools and templates that are helpful to create a successful chapter of the Law Society. Steps to forming a successful chapter include the following:

1. Chapter Application and Approval Process;
2. Recruiting Members;
3. Organizing a Board of Directors;
4. Creating Bylaws;
5. Conducting a successful meeting;
6. Planning an Annual Calendar;
7. Requirements for the Quality and Outstanding Chapter Awards;
8. Annual Membership Drive.

(1) Chapter Application and Approval Process

As we welcome new chapters into the Law Society, it is important that we do so according to the Law Society approval process. Following this process ensures that new chapters are properly recorded and connected with other Law Society leaders. The following steps should be taken by an applying chapter:

- The JRCLS Area Leadership Team works with local attorneys and students to form a new chapter.
- The applying chapter completes the new chapter application, found at <http://jrcls.org/?folder=chapters&page=overview>.
- New leaders for the applying chapter apply for individual membership to the Law Society using the new member web application located at the following website http://jrcls.org/members/new_member_application.php.
- The application for the new chapter will be reviewed and approved by the Law Society Chapter Relations Council. Any questions or comments will be referred to the applicable JRCLS Area Leadership Team.
- Upon approval, the new chapter will receive a welcome letter from the Law Society Chair.
- The new chapter chair is entered into the Leadership Database; and
- The Law Society Webmaster creates a new webpage for the new chapter and provides the new chapter chair (and others as requested) with editing rights to the new webpage.

(2) Recruiting Members

The Law Society invites all lawyers whose personal religious conviction guides their lives and manner of practicing law to join. Increased membership in attorney and student chapters leads to the development of additional resources, more opportunities for networking and mentoring, and an increase of the influence of the Law Society on local communities. Ideas for recruiting members include the following:

- Contact local lawyers, law school graduates, and law students who share in the vision of the Law Society. Seek out individuals that can help identify other potential members (current members, ecclesiastical leaders, law professors, etc.).
- Send formal and personalized letters (see **Sample Invitation letter**).

- Follow up with email or phone calls.
- Ask lawyers who have an interest to share names of others who might want to join.
- Have members complete an Enrollment form using the new member web application located at the following website: http://jrcls.org/members/new_member_application.php .
- At the formation of a new chapter, hold an event to celebrate the creation of the chapter.
- Create a board of directors to manage the new chapter.
- Host subsequent activities or forums to maintain new membership and to develop ways to recruit potential additional members.

(3) **Organizing the Board**

The chapter's Board of Directors initiates all local activities and act as liaisons with other Law Society Leadership. The Board is the driving force to establish a visible presence in the community, increase and maintain membership lists, and to provide support for local members. Having a Board that consists of people with a diverse range of experience and background will provide the Board with a variety of ideas and opinions, which will be valuable in helping the chapter, improve and progress. Directors should be carefully chosen and committed to contribute their time and energy to the chapter for a one-year appointment. Board positions that will enhance the smooth functioning of a chapter may include Directors of:

- Service
- Events
- Membership
- Student Chapter Liaison
- Women in the Law
- Publicity
- Communications
- Others as needed by the Chapter

(4) **Creating By-Laws**

Each new chapter is asked to develop a set of by-laws that addresses a variety of topics needed to manage a chapter. New chapters can access the JRCLS By-Laws at: <http://www.jrcls.org/resources/bylaws/BYLAWS.pdf> Also in the Forms section of this manual, the By-Laws of the Orange County, CA, USA JRCLS Chapter are provided as a potential template for a new chapter. New chapter by-laws are submitted to the Law Society where they will be kept on file. Contact your Area Director for information about how and to whom your by-laws should be submitted. (See **Sample By-Laws**)

(5) **How to Conduct a Successful Meeting**

Because everyone is so busy, it is critical that meetings accomplish what you would like them to in a prescribed period of time and that the necessary work will get done prior to the meeting. That way the meeting can be used as an accountability tool and there will be time to discuss ideas. Here is a suggested timeline for conducting successful meetings:

- A) One week (or several days) prior to the meeting, the Chair (or whoever is conducting the meeting) should send out an agenda by email/mail, so that all attendees know what topics will be discussed and what assignments have been made and will be accounted for during the meeting;
- B) The day before the meeting (or at the latest, in the morning of the day of the meeting), a reminder message should be sent by email to all anticipated participants and copied to those who have RSVP'd that they are unavailable for the meeting;
- C) The meeting should start and end on time; the agenda should reflect a realistic ability to cover the amount of material and decisions in the time allotted for the meeting. Where something comes up at the end or close to the end of the meeting that will likely extend the length of the meeting, the Chair or conductor of the meeting should make assignments to board members to follow-up on that issue in the next meeting, or if critical in a timely manner, between meetings by phone or email, and then report to the Chair the recommendations for the Board or the outcome of the issue;
- D) Board members should either be required to: 1) report during the meeting on their assignments; OR 2) report to the Chair prior to the meeting, so that the agenda can reflect who has done what about their assignments;
- E) Issues on the agenda should be weighted for time, so that the most important/critical items get discussed first and assigned the most amount of time. Board members should work to maintain the time frame assigned by the Chair for particular items;
- F) When issues are discussed, and assignments are determined, each board member should set aside time to accomplish the task/s, and be informed as to when s/he will be required to account to the board for them;
- G) Law Society meetings often begin and end with prayer. This allows the Spirit to influence the thoughts and words of the members;
- H) All board members and chapter volunteers should be thanked for their dedication and time commitment to the Law Society;
- I) Board members should be sent a copy of the minutes within a reasonable period of time after the meeting in order to have a record of their assignments and accountability dates. **(See Sample Board Meeting Agenda and Minutes)**

(6) **Planning an Annual Calendar**

Having a well-planned annual calendar will add to the legitimacy of the chapter and will give focus and direction to the Board of Directors. The number and frequency of events will vary based upon individual chapter needs, but the following items are regular, annual events that should be included on the annual calendar for every chapter **(See Sample Event Calendar)**:

- The Chair & chair-elect should attend the Leadership Conference in Utah, usually the first Thursday and Friday of October
- Hold regular quarterly board meetings **(See Sample Board Meeting Agenda and Minutes)**

- Organize community service project(s) for chapter members (**See Sample JRCLS Service Guidelines**)
- Hold an event at which the Annual Fireside is shown (**See Sample Social Event Invitation**)
- Hold an annual dinner (**See Sample Social Event Invitation**)
- Hold a CLE Luncheon and invite members to invite colleagues (**See CLE Luncheon Invitation**)
- Include the Annual Conference, usually held in mid-February
- Include regional conferences, where applicable.

