

J. Reuben Clark Law Society Handbook

Updated September 2026

J. REUBEN CLARK LAW SOCIETY

HANDBOOK

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1. INTRODUCTION

The J. Reuben Clark Law Society ("JRCLS" or "Law Society") is a global community of lawyers, law school graduates, and law students of faith. JRCLS members affirm the strength brought to the law by their personal religious convictions and strive to promote fairness and virtue founded upon the rule of law. Through JRCLS chapters and programs, members seek to strengthen their communities by defending religious freedom and moral values, providing pro bono legal service and humanitarian service, and upholding the rule of law and principles of constitutionalism. JRCLS members also seek social connection with each other, and collaboration with other organizations and good people of faith.

1.1 How to Use the Handbook

This Handbook summarizes the JRCLS mission, structure, leadership roles, operations, and global policies. It is intended to help JRCLS members and volunteer leaders understand how the organization operates and how to access additional resources.

The Handbook should be read with the Amended and Restated Bylaws of the J. Reuben Clark Law Society ("JRCLS Bylaws"), which establish the governing framework of the JRCLS, and the Chapter Leadership Manual, which provides practical guidance for operating chapters. Other referenced resources address area and committee leadership, events, branding, recognition programs, finances, and political neutrality.

When questions arise, consult the resources listed in this Handbook, or contact the appropriate JRCLS volunteer leader or Management Team member.

1.2 History

In 1988, the JRCLS was created by a small group of attorneys seeking to provide mentoring opportunities, a referral network, and support to both law students and graduates of the J. Reuben Clark Law School at Brigham Young University ("BYU Law"), and to members of The Church of Jesus Christ of Latter-day Saints who earned law degrees elsewhere. The JRCLS was organized by geographic chapters led by volunteer attorneys. Chapters were originally located only in the United States but, over time, expanded into Canada, the Pacific, Mexico, Central and South America, Europe, Africa and Asia.

Beginning in 2002, law student chapters were created, and in 2004, the first annual conference was held. Membership also expanded to include law students and lawyers of various faith traditions.

Today, the JRCLS remains a global, service-based legal organization founded on the conviction that religious values and practices strengthen the legal profession. It brings together like-minded lawyers and law students who combine their religious convictions and legal training to be a unique force for good.

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1.3 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.*

1.4 Vision Statement

> *As lawyers and law students of faith, we accomplish the Law Society's mission by doing the following:*
>
> 1. *We defend religious freedom and moral values.*
> 2. *We serve the vulnerable in our communities through pro bono legal service and humanitarian service.*
> 3. *We uphold the rule of law and principles of constitutionalism.*
>
> *In pursuing these and other worthy efforts aligned with our mission, we seek social connection among our members and collaboration with other organizations and good people of faith.*

1.5 Mission-based Organization

The JRCLS is a mission-based organization, and its programs, activities, and use of resources are guided by and advance its stated mission. Members and chapters are encouraged to use the mission as a standard for setting priorities, making decisions, and evaluating proposed initiatives.

1.6 Legal Structure and Sponsorship

The JRCLS is an organization of Brigham Young University ("BYU"), a Utah nonprofit corporation and private postsecondary educational institution sponsored by The Church of Jesus Christ of Latter-day Saints. The JRCLS is headquartered at BYU Law.

2. MEMBERSHIP[1]

2.1 Eligibility

JRCLS membership is open to anyone who holds a law degree or is enrolled in law school and actively pursuing a law degree, and who shares in the mission, values, and objectives of the JRCLS. Prospective members may join by registering on the JRCLS website at www.jrcls.org.

Lawyers and law students of all faith traditions are welcome and invited to join the JRCLS. Membership requires active enrollment in or graduation from law school, but members are not required to have passed a bar exam or to be actively practicing law. Although BYU Law supports the JRCLS, membership is open to lawyers and law students from all law schools. Judges who

[1] *See* https://jrcls.org/about/faq/

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have law degrees and support the JRCLS mission are also eligible to join. *See* Section 3.13.1 below.

Membership in the global JRCLS organization is free of charge. Individuals seeking to join a local chapter must first register as members on the JRCLS website. Members are expected to join the chapter in closest geographic proximity to their primary residence or professional affiliation, though they may join additional chapters if desired.

Every chapter is required to provide a free membership option. Chapters may also offer optional paid membership tiers or collect membership dues when allowed by local laws and regulations and authorized by a JRCLS Director. *See* Section 6.5 below.

2.2 Benefits[2]

Membership in the JRCLS offers opportunities to learn, lead, build relationships, and serve alongside legal professionals who share similar values. Membership benefits include:

A. Professional association, mentoring and networking;
B. Leadership opportunities;
C. Service opportunities, including pro bono legal work, humanitarian projects, community outreach, and other activities promoting the public good;
D. Access to the JRCLS member database of thousands of lawyers and law students worldwide;
E. Invitations to educational events, including lunches, dinners, fireside meetings, symposiums, legal education presentations, webinars, and conferences;
F. Support networks for ethical legal practice;
G. Specialized training on defending religious freedom, performing pro bono legal service, upholding the rule of law, and other legal topics of interest;
H. Spiritual uplift and meaningful relationships with other members whose religion and faith shape their professional work; and
I. Opportunities to educate others by sharing relevant knowledge and experience.

2.3 Responsibilities

JRCLS members are expected to:

A. Execute and support the mission and vision of the JRCLS;
B. Uphold high standards of professional and ethical conduct;
C. Participate in JRCLS-sponsored activities;
D. Encourage meaningful association among JRCLS members;
E. Serve in their communities; and
F. Foster a culture of civility, service, mentorship, and peacemaking.