(7) **Chapter Awards – Quality & Outstanding Chapters**

Each year in October at the Annual Leadership Conference in Provo, UT, Law Society leadership strive to identify and honor those chapters that have worked hard throughout the previous year to develop and solidify their chapter membership, activity, and accomplishments in a variety of areas. Awards are given to honor those chapters that meet the Quality Chapter standard, which consists of:

- Chair & chair-elect contact information on jrcls.org;
- Hold regular board meetings;_____
- Attend Annual Leadership Conference (not required for international Chapters);
- Present the Annual Fireside at a chapter gathering;
- Prepare and use a yearly chapter calendar;
- Hold an annual dinner.

Awards are also given to honor those chapters that have gone beyond the minimum standard of a Quality Chapter to earn the Outstanding Chapter standard, which consists of:

REQUIRED CRITERIA (All)

- Chair & chair-elect contact information on jrcls.org;
- Hold regular board meetings;
- Attend Annual Leadership Conference;
- Present the Annual Fireside at a Chapter gathering;
- Chapter members do some community service;
- Prepare and use yearly Chapter calendar;
- Hold at least four chapter events;
- If such groups are functioning locally, coordinate with BYU Management Society, BYU Alumni Association, BYU Law School Alumni Association and the International Society.

ADDITIONAL CRITERIA (AT LEAST 4)

- Women in the Law representative on Board;
- Liaison to students/student chapters on Board;
- Student representative on Board;
- Two or more chapter leaders attend the Annual Leadership Conference;
- Attend the Annual Conference in February;
- Post chapter events regularly on jrcls.org;
- Chapter historian selected and chapter history questionnaire submitted;
- Hold more than four chapter events;

- Formulate and execute a plan to increase chapter membership (**See Sample Membership Drive Plans**);
- Have a plan in place to raise funds for operations;
- Do something additional satisfying the Law Society's mission

(8) Annual Membership Drive

Chapters are encouraged to hold an annual membership drive to extend invitations to local attorneys and law students who would like to affiliate with the Law Society, if they were aware of its existence and the quality of its events. The Membership Chair on the board can be assigned to oversee the plan. The chapter should feel free to develop a variety of methods to increase the awareness of the chapter. The Publicity Chair on the board should work with the Membership Chair to decide what methods of publicity would be most effective in the local area. Announcements in local bar journals, legal publications, and newspaper club events may be effective in raising local awareness of the Law Society. Since membership drives depend heavily on the leadership of the chapter to be successful, there is no one correct way to run a membership drive. However, two examples of how to manage a membership drive are included here in the manual. (**See Sample Membership Drive Plans**)

JRCLS SERVICE GUIDELINES

Law Society Chapters

Each chapter of the Law Society should form a Service and Outreach Committee (ideally one or more local board members) to address service and outreach by Chapter members at the local level. One or more members of the Service and Outreach Committee will serve as Service Coordinators. Service Coordinators serve as liaisons between Priesthood leaders and Volunteer Attorneys.

Service and Outreach Committee

1. Assesses local resources for providing legal assistance on a no-cost or low-cost basis.
2. Meets with Law Society members or other lawyers to confirm their willingness to provide legal services under these guidelines. (This will often be groups of lawyers whose practices include specialties for which there is high demand.)
3. With approval from the chapter's Board of Directors and by invitation of local Priesthood leadership (either the local Area Seventy or Area Presidency), communicates information about legal resources to local Church leaders. Information which would typically be provided to local Church leaders is:
 - a. A copy of these guidelines;
 - b. The name and contact information of the Service Coordinator(s) (see below);
 - c. Other local legal resources available to Church leaders.
4. Appoints one or more committee members to serve as a contact for Priesthood leaders who desire to refer Church members for legal help (the "Service Coordinator").
5. Regularly reports the service experiences of chapter members to the chapter's Board of Directors.
6. Maintains a list of Volunteer Attorneys willing to assist Church members referred by local Priesthood leaders and works to balance referrals for legal assistance among available attorneys.

Service Coordinator - The Service Coordinator is the direct contact for Priesthood leaders who desire to help Church members secure legal advice. The Service Coordinator communicates the basic facts of a referred matter to the appropriate Volunteer Attorney and arranges for direct communication between the referred member and the Volunteer Attorney.

Volunteer Attorneys - The Law Society acknowledges and salutes the selfless service of many attorneys who respond to the request of Church leaders for assistance. This quiet, often unheralded service is among the highest and noblest traditions of the legal profession. Volunteer attorneys who agree to participate in the Law Society's referral process should:

1. Communicate directly with the client after contact by the Service Coordinator;
2. Establish the attorney-client relationship by way of a written engagement letter which contains an express disclaimer that neither the Church nor the Law Society:
 - a. Are liable for the attorney's errors or omissions;
 - b. Will provide any malpractice insurance coverage for the attorney.
3. Resolve the legal matter in a competent and timely way.

JRCLS PRO BONO SERVICE

Armed with special knowledge and training, attorneys hold places of great responsibility and trust in many societies around the world. Our legal training and experience provide us with unique vantage points from which to observe life itself. These vantage points permit us to see things that others may not see, add value to transactions, facilitate the resolution of disputes, prevent the violation of laws, reduce exposure to liability and provide new insights to creative endeavors. They can also help us lift up hands that hang down, strengthen feeble knees and provide relief to those who are without help or hope. (See D&C 81:5.)

With professional skills and experience grounded in a tradition of faith, members of the Law Society around the world are uniquely qualified to truly enrich the communities in which we live. Each chapter within the Law Society is encouraged to be involved in some form of service. Of primary importance is service that is best provided by those with legal training. This might include service to those who, because of economic circumstances, are denied relief which access to legal process might provide. Service at the chapter level might also include working with other non-profit organizations, service through and to local bar associations or community outreach that defends religious liberty, sustains the rule of law and builds goodwill among legal practitioners.

One example of the process of initiating pro bono services to help needy Church members applied by a Law Society chapter in South America:

Suggested Process

1. Presented the pro bono project to the JRCLS Board of Directors;
2. Defined, duration, conditions and standards of pro bono legal services to be offered to members of the Church;
3. Sent emails to the Stake Presidents in the region to build support (**See Sample Letters to Ecclesiastical Leaders**);
4. Coordinated with the Area Seventy to schedule a time during the Coordinating Council meeting to explain in more detail the pro bono services to the Stake Presidents;
5. Presented the pro bono project to the Stake Presidents during the Coordinating Council and obtained the unanimous approval;
6. Sent a follow-up email to the Stake Presidents in the region (**See Sample Letters to Ecclesiastical Leaders**);
7. Initiated the project and provided assistance to many members (**see Success Stories**).

Comments on Process

1. It may be helpful, but it is not required, to use stake resources; if it helps the chapter function, then the chapter leadership can choose to proceed.
2. Different chapters will find that they are dealing with different conditions; leadership should feel free to explore the various methods at their disposal to create a functioning, successful chapter.