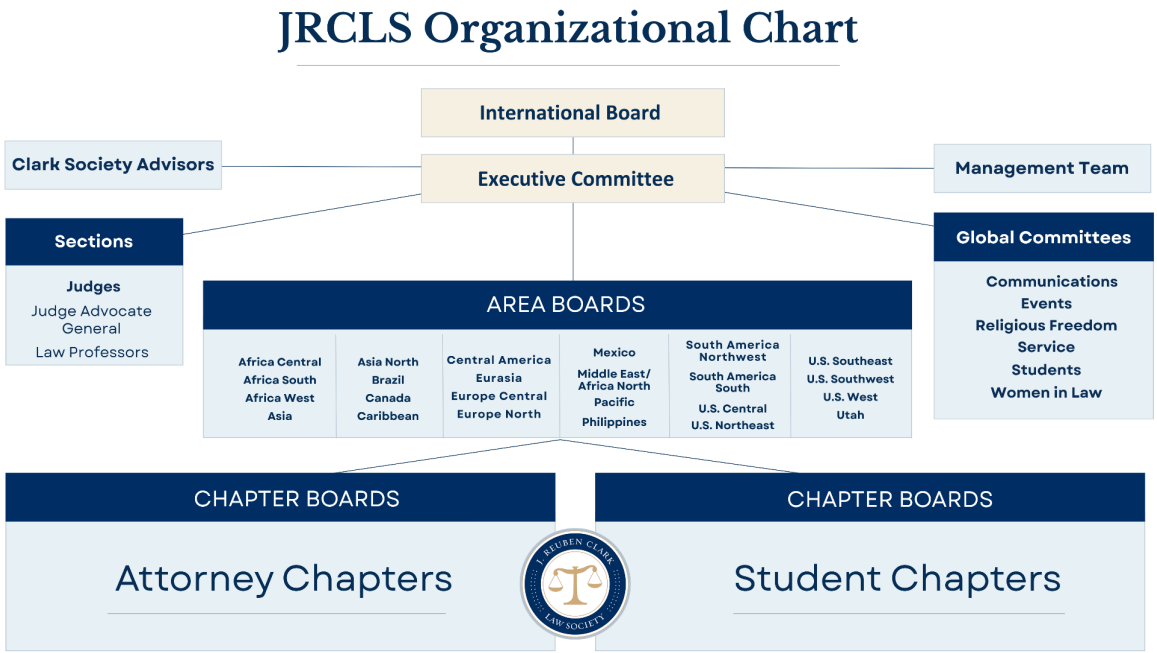
[2] *See* https://www.youtube.com/watch?v=1k80pOO8hRE&t=5s

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3. ORGANIZATION

The JRCLS is run by volunteer members under the direction of the International Board and pursuant to the JRCLS Bylaws. All volunteer leadership positions at the international, area, chapter, committee, and section levels may only be filled by JRCLS members as defined in Section 2.1 above.

3.1 Organizational Chart



3.2 International Board

The JRCLS is led by an International Board, each holding one vote, and is composed of the following members: the volunteer International Chair; the Executive Director; the Associate Director; the Dean of BYU Law; and a member of the Office of General Counsel of The Church of Jesus Christ of Latter-day Saints.

The International Board sets JRCLS policy; approves the JRCLS budget; approves the appointment of any successor to the International Chair; approves the appointment and removal of certain additional JRCLS leaders; approves the creation, merger and dissolution of Areas; gives direction to the Management Team; and generally provides oversight to the JRCLS.

Day-to-day operations are led by the Executive Director, Associate Director and the Management Team, together with the International Chair and International Chair-Elect.

3.3 Executive Committee

The Executive Committee is a governing body directly overseen by the International Board and operates under its direction. It consists of the International Chair, International Chair-Elect,

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Executive Director, and Associate Director. The Executive Committee provides delegated executive oversight and leadership of the JRCLS; implements decisions of the International Board; coordinates organizational activities; addresses matters requiring timely executive action; appoints chairs for Areas, Global Committees, the Judges Section, and Clark Society Advisors; and advises on the appointment of chapter leaders and Global Committee members.

Under the direction of the International Board, the Executive Committee has the authority to establish, merge, dissolve, and reorganize chapters as necessary, including the creation of Global Chapters based on a specific subject matter or area of interest.

3.4 International Chair

The International Chair is a volunteer member of the JRCLS and is appointed by the International Board. The International Chair is a voting member of the International Board and serves for a term of two years. The International Chair's responsibilities include guiding the long-term vision of the JRCLS; advising and collaborating with the Executive Director and International Board; serving as a member of the Executive Committee; cultivating high-level relationships with partnering organizations; speaking at JRCLS functions, including the Global Annual Fireside, Global Annual Conference, and Global Leadership Conference; and otherwise representing the JRCLS throughout the world.

At his or her option, the International Chair may also conduct Area Chair Meetings, Worldwide Forums, and Global Committee Chair Meetings, and participate in Area Conferences and chapter events around the world.

3.5 International Chair-Elect

The International Chair-Elect is a volunteer member of the JRCLS and is appointed by the International Board to serve as the designated successor to the International Chair. The International Chair-Elect is a non-voting member of the International Board and serves a term of two years. The International Chair-Elect serves as a member of the Executive Committee and may receive leadership responsibilities as assigned by the International Board or International Chair.

Under the direction of the International Chair, the International Chair-Elect provides leadership and oversight for JRCLS student efforts worldwide. In this capacity, the International Chair-Elect serves as the primary liaison from the Executive Committee to the Global Students Committee and supports the Student Chapters Manager in creating, mentoring, and strengthening Student Chapters. The International Chair-Elect also assists the Student Chapters Manager in ensuring that membership of the Global Students Committee reflects the global nature of the JRCLS.

3.6 Executive Director

The Executive Director is an employee of BYU Law, appointed by the Dean of BYU Law. The Executive Director is a voting member of the International Board and serves until replaced by the Dean of BYU Law. The Executive Director is the Chief Executive Officer of the JRCLS and is responsible for managing Areas and Chapters; leading the Management Team; training JRCLS

volunteers; organizing Global Events; managing Global Committees; implementing Global Programs and initiatives as directed by the Board; and serving on the Executive Committee.

3.7 Associate Director

The Associate Director is an employee of BYU Law, appointed by the Dean of BYU Law in consultation with the Executive Director. The Associate Director is a voting member of the International Board and serves until replaced by the Dean of BYU Law. The Associate Director's responsibilities include assisting the Executive Director in the following duties: managing Areas and Chapters; leading the Management Team; training JRCLS volunteers; organizing Global Events; managing Global Committees; implementing Global Programs and initiatives as directed by the Board; and serving on the Executive Committee.

3.8 Areas and Area Boards

The JRCLS is organized by geographic Areas.[3] Each Area is led by a volunteer Area Chair and volunteer Area Board. The Area Board is selected by the Area Chair and is responsible for overseeing attorney and student members of the JRCLS in the Area.

3.8.1 Area Board

The Area Board consists of an Area Chair, an Area Chair-Elect, and other Area Board members.

3.8.2 Area Chair

Each Area is led by an attorney or law school graduate member of an Attorney Chapter located within the Area's geographic boundaries and designated as the Area Chair. Area Chairs are appointed by the International Board or the Executive Committee.

Typically, an Area Chair serves a three-year term commencing at the Global Leadership Conference, but the term may vary depending on local circumstances. Working with an Area Board, each Area Chair provides leadership, guidance, and support to the Attorney and Student Chapters within the Area. Together, they foster communication, collaboration, growth, and unity among Chapters; provide training and mentoring to Chapter leaders; promote consistent implementation of the JRCLS mission, policies, initiatives, and programs; and strengthen continuity through leadership development and succession planning. Area Chairs are also primarily responsible for the creation of new chapters in their Areas.

Additional Area Chair information is available in the Area Chair Responsibilities, Purpose & Meeting Schedule resource.

3.8.3 Area Chair-Elect

Each Area Chair shall appoint an Area Chair-Elect, subject to the approval of the International Board or the Executive Committee. The Area Chair-Elect serves as the designated successor to the Area Chair.

[3] *See* https://jrcls.org/area-maps/

An Area Chair-Elect typically serves a two-year term and supports student members in the Area. Under the direction of the Area Chair, the Area Chair-Elect identifies new potential Student Chapters and facilitates connections between Student Chapters, Attorney Chapters, and the Student Chapters Manager. The Area Chair-Elect also helps create student opportunities at Area Conferences.

3.8.4 Other Area Board members

The Area Chair appoints other members of the Area Board from among capable attorney or law school graduate members of Attorney Chapters located within the Area's geographic boundaries. When fully staffed, an Area Board will consist of the following positions:

- Area Communications Chair
- Area Events Chair
- Area Religious Freedom Chair
- Area Service Chair
- Area Women In Law Chair
- Area Liaison to Student Chapters (at the option of the Area Chair when there is not a Chair-Elect on the Area Board)

Other Area Board members can also be appointed as needed under the direction of the Area Chair. Each Area Board member coordinates efforts within their assigned area of responsibility to support Attorney and Student Chapters, working closely with members of the corresponding Global Committee, and with Chapter members who serve in corresponding roles.

Additional information about Area Board roles and meetings is available in the Area Board Responsibilities resource.

3.9 Attorney Chapters

Attorney Chapters are chapters established for law school graduates and attorney members of the JRCLS residing or working in a defined geographic area. Attorney Chapters are led by a volunteer attorney or law school graduate designated as Chapter Chair. The Chapter Chair is supported by volunteer chapter members, including a Chapter Chair-Elect and other members of the Chapter Board. *See* Section 4.2 below for information about attorney chapter creation.

Additional information about operating an Attorney Chapter is available in the Chapter Leadership Manual.

3.9.1 Attorney Chapter Board

The Chapter Board consists of a Chapter Chair, a Chapter Chair-Elect, and other Chapter Board members. Each Chapter may adapt its organizational structure and leadership positions to meet its particular needs while remaining aligned with the JRCLS mission, policies, and programs.

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3.9.2 Attorney Chapter Chair
The Chapter Chair is appointed by the appropriate Area Chair, subject to review by a Director. The Chapter Chair typically serves a term of two years but the term may vary depending on local circumstances. The Chapter Chair provides vision, leadership, and oversight for the local chapter and is responsible for ensuring that the chapter advances the JRCLS mission.

The Chapter Chair leads the chapter's efforts to strengthen member engagement, develop future leaders, organize meaningful programs and service opportunities, and maintain effective communication with the Area Chair. The Chapter Chair is also responsible for overseeing the implementation of global JRCLS programs within the chapter, including annual Month of Service efforts and International Religious Freedom Day celebrations, and other programs like Fortify the Family Workshops, Religious Freedom training, and Rule of Law Camp programs.

3.9.3 Attorney Chapter Chair-Elect
The Attorney Chapter Chair-Elect is the designated successor to the Chapter Chair. The Chapter Chair-Elect is appointed by the Chair, following review and recommendation by the Area Chair, and subject to the review by a Director.

The Chapter Chair-Elect typically serves a term of two years but the term may vary depending on local circumstances. Once the Chapter Chair-Elect is selected, the current Chapter Chair or the Chair-Elect should complete the Chapter Chair Succession Form.

As a member of the Attorney Chapter Board, the Chapter Chair-Elect fulfills duties assigned by the Chapter Chair, with special responsibility for coordinating ongoing mentorship, communication, and collaboration with Student Chapters within the Attorney Chapter's geographic area, and directly with student members in the absence of a Student Chapter.

Where multiple Attorney Chapters are located near a single Student Chapter, the Area Chair, in consultation with the Student Chapters Manager, shall designate one Attorney Chapter to serve as the primary chapter responsible for supporting that Student Chapter. Chapter Chair-Elects of other nearby Attorney Chapters are also encouraged to support Student Chapters through participation in joint events, mentoring opportunities, professional networking, service projects, conference participation, and other collaborative activities.