Ideas or Suggestions

1. Free legal clinic hosted by the chapter on a quarterly, semi-annual, or annual basis;
2. Preparing wills for elderly members;

3. Information sessions on estate planning;
4. Training about landlord-tenant issues;
5. Individuals assuming responsibilities for specific legal cases, as determined by chapter leadership;
6. Training of local members about local laws and consumer protection (health care, education, small business development, finance, banking, labor and employment laws).

JRCLS PRO BONO SERVICE SUCCESS STORIES

Each year we solicit success stories of service from the various chapter chairs to share with other leaders around the world who are working hard to create successful chapters. Here is a sample of those stories:

Partition of land owned by a widow

We were contacted by a very humble widow, who resides in the metropolitan area of Recife, reporting that she had filed a petition for the inventory and partition of a small home left by her deceased husband more than 20 years ago. After examining the process at the Courthouse, we untangled the main documents and, since all the heirs were of age, we prepared, the required legal documents for the inventory and the partition of the property and completed the action in an expedited manner.

When the sweet widow received the deed for her house in such short period of time, she said: "Counsel, it only took you one month to obtain something I have desired for more than 20 years!"

Qualification for Retirement Program

An elderly man came to us to express his concern about his health and age and, how he needed to keep working to maintain his home because of he was not able to participate in the Government Retirement Program, even after being a contributor to the program for the last 37 years. We examined and organized his labor documents and information about the number of years worked and value of contributions. After only two meetings with the Retirement Officials, we were able to show that he was entitled to the benefits.

With a lot of gratitude, the elderly man told us: "the Government Official told me that in two months I'll be able to receive my retirement payment every month. How can I ever thank you for the service you rendered to me?"

Alimony Benefits for a child

A woman informed us that she had been physically abused by her husband for more than 8 years (properly confirmed through unbelievable pictures). She had a daughter who was very concerned and frightened by her father's violence. We were able to arrange a settlement before the Public Ministry in which it was determined that the husband would leave the home and accept the responsibility to pay a monthly alimony to support his daughter.

The woman, without stopping crying, could only say: "You saved my life..."

Los Angeles Chapter's Pro Bono Program Partners with Legal Aid Groups

The JRCLS Los Angeles Chapter's pro bono program has partnered with the LA chapter of Bet Tzedek and Public Counsel. The chapter sent letters to local church leaders explaining the program, and inviting them to contact them if they are aware of individuals in need. Once a need is identified, the chapter submits the potential client to Bet Tzedek or Public Counsel. If the client qualifies for their assistance,

the Chapter seeks a volunteer attorney among LA JRCLS members. The volunteer is then able to take the case from the legal aid group, which helps to qualify the case with the volunteer's firm for conflict check and malpractice purposes. The chapter has handled around 15 cases using the system from 2011 through 2013.

Immigration Matter

In October of 2012, a Bishop in the Pasadena Stake referred a pro bono matter for immigration assistance. The couple was married in the L.A. Temple in August 2012. The wife, a U.S. citizen, was undergoing chemotherapy. The husband, a returned missionary (U.K citizen born in Kenya) entered the U.S. in 1995 and overstayed for the past 18 years. He was not able to hold a regular job because he had no documentation. A JRCLS L.A. Chapter member handled the matter for no fee. He attended the immigration interview with them in August, 2013, at which time the husband's permanent U.S. residence status was granted, just in time for the husband to start a new job.

CREATING A JRCLS WOMEN IN THE LAW SECTION

Every chapter has been challenged to identify and include the women attorneys in your area as members and in chapter leadership. The Women in the Law Committee consists of women attorneys who are committed to the mission of the Law Society as well as the development of women attorneys.

The Women in the Law Committee (WIL) exists to:

1. Encourage participation by women lawyers in local and international Law Society activities and units;
2. Help all Chapters in their organization and support of WIL sections;
3. Affirm to all Law Society members the strength and contributions that women lawyers bring to their legal practices, communities, and families;
4. Facilitate communication among women lawyers throughout the Law Society; and
5. Promote fairness and equal opportunities for Law Society women lawyers.

Six Steps to Creating a Women in the Law Section

1. Create a diverse WIL executive committee:
 - a. Identify women attorneys who represent different types of practices and those not currently practicing;
 - b. Include women whose personal situations are different from one another;
 - c. Have a member of the WIL executive committee be a member of the local chapter board.
2. Set goals and objectives.
3. Create a list of potential members:
 - a. Request a list of women members from the chapter's Board of Directors;
 - b. Solicit names from current chapter members of other local women attorneys who might be interested in the Law Society & WIL;
 - c. Contact the BYU Alumni Office for a list of women alumni who are lawyers;
 - d. Contact the Alumni Office at BYU Law School for a list of women alumni;
 - e. Assign WIL executive board members to contact or follow-up with each member on list;
 - f. Send introductory e-mail explaining WIL, executive committee goals; and
 - g. Invite them to attend an event.
4. Limit the number of events: for example, hold only two events per year: a formal and an informal event.
5. Hang in there; your efforts will yield results and add to the quality of the entire JRCLS chapter
6. Help people feel welcome, wanted and safe at all JRCLS events, especially WIL events.

WHERE THERE'S A WIL, THERE'S A WAY!

WIL SECTION ATTORNEY CHAPTER TOOLKIT

I. WHO IS IN YOUR CHAPTER?

- A. Contact the Law Society's Technology Committee training for attorney chapter leaders to identify women in your region
- B. Create an email database to easily email women members
- C. Goal—email women members once a month/quarter

II. WHO IS ON YOUR BOARD?

- A. Goal—Invite other women to be on the local chapter board, besides the WIL person

III. WHAT COMMITTEES COULD YOU CREATE/IMPROVE WITH THE HELP OF WOMEN MEMBERS, NOT JUST WIL?

- A. Pro Bono Projects
- B. Recruitment Committee
- C. Other Service/Projects

IV. STRENGTHENING THE WIL SECTION

- A. Attorney chapter chair participate on calls/meetings
- B. Goal—increase by ___ % of women active in chapter
- C. Goal—increase by ___ % of men participate/supporting in WIL activities/initiatives

V. WOMEN AND PRO BONO PROJECT (For Example)/OTHER PROJECTS

- A. WIL Committee to outline pro bono options for members
- B. WIL Committee to initiate/support pro bono clinic
 - 1. Once a year
 - 2. Twice a year
 - 3. Once a quarter

VI. ENCOURAGE WOMEN TO READ AND WRITE FOR THE “WOMEN IN THE LAW” BLOG

- 1. Over 700 articles currently in thirteen areas
- 2. Speaks to the needs of women attorneys from all walks of life
- 3. Can be seen at: <http://jrclswomen.blogspot.com/>

COLLABORATING WITH CHURCH LEADERSHIP

There are many areas of the world where church leaders welcome collaboration with members of the Law Society. Church leaders are often aware of the temporal needs of individual members, especially legal ones, and would like to be able to receive advice and counsel themselves or for the members, if they knew that there was a local or regional Law Society chapter with members who they could call upon when needed.