3.9.4 Other Attorney Chapter Board Members
The Chapter Chair is responsible for identifying and inviting capable members who reside within the Chapter's geographic boundaries to serve on the Chapter Board. In addition to the Chapter Chair and the Chair-Elect, the Chapter Board should include the following positions when fully staffed:

- Chapter Communications Chair
- Chapter Events Chair
- Chapter Religious Freedom Chair
- Chapter Service Chair

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- Chapter Women In Law Chair
- Chapter Liaison to Student Chapters (at the option of the Chapter Chair when there is not a Chair-Elect on the Chapter Board)

3.9.5 Attorney Chapter Board Roles
Under the direction of the Chapter Chair, the Chapter Board serves as the chapter's leadership team, providing counsel, support, and shared oversight in advancing the JRCLS mission. Board members assist the Chapter Chair in planning and implementing chapter activities as outlined in the Chapter Recognition Criteria and in carrying out the purposes and priorities set forth in the JRCLS Mission and Vision Statements.

3.9.6 Attorney Chapter Support of Student Chapters
Attorney Chapters are encouraged to coordinate with and support any Student Chapter established within the Attorney Chapter's geographic area, and to facilitate the transition of student members into Attorney Chapter membership upon law school graduation. The Chapter Chair-Elect is responsible for leading these efforts under the direction of the Chapter Chair. When a Student Chapter is established within the Attorney Chapter's geographic area, the Student Chapter Chair should be encouraged to participate as an *ex officio* member of the Attorney Chapter Board.

3.10 Student Chapters
Student Chapters are chapters established for law student members of the JRCLS. *See* Sections 4.2.1 and 4.2.2 below for information on student chapter creation.

There are two types of student chapters:

a. Chapters consisting of students attending a specific law school; or
b. Chapters consisting of students residing within a specific geographic area or country.

Additional information about operating a Student Chapter is available in the Chapter Leadership Manual.

3.10.1 Student Chapter Board
Each Student Chapter should maintain a standard organizational structure similar to the Attorney Chapter Board positions, including having a Chapter Chair, Chapter Chair-Elect, and Chapter Board. *See* Section 3.9 above. However, each student chapter has the flexibility to adapt its organizational structure to meet its own particular needs, as determined by the Chapter Chair.[4]

[4] For Student Chapters established at law schools in the United States, chapters should also comply with Student Bar Association requirements for student organizations, and the law school's own policies. *See* Chapter Leadership Manual for more information.

Student Chapter Board members assist the Chapter Chair in planning and implementing chapter activities as outlined in the Chapter Recognition Criteria and in carrying out the purposes and priorities set forth in the JRCLS Mission and Vision Statements.

A member of a Student Chapter Board must notify the appropriate Area Chair when a new Student Chapter Chair is selected, and complete the Chapter Chair Succession Form.

3.10.2 Eligibility to Join a Student Chapter
Students who live in a country, region, or JRCLS Area not served by a local Student Chapter are eligible to join the Student Chapter or Attorney Chapter within the closest geographic proximity. For Student Chapters associated with a particular law school, however, only students currently enrolled at that law school are eligible to join.

3.11 Founding Chair
A Founding Chair is a temporary designation for a JRCLS member who seeks to establish a chapter in a country or geographic region where no chapter currently exists. A Founding Chair is appointed by the appropriate Area Chair with approval by a Director. Founding Chairs invite attorneys and/or law students in their respective country or geographic region to join the JRCLS, and receive guidance and support from the appropriate Area Chair in working towards the creation of a new chapter. However, a Founding Chair is not an official Chapter Chair and has no authority to organize a chapter or hold chapter events until the proposed chapter meets all formation requirements listed in Section 4.2 below, including approval from the appropriate Area Chair and a Director.

3.12 Global Committees
JRCLS Global Committees are established by the International Board to support the mission and strategic priorities of the JRCLS by providing support and assistance to Area Boards and Chapter Boards. Global Committees may include those listed below, and additional committees may be created as the International Board determines appropriate.

3.12.1 Global Communications Committee
The Global Communications Committee promotes the JRCLS mission by communicating with members and the public through publications, digital media, and other communication initiatives highlighting JRCLS programs, events, and the positive impact of lawyers and law students of faith. Committee members also assist members of the Management Team in preparing the JRCLS newsletter.

3.12.2 Global Events Committee
The Global Events Committee advises and supports the planning of conferences, meetings, firesides, and other events. It also trains, supports, and advises Area Boards, and provides support and feedback to Area and Chapter leaders in planning Area Conferences pursuant to the Area Conference Planning Guide. Typically, committee members have past experience in planning JRCLS events.

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3.12.3 Global Religious Freedom Committee

The Global Religious Freedom Committee advances the JRCLS's commitment to religious freedom by developing educational resources, supporting training and leadership opportunities, encouraging scholarship, and promoting initiatives that strengthen understanding and protection of religious freedom worldwide. It also supports and advises Area Boards and Chapter Boards in planning an JRCLS International Religious Freedom Day program annually during the months of October, November, or December.

The Global Religious Freedom Committee supports the annual JRCLS Religious Liberty Fellowship and JRCLS Religious Liberty Student Writing Competition. The committee additionally oversees amicus curiae efforts[5] of the JRCLS under the direction of the International Board and according to the JRCLS Guidelines for Amicus Curiae Briefs, including identifying opportunities and preparing and filing briefs in matters that raise important religious freedom issues.

In collaboration with the International Board, the Global Religious Freedom Committee nominates recipients of the Thomas L. Kane Religious Freedom Award. The award is not necessarily awarded annually, but when it is awarded, a member of the Global Religious Freedom Committee typically presents the award at the Global Annual Conference.

3.12.4 Global Service Committee[6]

The Global Service Committee encourages and coordinates opportunities for JRCLS members to use their legal knowledge, professional experience, and commitment to their communities to assist vulnerable and underserved individuals through pro bono legal work, humanitarian service, and other meaningful service initiatives. The committee also supports and advises Area Boards and Chapter Boards in planning an event during the annual JRCLS Month of Service program each May. The committee may also support service initiatives associated with JRCLS conferences, chapters, and global initiatives, and develop other service initiatives.