The Sample Forms section of this manual includes letters that have been successfully used in the past to connect with local church leadership so that the legal needs of members could be addressed by members of the Law Society.

ADDITIONAL JRCLS LEADERSHIP SUPPORT

The Leadership Committee on the Chapter Relations Council of Law Society has many tools and services, in addition to this manual, to help you succeed as a new chapter. Some of them are:

1. Rewards— Each year at the Annual Fall Leadership Conference, held in Provo, UT, leaders of chapters that have achieved Quality and Outstanding status are recognized for their hard work throughout the year.
2. Video Library— Videos of past events can be used to create events for your chapter.
3. Speaker's Bureau—Speakers can be identified to provide live, Skype, and taped events for your chapter.
4. Sister Chapters— You can be paired with an older, more experienced chapter to liaise with the leadership so that you can learn from their experiences in developing their chapter earlier in time.
5. Atkins Scholarship— A financial award to help leaders in your chapter who could not otherwise come to the Annual Leadership Conference apply for help to offset the costs of attendance.
6. Personal Leadership Training— The opportunity to be trained and mentored by the Leadership Team who are all experienced chapter and organization leaders.
7. Leadership Education— A program about the principles of leadership will soon be initiated in which chapter chairs and all JRCLS leaders will receive short reports of leadership principles and ideas by email. A discussion board to discuss those ideas will also be created in the near future.

The JRCLS Chapter Relations Council Leadership Team:

Eileen Doyle Crane: Chair, Leadership Development & Training, Materials
eileen.crane@uvu.edu
001.801.863.6779

Ron Holmes: Speakers Bureau, Video Library, Chapter Recognition Awards
ronholmes@ronholmes.com
001.505.268.3999

Jorge Pazos: Student Chapters Transition, Attorney Liaisons, SCB Advocacy
001.801.830.4806
jorgepazos@gmail.com

Daron Janis: Sister Chapters, Atkins Scholarship, Membership
001.214.740.8741
djanis@lockelord.com

SAMPLE FORMS



SAMPLE INVITATION TO JOIN THE LAW SOCIETY



J. REUBEN CLARK LAW SOCIETY
_____ CHAPTER
DATE

Dear Attorney,

We are excited to introduce you to the J. Reuben Clark Law Society. The Law Society has a rich heritage of public service, over 25 years in existence, and thousands of members in the US and around the world. Both attorneys and law students are invited to join the Law Society. We have a unique role in the legal community. The mission of the Law Society is:

*We affirm the strength brought to the law by a lawyer's personal religious conviction.
We strive through public service and professional excellence
to promote fairness and virtue founded upon the rule of law.*

There is a local chapter being formed in your area (A local chapter exists in our area). You are invited to become a member and active participant in the exciting events and collegiality that exists among our members. There is no cost to join (The annual dues to join our chapter is ____). Events and service projects are carried out by members. A calendar of events is attached so that you can see what is planned for the coming year.

We look forward to our association with you and the contribution you can make to our chapter. We hope that you can make time in your busy schedule to affiliate with us as we work together to make a difference in our community as lawyers of faith.

Please feel free to contact any of the following leaders of the ____ Chapter. They would be happy to discuss the Law Society with you.

All the best,

Membership Chair
EMAIL ADDRESS
PHONE

List:

CHAIR: NAME PHONE EMAIL

EVENTS: NAME PHONE EMAIL

STUDENT CHAPTER LIAISON: NAME PHONE EMAIL

VICE-CHAIR: NAME PHONE EMAIL

PRO BONO: NAME PHONE EMAIL

WOMEN IN LAW CHAIR: NAME PHONE EMAIL

SAMPLE MEMBERSHIP BENEFIT EXPLANATION



HOW BEING A MEMBER OF THE LAW SOCIETY HELPS YOU

If you are an attorney, a law school graduate, a legal professional in another country, or a student who is studying law, and you support the [mission statement](#) of religious conviction, public service and professional excellence, then the J. Reuben Clark Law Society is a truly unique organization meant for you.

Your general membership in the Society is free and gives you professional association and mentoring; leadership opportunities; access to our online-searchable database; invitations to educational events--including lunches, dinners, firesides, symposiums, continuing legal education presentations, webinars, and conferences; service opportunities; ethical support; networking; participation in Sections dealing with areas of law of interest to you; employment assistance, and the chance to learn more about issues important to people of faith, such as religious liberty and helping those in need. All of this takes place in association with others who share similar views as outlined in our mission statement. Our website, social media outlets, and e-mail communications supports our members with helpful thoughts, articles newsletters, videos and other publications, including access to the award winning Clark Memorandum as well as information about events and resources that are often of interest to our members.

President James E. Faust said,

Our lawyers need to be more than successful advocates. We need to bring our sacred religious convictions and standards to the practice of law. To do otherwise would bring an inconsistency to our character. There always needs to be a connection between having an involvement in the law and living the gospel.

The Law Society helps those in the legal profession do just that. So, review our website at jrcls.com to learn more, fill out the application and join with others who support our mission statement.

SAMPLE RENEWAL LETTER



J. REUBEN CLARK LAW SOCIETY DALLAS-FORT WORTH CHAPTER

Dear JRCLS Members and Friends:

Thanks to each of you for helping make last year such a great year for our chapter, and special thanks to our executive committee, board of directors, and advisory board. The Law Society's international conference in Dallas last February was an outstanding event and the international board was very grateful for and impressed with our chapter's efforts.

As you can see from the attached 2012 calendar we have an exciting year planned. First on the schedule is our Annual Post-Holiday Dinner scheduled for January 27 at the home of Joseph and Jamie Callister. Please plan to join us for an evening of great food and the association of friends and new acquaintances.

We are also working on a fine line-up of speakers and events for our 2012 luncheons. It is our intent to seek CLE credit for those events, as appropriate, and we anticipate being approved for approximately 3 hours of CLE credit throughout the year.

Finally, we are continuing our tradition of service with the local bar and the LDS community. In April we will again staff LegalLine, an anonymous telephone hotline provided by the Dallas Bar Association. In October our Women in the Law group will host a fireside addressing the value of a women's education. And in March we will gather to replay the JRCLS Fireside Broadcast featuring Elder L. Whitney Clayton.

Please take the time to complete the attached membership information packet and return it to us with your 2012 dues. We have included in the packet a receipt for you to submit for reimbursement by your firm, if applicable. As always, if there is anyone in your firm or anyone new to the area, who would like to be a member of our chapter, please have them contact Joseph Callister of the Membership Committee at Joseph.Callister@WickPhillips.com. All members should also register or update their information by going to <http://www.jrcls.org/>.

We are looking forward to another great year and to the opportunity of getting to know each of you a little better as we work toward the goals of our mission statement – to bring strength to the law through personal religious conviction and to promote fairness and virtue founded on the rule of law through public service and professional excellence.

Sincerely,

Marcus Ryan
DFW Chapter Chair
214-722-7186
mryan@lwllp.com

SAMPLE DUES AND BENEFITS FORM



J. REUBEN CLARK LAW SOCIETY CHAPTER 20__ DUES AND BENEFITS

Platinum Membership: \$ ____

- Admission for one to all 20__ luncheon events, including cost of lunch and parking
- Admission for two to annual post-holiday social and dinner

Gold Membership: \$ ____

- Admission for one to three luncheon events, including cost of lunch and parking

Silver Membership: \$ ____

- Discounted admission to all luncheon events (meal and parking not included)

Student Membership: Free

- Discounted or free admission to all luncheon events (meal and parking not included)

It is currently anticipated that the 20__ calendared events will qualify for approximately __ hours of CLE credit.

SAMPLE MEMBERSHIP DRIVE PLANS

	CHAPTER-BASED DRIVE	MEMBER-BASED DRIVE
NAME OF CHAIR	Membership Chair	Membership Chair /Assigned Person
DATES OF MEMBERSHIP DRIVE	Annual Approach	One-Month Approach
METHOD	Chapter initiates invitations to names on a list generated by the board or through requests from individual members. A membership drive event is designed to culminate at the end of the drive.	Each member is asked to invite 1-3 colleagues to join JRCLS. Members are told it will only last one month and those who recruit new members will be announced by emails, "Welcome to JRCLS" emails will be sent to the new members; and an event at the end of the month will be held where all new members will be recognized, introduced, and welcomed in a formal way to the chapter
PUBLICITY	<p>--Two months prior to actual drive, announcements are made in legal, church, local publications announcing membership drive</p> <p>--One month prior to actual drive, letters are sent from the Chapter by the Membership Chair to local legal organizations announcing the membership drive, inviting members of other legal organizations to join JRCLS</p> <p>---During the month of the drive, announcements are posted on the local/state bar association calendar announcing the date of the membership event</p>	<p>--Each current member is sent an email/note two months prior to the drive, inviting them to invite their colleagues to join JRCLS</p> <p>--One month prior to the drive, each current member gets an agenda for the Membership Dinner so that when they are recruiting new members, they can explain the importance of the Membership Dinner and their involvement</p> <p>--During the month, the chair of the drive sends out weekly emails to members reminding them that this is only a 30-day drive and the chapter goal is to increase the size of the chapter by ____ number of members; recognize those current members who are the most successful in recruiting new members to the Law Society and the chapter</p>
EVENT/S	Membership Dinner with popular speaker; new members introduced and recognized for their contributions to the local legal community	New membership dinner to recognize and welcome new members; event could highlight the service and pro bono activities of the chapter as a way of educating the new members about JRCLS
MEMBERSHIP	Add new members to communications process (mail, email, etc.) to maintain contact	Chair to send welcome letter to all new members welcoming them to the chapter and JRCLS

SAMPLE QUALITY & OUTSTANDING CHAPTER FORMS

QUALITY CHAPTER AWARD CRITERIA

The Quality Chapter Award is presented at the Annual Leadership Conference to each chapter that completes all Required Criteria in the preceding 12 months. Establishing these steps puts fundamental best practices in place that permit a chapter to endure and progress.

Chapter Name: _____
Number of Board Members: _____
Number of Chapter Members: _____
Date: _____

Chair: _____
Telephone: _____ E-mail _____
Chair-Elect _____
Telephone: _____ E-mail _____

REQUIRED CRITERIA

- o Chair & chair-elect in place and contact information on jrcls.org
- o Hold regular board meetings - frequency: _____
- o Consistently participate in area leadership calls (for chapter leaders)
- o Chapter calendar in place - including an event presenting the Annual Fireside

Number of consecutive years, including this one, a Quality or Outstanding chapter: _____

The Society will record and track the recipients of the Quality Chapter Award each year, and will recognize chapters for consistently maintaining quality-chapter status year after year. It is the Society's hope that it will become a tradition of excellence for each chapter to receive this award each year.

Each chapter should complete this form and send to its Area Director by July 1. Area Directors should submit nominations by August 1 to the regional vice chair.

SAMPLE BOARD AGENDA

OUTSTANDING CHAPTER AWARD CRITERIA

The Outstanding Chapter Award is presented at the Annual Leadership Conference to each chapter that completes all Required Criteria in the preceding 12 months. The award recognizes those chapters that have taken it to the next level in advancing the mission and good name of the Society.

Chapter Name: _____
Number of Board Members: _____
Number of Chapter Members: _____
Date: _____

Chair: _____
Telephone: _____ E-mail _____
Chair-Elect _____
Telephone: _____ E-mail _____

REQUIRED CRITERIA

- o Chair & chair-elect contact information on jrcls.org
- o Hold regular board meetings - frequency: _____
- o Consistently participate in area leadership calls (for chapter leadership)
- o Present the Annual Fireside at a chapter gathering
- o Chapter engages in community service
- o Prepare and use yearly chapter calendar
- o Post Chapter events regularly on jrcls.org
- o Hold at least four chapter events -list below:
 - 1: _____
 - 2: _____
 - 3: _____
 - 4: _____

Describe efforts undertaken to further the mission and good name of the Society

ADDITIONAL CRITERIA (at least 4)

- o Women in the Law representative on Board
- o Liaison to students/Student Chapter on Board
- o Student representative on Board
- o Management Society representative on Board
- o BYU Law School Alumni representative on Board
- o Two or more Chapter leaders attend Annual Leadership Conference
- o Attend Annual Conference in February
- o Chapter historian working on history
- o Hold more than four chapter events - list below:
 - 1: _____
 - 2: _____
- o Effectively increase Chapter membership
Describe: _____
- o Implement an effective plan to raise operating funds

Number of consecutive years, including this one, a Quality or Outstanding chapter: _____

Each chapter should complete this form and send to its Area Director by July 1. Area Directors should submit nominations by August 1 to the regional vice chair.