In collaboration with the International Board, the Global Service Committee nominates recipients of the Franklin S. Richards Public Service Award each year and presents the award at the Global Annual Fireside.

3.12.5 Global Students Committee

The Global Students Committee supports law students and student chapters by assisting in the organization and strengthening of local student chapters; providing leadership training and resources; fostering mentoring relationships; communicating opportunities for professional development and networking; and encouraging lifelong participation in the JRCLS. Global Students Committee members also plan the annual Global Student Summit, a virtual event for law students typically held on the first Friday in the month of April.

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[5] Per the JRCLS Guidelines for Amicus Curiae Briefs, only the Global Religious Freedom Committee is authorized to file amicus briefs on behalf of the JRCLS after receiving approval from the International Board.

[6] Additional information about the committee is available in the Service Committee Questions & Answers resource.

3.12.6 Global Women In Law Committee[7]

The Global Women In Law Committee supports women of faith and their contributions to the practice of law, legal education, and the broader legal community. The committee also provides opportunities for women to use their faith and legal skills to uphold the rule of law, defend religious liberty, promote fairness and virtue, and serve families and communities. The committee also supports the annual Women In Law Pre-law Event aimed at informing and inspiring prospective law students about the lifelong value of a legal education, and connecting prospective law students with current law students, law school graduates and attorneys.

In collaboration with the International Board, the Global Women In Law Committee nominates recipients of the Rebecca van Uitert International Women in Law Service Award each year and presents the award at the Global Annual Conference.

3.12.7 Global Committee Chairs

The Executive Committee appoints Global Committee Chairs. Chairs are typically chosen from among current Global Committee members or Area Board members. The Global Students Committee is chaired by a current law student. All other committees are chaired by law school graduates or attorneys.

Global Committee Chairs are expected to participate in Global Committee Chair Meetings which are held regularly under the direction of the Executive Committee.

3.12.8 Global Committee Members

Global Committee Chairs invite JRCLS members to join their respective committees. Committee members are typically chosen from among current or former members of Area Boards or Chapter Boards. To the greatest extent possible, committee membership should reflect the global nature of the JRCLS.

3.12.9 Global Committee Meetings

Global Committee meetings should be held regularly, typically monthly, to discuss how to support Area Boards and Chapter Boards in fulfilling the JRCLS mission and vision. Meetings should also include discussions relating to JRCLS global programs and the selection of award recipients as applicable.

Global Committee meetings are typically conducted by the respective Global Committee Chair, but the respective Chair-Elect may conduct when the chair is unavailable. Global Committee meetings are typically held virtually, with an in-person meeting at the Global Leadership Conference.

3.12.10 Terms of Global Committee Service

A Global Committee Chair typically serves a two-year term, with a Global Committee Chair-Elect typically serving a one-year term before becoming the Global Committee Chair.

[7] Additional information about the committee is available in the Women In Law Questions & Answers resource.

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Global Committee Members typically serve two-year terms. At the conclusion of each two-year term, the Global Committee Chair may invite a committee member to serve another two-year term. Typically a Global Committee Member should serve no more than four consecutive terms on the same committee.

3.13 Sections
JRCLS Sections support members with shared professional responsibilities or interests. Sections operate independently from Areas, Chapters and Global Committees to preserve the independence of their members and promote the ethical obligations associated with their professional roles. A Section typically operates only under the authority of the JRCLS Bylaws but may be authorized to operate in accordance with its own bylaws with approval from the International Board.

Current Sections include the Judges Section, the Law Professors Section, and the Judge Advocate General's (JAG) Section. Additional Sections may be created with approval of the International Board.

3.13.1 Judges Section
The Judges Section consists of judges who are members of the JRCLS. The section is organized as a separate sub-group and operates independently of Areas, Chapters and Global Committees to preserve the independence of section members and promote the ethical obligations of judicial officers. The Judges Section operates in accordance with the Judges Section Bylaws, as approved by the Board.

In collaboration with the International Board, the Judges Section nominates recipients of the J. Clifford Wallace Award and presents the award at the Global Annual Conference.

3.14 Clark Society Advisors (CSA)
The Clark Society Advisors group is composed of former International Chairs, Executive Directors, and Associate Directors. The CSA functions under the direction of the Executive Committee.

The CSA provides advice and support to JRCLS leaders in its long-range strategic planning, assists with sponsorship efforts as authorized by BYU, and mentors Area Chairs under the leadership of the current International Chair and the current Executive Director.

The CSA is led by a volunteer Chair and Chair-Elect. The CSA typically meets virtually every three months, with an in-person meeting at the Global Leadership Conference.

3.15 Management Team
The Management Team consists of paid staff employed by BYU Law in the following positions: Executive Director, Associate Director, Communications Manager, Events Manager, Student Chapters Manager, Website Manager, Administrative Assistant, and other positions.

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The Management Team carries out JRCLS administrative and operational work; manages programs and budgets; oversees the planning of JRCLS Global Events; assists JRCLS volunteers in organizing the annual JRCLS Religious Liberty Fellowship, JRCLS Religious Liberty Student Writing Competition, and the Continuing Legal Education Program at BYU Education Week; maintains the JRCLS website and communications; facilitates volunteer leader access to resources; coordinates relationships with vendors; and provides ongoing assistance to chapters globally. With input from the International Board and the International Chair, the Management Team also creates and enforces policies.

4. OPERATIONS

4.1 Operational Documents

JRCLS operations are guided by documents which outline responsibilities, procedures, and practical direction for Areas and Chapters. These documents include:

- JRCLS Bylaws, which establish the framework for governing and operating the JRCLS, including its membership, leadership, organizational structure, and decision-making responsibilities.
- Chapter Leadership Manual, which provides direction for creating and operating attorney and law student chapters.
- Area Chair Responsibilities, Purpose & Meeting Schedule and Area Board Responsibilities, which describe the roles and duties of Area Chairs and Area Board members.