J. REUBEN CLARK LAW SOCIETY
CHAPTER
BOARD MEETING AGENDA
CONFERENCE CALL
Call-in: (866) 365-4406
Access Code: _____

February 15, 20_____

1. Opening Prayer
2. Welcome and Roll Call
3. Financial Report (Treasurer)
4. Past Events Report
 - a. Luncheon
 - b. Video Fireside
5. Future Events
 - a. Religion & Law Symposium
 - b. April First Special Service Project
6. Corporate Governance Matters
 - a. Review and Vote on Resolutions
7. Committee Plans / Reports
 - a. Membership
 - Report on membership renewals
 - Report on membership drive
 - b. Website Development
 - c. Employment
 - d. Pro Bono Projects
 - e. Sponsorships
 - f. Directory
 - Distribution plan for new directories
 - g. Students
8. Miscellaneous Items
9. Closing Prayer

SAMPLE BOARD MEETING MINUTES

J. REUBEN CLARK LAW SOCIETY

_____ CHAPTER

FEBRUARY 18, 20__

Board Members

Present:

The following board members attended: {Insert names of those attending}. The following individuals were excused or absent [insert names]

Agenda

A. Opening Prayer:

B. Minutes of December Board meeting approved.

C. Events:

1. March 5 Fireside: discussed: G. Nuttall will reserve building for 7:30 p.m.
2. March 30 Religion & Law Symposium: Noon; ad in OC Lawyer magazine
3. Update on Annual Dinner: until April, trying to get Stephen Covey
4. D. Gubernick has list of tentative speakers through 2011
5. Follow-up on Norm Chow lunch in May

D. Membership:

1. Further Membership Renewal Drive: Board members need to renew their memberships; membership committee is making phone calls and e-mails; need follow-up e-mail blast in 1 week; M. Klein is reaching out to non-members and is setting up Stake initiative to get new names to contact; the following assignments were made regarding the Stake initiative: C. Mordock (San Clemente); M. Klein (Rancho Santa Margarita); J. Moss (Mission Viejo); R. Briggs (Fullerton); objective is to get people in each ward to identify attorneys in their ward and their e-mail addresses.
2. Membership List: P. Hoffman to send membership list to M. Klein; advised that if some members are not getting broadcast e-mails, they should add [jrclslaw@jrcls-oc.com](mailto:jrcslaw@jrcls-oc.com) to their "Safe Sender List" to avoid spam filters and a personal form e-mail with instructions should be sent to such recipients.

E. Sponsorships: Need to have Board members contact people they know; goal is to complete getting new sponsors by March 18

F. Directory: new deadline is March 18 for membership renewals

- G. Pro Bono: update on program development; discussion re developing pro bono list in connection with Stake initiative (tell church leaders they will benefit from providing list of attorneys in their Stake because it will expand potential list of pro bono service providers)
- H. Web Site: G. Nuttall to get passcodes to revise and upkeep website
- I. Employment:
- J. Women in the Law:
- K. Networking: update on scheduled lunches
- L. Students: seeking more involvement: T. Hales reported that there has been no positive response to proposed “brown bag” luncheons; discussed sending broadcast e-mail once per year regarding having students join the Society; suggested to call volunteers for membership drive; students can .pdf resumes to website.
- M. Closing Prayer:

SAMPLE LETTER TO STAKE PRESIDENTS
Sharing the local membership directory



April __, 2012

Re: *J. Reuben Clark Law Society Directory 20__*

Dear President:

As the Chair of the _____ Chapter of the J. Reuben Clark Law Society, I am pleased to enclose two copies of our Chapter's 20__ Membership Directory.

The Clark Society is composed of predominantly LDS attorneys who share a common mission:

“We affirm the strength brought to the law by a lawyer’s personal religious conviction. We strive through public service and professional excellence to promote fairness and virtue founded upon the rule of law.”

As the members of our _____ Chapter cover a broad spectrum of practice areas, firm types and sizes, and locations, we hope this directory will be of assistance in locating counsel if you are asked for a reference to an attorney. Some of our members may be able to provide assistance on a pro bono basis. We are in the process of implementing a formal pro bono assistance program through our Chapter. If you have any pro bono needs for which you cannot locate a qualified attorney, please feel free to contact our Pro Bono Chair, _____, at _____@gmail.com. Also, please feel free to visit our website at www.jrcls-.com if you have any questions.

We will be happy to mail these directories directly to the bishops in your stake, who have usually received them in past years, unless you prefer to distribute the directories directly to them. Please let me know in the case of the latter and I will be happy to send additional copies to you. You may call me at _____ or email me at _____.

Very truly yours,

Chair, _____ JRCLS Chapter
Phone
Email

SAMPLE LETTER TO STAKE PRESIDENTS
Announcing newly organized chapter



Dear Presidents,

I would like to inform you that we have recently officially organized the _____ Chapter of the J. Reuben Clark Law Society. Members of the Society include lawyers or law school graduates who support the mission of the Society, which is:

"We affirm the strength brought to the law by a lawyer who has a personal religious conviction. We strive to provide through public service and professional excellence to promote fairness and virtue founded on the rule of law."

The work that is performed by members of the J. Reuben Clark Law Society is done on a volunteer basis with the objective to assist individuals in need with legal matters. The attorneys stress the importance of having a religious belief and uphold the highest ethical values of a professional. As part of our pro bono activities, we anticipate that we will offer three annual events to underpin these principles.

One of the activities of the _____ Chapter is to assist church members in need that are unable to afford the cost of legal assistance. For these individuals, we will provide the following legal services pro bono (without charge) for up to ____ hours per month:

USE IF THIS PERTAINS TO YOUR CHAPTER:

The areas of law most commonly involved in the Law Society's referral process include: bankruptcy, criminal defense, employment law, basic estate planning, family law, immigration and landlord/tenant. Areas of the law not covered by the Law Society's referral process are: Out-of-state matters, matters typically handled by contingent-fee arrangements, product liability, personal injury, anti-trust, business formation, commercial disputes and consumer debt. Civil rights, employment discrimination or harassment matters are also not normally covered.

- **General consultation on wills and estates**
- **Consultation on Landlord tenant laws**
- **Consultation on Immigration matters**
- **General Family law matters**

In the event you have members in your stake that have these types of legal needs, please have them call us at _____ or email us at _____.

SAMPLE FOLLOW-UP LETTER TO STAKE PRESIDENTS



Dear Presidents,

As we discussed in our last Coordinating Council, the _____ Chapter of JRCLS continues to gladly provide legal services to members of your stakes. We are grateful for the opportunity to assist our brothers and sisters in this region with their legal needs. We believe we have been successful in resolving a number of issues for the members and look forward to serving them more in the future. Please feel free to contact us with any questions or comments on our projects.

We want to reconfirm that the work performed by members of the ____ Chapter of the J. Reuben Clark Law Society is done on a pro bono volunteer basis with the aim to provide legal assistance to those in need, emphasizing the highest level of professionalism and ethics. In this regard, we anticipate that we will have three workshop events this year where such services will be provided.

In addition to these special workshops, the Chapter members are also available to assist needy church members who are unable to afford legal fees for up to ____ hours per month in the following areas

USE IF THIS PERTAINS TO YOUR AREA:

The areas of law most commonly involved in the Law Society's referral process include: bankruptcy, criminal defense, employment law, basic estate planning, family law, immigration and landlord/tenant. Areas of the law not covered by the Law Society's referral process are: Out-of-state matters, matters typically handled by contingent-fee arrangements, product liability, personal injury, anti-trust, business formation, commercial disputes and consumer debt. Civil rights, employment discrimination or harassment matters are also not normally covered.