4.2 Chapter Creation

The JRCLS welcomes the formation of new chapters. Creation of new chapters allows more JRCLS members to serve in leadership roles and more opportunities for chapter members to serve in their communities, consistent with the JRCLS mission. Area Chairs are primarily responsible for overseeing the creation of new chapters within their Area.

4.2.1 Chapter Creation Requirements

To create a new chapter, the following qualifications must be met:

a. At least five registered JRCLS members reside or work[8] in the geographic area where the new chapter will operate and are willing and able to serve in the following leadership positions[9] in the new chapter:
   i. Chapter Chair
   ii. Chapter Chair-Elect
   iii. Board Member
   iv. Board Member
   v. Board Member;

b. The proposed Chapter Chair has reviewed the provisions of this Handbook, the Organizational Chart, and the Chapter Leadership Manual;

[8] Consistent with Section 3.10 of this Handbook, only law students currently enrolled at a law school are eligible to create or join a student chapter associated with that particular school.

[9] *See* Section 3.9 above for a full list of Chapter Board positions.

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c. The proposed Chapter Chair submits the fully completed New Chapter Request Form;
d. The Area Chair over the geographic area where the new chapter will operate approves the creation of the new chapter; and
e. A Director approves the creation of the new chapter.

4.2.2 Student Chapter Creation Options
A Student Chapter may be established at a law school when the requirements for chapter creation outlined in Section 4.2.1 are met. If a law school does not have enough student members to form a Student Chapter, a Student Chapter may instead be formed with students from several law schools in the same geographic area, or with law students residing in the same country.

4.3 Chapter Recognition Criteria and Awards
Chapters advance the JRCLS mission through the day-to-day efforts of their leaders and members. The Chapter Recognition Criteria and Chapter Recognition Awards evaluate and celebrate chapters that exemplify the JRCLS mission and strengthen their communities.

4.3.1 Chapter Recognition Criteria
The Chapter Recognition Criteria identify milestones that support chapter growth, encourage leader training and accountability, and keep Area Chairs and the Executive Committee informed of chapter progress. They also act as a practical guide for planning chapter events and activities.

4.3.2 Criteria Levels and Categories
Chapter Recognition Criteria are organized into three levels: Bronze, Silver, and Gold. Each level evaluates chapters in the same seven categories, with requirements that generally become more comprehensive as a chapter progresses from Bronze to Silver to Gold:

a. Chapter leader registration on the JRCLS website.
b. Chapter leader orientation, training, and support.
c. Chapter Board structure and meetings.
d. Chapter Board participation in global conferences and Area Conferences.
e. Chapter event planning and execution.
f. Chapter reporting and goal setting.
g. Area Chair endorsement.

Since a chapter's recognition level reflects the strength of the chapter and the degree to which its leaders and members are actively engaged in advancing the JRCLS mission and vision, each chapter is encouraged to meet or exceed the Bronze-level criteria every year.

4.3.3 Chapter Recognition Awards
The Chapter Recognition Criteria serve as the basis for the Chapter Recognition Awards. These awards recognize chapters for their efforts to exemplify the JRCLS mission and expand the positive influence of the JRCLS in their communities.

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The awards are presented at three levels: Bronze, Silver, and Gold. Each year, a chapter may apply for the highest award level for which it qualifies under the applicable criteria.

Chapter Recognition Awards are presented annually at the Global Leadership Conference, and a virtual award medallion is displayed on the chapter webpage of each recipient chapter.

4.4 Global Awards

Global awards recognize JRCLS members, chapters, and other individuals who exemplify the JRCLS mission and vision by demonstrating professional excellence and personal integrity, defending religious freedom and moral values, serving vulnerable communities, and upholding the rule of law and constitutionalism. Global awards include the Franklin S. Richards Public Service Award, the J. Clifford Wallace Award, the Rebecca van Uitert International Women in Law Service Award, and the Thomas L. Kane Religious Freedom Award.

Additional Global Awards may be created with approval of the International Board.

4.4.1 Franklin S. Richards Public Service Award

The Franklin S. Richards Public Service Award honors JRCLS members or chapters who have provided remarkable service to the poor, needy, and disadvantaged; engaged in community outreach to foster greater understanding of and compliance with the rule of law; or performed other service to improve the legal community's ability to provide justice for all.

The award recipient is nominated by the Global Service Committee and approved by the International Board. This award is given annually and typically presented by the Global Service Committee at the Global Annual Fireside.

4.4.2 J. Clifford Wallace Award

The J. Clifford Wallace Award honors distinguished members of the judiciary who have also contributed to the cause of justice beyond his or her office, and demonstrated professional excellence, personal integrity, and service to the legal profession beyond the judge's ordinary responsibilities.

The award recipient is nominated by the Judges Section and approved by the International Board. This award is given annually and presented by the Judges Section at the Global Annual Conference.

4.4.3 Rebecca van Uitert International Women in Law Service Award

The Rebecca van Uitert International Women in Law Service Award is given to a female JRCLS attorney member who has performed service of note within the JRCLS, her church, or her community, and has exemplified the values of the Global Women In Law Committee. Recipients demonstrate a commitment to encouraging full participation of women lawyers and law students in the JRCLS and recognizing the value, strength and perspective women bring to the practice of law.

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The award recipient is nominated by the Global Women In Law Committee and approved by the International Board. This award is given annually and presented by the Global Women In Law Committee at the Global Annual Conference.

4.4.4 Thomas L. Kane Religious Freedom Award

The Thomas L. Kane Religious Freedom Award is presented to an individual who exemplifies the spirit of religious liberty for all and who has contributed in significant ways to the defense of religious freedom in the public square.

The award recipient is nominated by the Global Religious Freedom Committee and approved by the International Board. This award may be given annually. The award is given by the Global Religious Freedom Committee, and typically presented at the Global Annual Conference.