- **General consultation on wills and estates**
- **Consultation on Landlord tenant laws**
- **Consultation on Immigration matters**
- **General Family law matters**

If you know of members with these types of needs, please contact me via phone or email below

Phone: _____ Email: _____@gmail.com

Thank you for all the hard work you do in your callings. We hope to help you however we can.

Regards,

_____, Chapter Chair
_____, Chapter

SAMPLE EVENTS CALENDAR



JRCLS- DALLAS/FORT WORTH CHAPTER 2012 EVENTS CALENDAR

January 19, 2012, 12:00	Luncheon, Gary Lawrence	KMOB, 2 nd Floor
February 3, 2012, 7:00	International JRCLS Broadcast	_____ Stake Center
March 22, 2012, 12:00	Law & Religion Symposium	Chapman Univ. SOL
April 19, 2012, 12:00	First Amendment Panel	KMOB, 2 nd Floor
May 17, 2012, 12:00	Luncheon, Karen Clemes	KMOB, 2 nd Floor
June __, 2012	Women in the Law Section meeting	TBA
July 19, 2012, 12:00	Luncheon, Joseph Bentley	KMOB, 2 nd Floor
September 21, 2012, 7:00	Annual Dinner, Judge J. Clifford Wallace	Irvine Marriott Hotel
November 15, 2012, 12:00	Luncheon, Lowell Brown & John Schroeder	KMOB, 2 nd Floor

SAMPLE CLE LUNCHEON INVITATION



INVITATION TO ATTEND LUNCHEON

COME FOR A VISIT AND HAVE LUNCH ON US!

The _____ Chapter of the J. Reuben Clark Law Society (JRCLS) would like to invite you to join us for a free luncheon on April 19, 2012, when we will be pleased to hear from _____ regarding protecting First Amendment freedoms. MCLE credits will be provided.

The luncheon will take place at the law firm of _____, LLP, which is located at 2040 Main Street, 2nd Floor, _____. The event will begin at 12:00 p.m. (Noon) and end at 1:30 p.m. This invitation will permit those who are not members of JRCLS to attend the luncheon free of charge.

We also invite you to join the JRCLS. Some of the benefits of membership include:

- MCLE Credits
- Networking
- Informative speakers on cutting-edge hot topics
- Professional development
- Advertising opportunities
- Ethics training
- Develop camaraderie with like-minded attorneys

Please RSVP at www.jrcls-____.com by April 15, 20___. To inquire about joining JRCLS, call _____ at (____)____-_____ or email him at mark@kleinlawcorp.com.

SAMPLE SOCIAL EVENT INVITATION



J. REUBEN CLARK LAW SOCIETY
DALLAS - FORT WORTH CHAPTER

2012 ANNUAL POST-HOLIDAY SOCIAL

Please come join us with your spouse or significant other for a wonderful evening of food and friendship.

Date: Friday, January 27, 2012
Time: 6:30 to 9:00 PM, with dinner to be served at 7:00 PM
Place:* Home of Joseph and Jamie Callister
1008 Creek Crossing
Coppell, Texas 75019
Dinner: Catered
Cost:** 2012 Platinum Members: No cost
Other Members and Friends: \$20 per person / \$40 per couple
\$10 each for law students and spouses
Attire: Business Casual
RSVP: Please RSVP to Marcus Ryan (mryan@lwllp.com) no later than Friday, January 20.

This is one of our favorite, best-attended events each year. Please put this on your calendar and join us for a wonderful, relaxing evening making new acquaintances, renewing friendships, looking forward to the coming year, and generally enjoying the association of good people.

* Directions from downtown Dallas are as follows:

- Take **I-35 North** for 16 miles
- Take **exit 444** and turn **left** on **Sandy Lake Rd.**
- Continue for 2.4 miles then turn **right** on **Kimble Kourt**
- Take first right onto **Village Pkwy**, and continue for 0.4 miles
- Turn right onto **Burns Crossing**
- Take first right onto **Creek Crossing**; house will be on the left (**1008 Creek Crossing**)

** Please pay at the door in cash or check (payable to J. Reuben Clark Law Society). Prepayments are appreciated and can be sent to Marcus Ryan, c/o Langley Weinstein LLP, 901 Main Street, Suite 600, Dallas, TX 75202.

SAMPLE BY-LAWS



JRCLS By-Laws

The J. Reuben Clark Law Society has a set of by-laws which are available on the JRCLS website at: <http://jrcls.org/resources/bylaws/BYLAWS.pdf> . Each chapter is invited and encouraged to create their own by-laws written by a By-Laws Committee if there is sufficient membership and leadership to do so.

Sample By-Laws

A copy of the Orange County, CA, JRCLS Chapter are included here as an example of how a chapter may want to approach the creation of by-laws.

**SAMPLE BY-LAWS
ORANGE COUNTY, CA, USA, CHAPTER**

BYLAWS OF
THE ORANGE COUNTY CHAPTER OF
THE J. REUBEN CLARK LAW SOCIETY

ARTICLE I

Name

There is established a voluntary, unincorporated association named the Orange County Chapter of the J. Reuben Clark Law Society (the "Law Society"), which is part of the International J. Reuben Clark Law Society.

ARTICLE II

Mission and Purposes

The mission of the Law Society is as follows: "We affirm the strength brought to the law by a lawyer's personal religious conviction. We strive through public service and professional excellence to promote fairness and virtue founded upon the rule of law."

In fulfilling its mission, the Law Society is guided by the philosophy, personal example, and values of its namesake, 5. Reuben Clark, Jr. Those values include: (1) public service; (2) loyalty to the rule of law as exemplified by the United States Constitution; and (3) appreciation for the religious dimension in society and in a lawyer's personal life.

To accomplish its mission, the Law Society will: (1) encourage its members to regard the practice of law as a public trust from which compensation may be accepted, but as to which service to the courts, clients, and society always will be paramount; (2) promote and protect the rule of just law; and (3) provide its members with opportunities for continuing dialogue on legal topics of significance.

Membership in the Law Society is open to any person who holds a law degree and who shares the Law Society's goals, standards, and values. The Law Society is neither an alumni association nor a political organization. Accordingly, the Law Society should avoid partisan stances on controversial political issues that could have a divisive effect on its membership. The Law Society complies with IRC Section 501(c)(3) guidelines which provide in part, that "all lobbying and other political activities are strictly prohibited."

Nothing in these bylaws shall be inconsistent with the mission and directives of the International J. Reuben Clark Law Society.

It is not intended that the Law Society own property or hold assets (other than funds necessary for its operations) or otherwise undertake activities that would subject it to reporting to any unit of state, local, or federal government.

ARTICLE III

Membership

As stated above, membership in the Law Society is open to any person who holds a law degree and who shares in the goals, ideals, and values of the Law Society. Membership in the Law Society is not restricted to members of any particular religious group or denomination, nor is it restricted to graduates of any particular law school. The Law Society may establish additional criteria for membership to maintain its affiliate bar status with the Orange County Bar Association. Participants of a student chapter of the Law Society who do not hold a law degree shall be considered to be affiliated with the Law Society, but such participants shall become actual members of the Law Society only after gaining a law degree and complying with other membership requirements.