4.5 Meetings

Regular meetings are essential to effective leadership, communication, and coordination at the global, area, and chapter levels of the JRCLS. Meetings support communication, coordination, planning, decision-making, training, and accountability. Specific meeting requirements and schedules are provided in the Chapter Leadership Manual and the Area Chair Responsibilities, Purpose & Meeting Schedule.

4.6 Collaboration with Other Organizations

The JRCLS may coordinate and collaborate with other organizations, including schools, religious organizations and other non-profit organizations on projects, initiatives, and events aligned with the JRCLS mission. Any proposed collaboration must be carefully considered to ensure alignment with the JRCLS mission and vision, involve organizations with compatible interests, and comply with the Political Neutrality Policy provisions in Section 6.3 below.

Collaborations should avoid conflicting or competing interests, outside agendas, and unnecessary duplication of efforts. JRCLS Area Boards and Chapter Boards should also avoid entering into formal agreements or binding contracts with other organizations on behalf of JRCLS without written permission from the Management Team. When collaborating with other organizations, JRCLS Area Boards and Chapter Boards should also avoid formally endorsing the organization.

4.7 Reports

Chapters and Areas report their annual activities through the respective Annual Chapter Report and Annual Area Report forms provided by JRCLS. Each Area Chair and Chapter Chair is required to complete their respective reports each calendar year. Timely and accurate reporting helps the JRCLS track progress, preserve history, maintain accountability, support leadership transitions, and make informed plans for future activities.

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4.7.1 Annual Chapter and Area Deadlines

Deadline	Date	Reporting Period
Chapter Recognition Award Application	August 15	August 1 - July 31
Annual Chapter Report	August 15	August 1 - July 31
Annual Area Report	November 30	November 1 - October 31

The Management Team will announce the applicable deadlines and submission instructions annually.

5. EVENTS AND PROGRAMS

JRCLS events bring members together to learn, serve, build professional and personal relationships, and participate in activities that advance the JRCLS mission. Events may provide leadership training, professional education, mentoring, networking, and service opportunities. They also strengthen Chapters and Areas by encouraging regular member participation, collaboration, and a shared sense of purpose.

5.1 Global Events

Global Events are planned under the direction of the Management Team in collaboration with the International Board, and often organized by JRCLS volunteers. These events generally bring together members and leaders from across the 24 geographic areas of the JRCLS. Global Events include the Global Annual Fireside, Global Annual Conference, Expanded Worldwide Forum, Global Student Summit, and Global Leadership Conference.

5.1.1 Global Annual Fireside

The Global Annual Fireside is an annual event featuring a keynote address by prominent religious leaders focused on the intersection of faith and law. It is typically held in the month of January in Salt Lake City, Utah, U.S.A. The fireside is a hybrid event, with JRCLS members participating in person and virtually through a live broadcast.

The Franklin S. Richards Public Service Award is typically presented at the Global Annual Fireside by the Global Service Committee.

5.1.2 Global Annual Conference

The Global Annual Conference is a professional legal conference held each year, typically in the month of February or March, and lasts two or three days. All members of the JRCLS are invited to participate. The location of the conference changes from year to year and is typically hosted by a JRCLS Area or Chapter. JRCLS members from the host Area or Chapter organize the conference under the direction of the Management Team and Executive Committee.

At the Global Annual Conference, the J. Clifford Wallace Award is presented by the Judges Section, and the Rebecca van Uitert International Women in Law Service Award is presented by the Global Women In Law Committee. If the Thomas L. Kane Religious Freedom Award is being

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awarded for a given year, it is typically presented at the Global Annual Conference by the Global Religious Freedom Committee.

5.1.3 Expanded Worldwide Forum
The Expanded Worldwide Forum is a virtual leadership event for all current JRCLS leaders. It is held on the second Wednesday in the month of March and is planned by the Executive Committee. The International Chair typically conducts the forum.

5.1.4 Global Student Summit
The Global Student Summit is a virtual event for all JRCLS student members. It is typically held on the first Friday in the month of April and is planned by the Global Students Committee in collaboration with the Student Chapters Manager and International Chair-Elect. The Global Students Committee Chair typically conducts the forum.

5.1.5 Global Leadership Conference
The Global Leadership Conference is a leadership event for all current JRCLS leaders. It is typically held on the first Thursday and Friday in the month of October, in Utah, U.S.A. The conference is planned by the Executive Committee and Management Team. The conference includes training on JRCLS programs, policies, and initiatives for Area, Chapter, Global Committee and Section leaders, and members of the Clark Society Advisors.

Under the direction of the Executive Committee, Chapter Recognition Awards are presented at the Global Leadership Conference.

5.2 Global Programs
Global programs are organized and overseen by designated Global Committees with assistance from the Management Team. Global programs are to be implemented by Area Boards and Chapter Boards, typically at the chapter level. The programs include the Month of Service program each May, the International Religious Freedom Day program during the last quarter of each year, and the Rule of Law Camp program.

Under the direction of the Executive Committee, additional programs may be developed to assist Area Boards, Chapter Boards, and members in fulfilling the JRCLS mission and vision.

5.2.1 Month of Service Program
The Month of Service is an annual program which encourages JRCLS members to give meaningful pro bono legal service or humanitarian service in their communities, either as a group or as individuals. The program runs throughout the month of May. The program is overseen by the Global Service Committee with assistance from the Management Team.

Chapter Boards are encouraged to plan a chapter service event each May for chapter members to participate in as part of the Month of Service program.

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5.2.2 International Religious Freedom Day Program

The program encourages JRCLS members to celebrate International Religious Freedom Day on or around October 27th. The program is overseen by the Global Religious Freedom Committee with assistance from the Management Team.

Chapter Boards are encouraged to plan an annual chapter celebration for the International Religious Freedom Day program in the month of October, November or December.