The Law Society is authorized to establish and collect annual membership dues to be used under the direction of the Law Society's Board of Directors to help defray costs associated with operating the Law Society and achieving its purposes.

ARTICLE IV

Board of Directors

The Law Society's Board of Directors (the "Board") consists of the five members of the Executive Committee (described below) and between nine and twenty additional at-large directors (Directors"). Directors are appointed and assigned by the Chair (described below), in consultation with the Executive Committee (described below), and the Board, and ratified by the Board. Members of the Board chair or serve on various committees as assigned by the Chair after consultation with the Executive Committee. Committee assignments may be rotated on a regular basis, as deemed appropriate by the Chair.

Directors serve for terms of up to three years at the discretion of the Executive Committee and may be appointed by the Board for an additional term or until such time as they are replaced. Terms shall normally end on September 30 of the appropriate year. Membership on the Board shall be staggered so that approximately one-third of the Directors are replaced or reappointed each year. The Chair may remove and replace, as specified above, any Executive Committee or Board member who moves, dies, resigns or is otherwise incapable or unwilling to fulfill his or her duties.

The Board provides general policy direction and support for the activities of the Law Society. It establishes annual goals and approves the activities of the Law Society. The Directors also advise the Chair on the appointment of the Chair-Elect, the Treasurer, and the Secretary (described below).

Meetings of the Board shall be called by the Chair, who will conduct such meetings at least on a quarterly basis. Members of the Board may attend meetings of the Board by telephone (if telephone attendance is authorized at the discretion of the Chair) or in person, and those present at a meeting (whether in person or by telephone) will constitute a quorum for purposes of transacting Law Society business.

ARTICLE V

Officers and Executive Committee

The Executive Committee of the Law Society is the administrative group designated to execute matters of policy and operations of the Law Society, under the direction of the Board.

The Executive Committee is composed of the officers of the Board outlined below (who are appointed and approved as outlined below, and who direct the affairs of the Board and serve on the Executive Committee).

The functions and powers of the Executive Committee are to exercise the powers of the Board between meetings and to report such actions to the Board. Terms of the officers shall normally begin on October 1 and end on September 30 of each year for a one-year term, but will extend to that date in the following year if the term begins later than October 1 for whatever reason.

The Executive Committee will meet at the direction of the Chair.

The following are the officers of the Law Society and/or the members of the Executive Committee of the Law Society:

1. **Chair:** The Chair is the principal officer of the Law Society and oversees the activities of the Law Society. The Chair, in consultation with the Chair Elect and the Executive Committee, appoints members of the Law Society to serve on the Board, calls and conducts Board meetings, establishes committees, and appoints members of the Board to serve on those committees, and has such duties and powers as are prescribed by the Board. The Chair also is the Chair of the Executive Committee.

2. **Chair-Elect:** The Chair-Elect is nominated by the Chapter Chair after consultation with the current Chair-Elect, and consultation with the International Executive Committee, and subsequently ratified by the Chapter Board. The Chair-Elect automatically succeeds the Chair at the expiration of his or her term. The Chair-Elect shall assist the Chair and has such other duties as are prescribed by the Chair and the Board. In the absence of the Chapter Chair, the Chair-Elect conducts the business of the chapter.

3. Treasurer: The Treasurer is nominated by the Chapter Chair after consultation with the current Chair-Elect and subsequently ratified by the Chapter Board. The Treasurer is responsible for all funds collected by the Law Society. The Treasurer also sets up an account for the Law Society and reports on the status of the account to the Executive Committee, and Board on a regular basis. Once annually, the Treasurer completes the required tax exempt form and submits it to the Chair. In the absence of the Chair and Chair-Elect, the Treasurer conducts the business of the Chapter.

4. Secretary: The Secretary is nominated by the Chapter Chair after consultation with the current Chair-Elect and subsequently ratified by the Chapter Board. The Secretary is responsible for maintaining and updating the Law Society's membership list. The Secretary also takes minutes, and oversees communications with the members under the direction of the Chair. In the absence of the Chair, the Chair-Elect and Treasurer, the Secretary conducts the business of the Chapter.

5. Immediate Past Chair: The former Chair whose term as Chair has just ended on September 30 shall automatically on the next day, October 1, become the Immediate Past Chair for a one-year period. The Immediate Past Chair shall assist in transition matters and assist the Chair in such other duties as are prescribed by the Chair.

6. Other: Other officers may be appointed by the Board as needed for the operation of the Chapter.

ARTICLE VI

Chapter Committees

Committees are established, based on the needs and goals of the Law Society members, as the Board deems appropriate. The following committees are examples of the type of committees that may be deemed appropriate by the Board:

a. Membership Committee oversees and coordinates all activities designed to increase membership in the Law Society and to maintain the Law Society membership mailing list. This committee is responsible for conducting an annual membership drive and providing information gained from the drive to the Chair.

b. Service Committee provides direction for pro bono activities of the Law Society and organizes related Law Society activities.

c. Events Committee plans the luncheon meetings, firesides and at least one major event/dinner each year. In addition, the committee plans and coordinates other activities deemed appropriate by the Executive Committee and the Board.

d. Student Chapters Committee assists law school students and graduates with job placement and Chapter related law school activities, and also provides guidance and direction for student members in need of such services.

- e. Newsletter Committee publishes a regular newsletter and promotes Chapter activities and events to all of the membership.
- f. Sponsorships Committee oversees and coordinates all sponsorship and fund raising activities of the Law Society. This committee should submit recommendations to the Board for sponsorship and fund raising goals and activities.
- g. Women's Outreach Committee promotes the active participation and integration of women lawyers within the Chapter, its Committees and the Board.
- h. Photo Directory Committee facilitates the preparation and publishing of the Chapter's annual membership directory.
- i. Symposium Committee oversees and coordinates an annual Religion and the Law Symposium on behalf of the Chapter in conjunction with other legal, religious and community organizations.
- j. Website Committee manages and maintains the Chapter's website and promotes Chapter activities and information through same.
- k. Networking Committee recommends to the Chair and the Board such activities as may facilitate better networking and participation among the Chapter's members, and assists with the coordination of such activities as may be directed by the Chair.

ARTICLE VII

Amendment to Bylaws

The Executive Committee may seek to amend the Bylaws of the Law Society from time to time by presenting proposed amendments to the Board. Upon a two-thirds vote of the members of the Board present at a regularly noticed meeting of the Board, these Bylaws may be amended.

As certified below by the Executive Committee of the Law Society, the Bylaws of the Orange County Chapter of the J. Reuben Clark Law Society were approved by a two-thirds vote of the Board on June 9, 2004, at a regularly noticed meeting of the Board.