5.2.3 Rule of Law Camp Program

The Rule of Law Camp program teaches high school students the value of the rule of law and sparks interest in legal careers. Camps typically last one day but may be adapted to meet local needs. Each chapter is encouraged to host a Rule of Law Camp at least once every two years.

5.2.4 Other Global Programs and Resources

Other programs and resources developed by the JRCLS include Religious Freedom Lessons and Fortify the Family Workshops. These resources and programs may be used by Chapter Boards as they determine.

5.3 Calendar of Global Events and Programs

Global Events and Programs	Date
Global Annual Fireside (hybrid)	January
Global Annual Conference	February or March
Expanded Worldwide Forum (virtual)	2nd Wednesday in March
Global Student Summit (virtual)	First Friday in April[10]
Month of Service Program	May
Global Leadership Conference	First Thursday and Friday in October[11]
International Religious Freedom Day Program	October, November or December
Rule of Law Camp Program	At least once every two years

5.4 Area Events

Area events, including Area Conferences, are planned, led, and carried out by Area Boards under the direction of the Area Chair, with advice and support as needed from the Global Events Committee. Area Conferences give JRCLS members in each Area the opportunity to participate in a professional conference focused on the JRCLS mission and vision, learn about relevant legal subjects, network, and enjoy spiritual uplift.

[10] In some years, the summit may be held on the last Friday in March.

[11] In some years, the conference may be held on the last Thursday in September and the following Friday.

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5.5 Chapter Events

Chapter events are planned, led, and carried out by the Chapter Board under the direction of the Chapter Chair and Chapter Events Chair, with advice and support as needed from the Area Events Chair. Chapter events should respond to local needs while advancing the JRCLS mission.

6. GLOBAL POLICIES

The following global policies establish governance standards for the JRCLS. They are designed to protect the organization, its members, leaders, volunteers, and other stakeholders by supporting legal compliance, reducing risk, and promoting consistent, ethical, and responsible operations. They also provide a common framework for chapter operations and volunteer service.

Although the JRCLS is based in the United States, these policies apply to all chapters worldwide. Following these policies helps safeguard the JRCLS's ability to fulfill its mission, protect its reputation, and preserve its tax-exempt status. Area and Chapter leaders are not authorized to register the JRCLS as a legal entity in any country and should not file registration or tax documents with governmental entities in the JRCLS name unless authorized by the Executive Committee.

Since the JRCLS is a BYU organization, it follows applicable BYU policies. This includes BYU's Political Neutrality Policy and all policies necessary to protect the organization's nonprofit, tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.

6.1 Volunteering and Prohibition on Compensation

The JRCLS is a volunteer-led organization whose programs, events, and outreach depend on the time and talents of its members. Volunteers must not accept monetary compensation in exchange for their pro bono legal service efforts. In some countries or jurisdictions, even a small payment or other monetary benefit may cause a volunteer to be treated as an employee, creating employment, tax, insurance, reporting, or other legal obligations.

Each chapter must comply with all applicable laws in the country and locality where it operates. Unauthorized payments or benefits may create legal liability for chapter members and the JRCLS and, depending on the circumstances, may jeopardize the U.S. tax-exempt status of the JRCLS.

6.2 Maintaining and Revoking Membership

Members and leaders are expected to comply with the JRCLS Bylaws, policies, and standards of professional and ethical conduct. Members who engage in conduct which is inconsistent with the mission of the JRCLS, including unlawful, unethical, abusive, or materially disruptive behavior, may have their membership revoked. Similarly, leaders engaging in such conduct may be subject to review and removal.

The JRCLS reserves the right to approve, deny, suspend, or revoke any membership or leadership position within the organization in order to protect the mission, integrity, and operations of the JRCLS.

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Area Chairs and Chapter Chairs may recommend the review or removal of membership status from a JRCLS member, but any suspension or revocation of membership status must be approved and issued by the Executive Committee. Area Chairs and Chapter Chairs may also recommend the review or removal of a member's leadership role due to misconduct, but any suspension or revocation of leadership status must be approved by the Executive Committee.

The International Board, or the Executive Committee acting under the direction of the International Board, may establish additional procedures regarding membership review, discipline, and reinstatement.

6.3 Maintaining Political Neutrality

Pursuant to BYU's Political Neutrality Policy, the JRCLS is politically neutral and does not endorse or oppose any political candidate, political party, agenda or partisan campaign. Area Boards, Chapter Boards, and JRCLS members must not use the JRCLS name, resources, events, or communications to support or oppose political activities.

Members are encouraged to participate in civic and political affairs in their personal capacities provided they do not imply that they are speaking or acting on behalf of the JRCLS. This policy protects the JRCLS's ability to fulfill its mission, preserves its nonprofit and tax-exempt status, and ensures that all members are welcome to participate in the JRCLS regardless of their political views.

6.4 Using JRCLS Name and Logo

The JRCLS name and logo are important expressions of its identity, mission, and reputation. Their use in publications, websites, social media, marketing materials, and other communications must support the JRCLS mission and present a consistent, professional image worldwide.

All official communications must comply with the JRCLS Brand, Social Media, and Responsible AI Guidelines, including standards governing the use of the JRCLS name and logo, online communications, social media content, and the responsible use of generative artificial intelligence.

6.5 Handling Finances

Chapters are expected to be financially self-sufficient and are responsible for managing their finances in accordance with sound accounting principles, including stewardship, accountability, record keeping, and reporting. Although the policies in this Handbook and the JRCLS Financial Policies & Procedures generally apply to all chapters, specific requirements may vary depending on whether a chapter is an Attorney Chapter or Student Chapter, and whether it is located inside or outside the United States.

For U.S.-based chapters, an overarching financial principle is that JRCLS members and leaders must not jeopardize the tax-exempt status of the organization.

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With limited exceptions, the JRCLS is not a registered legal entity outside of the United States. Accordingly, leaders and members of Areas and Chapters outside the United States are not authorized to open bank accounts in the name of the local Area or Chapter specifically, or the JRCLS generally. Leaders of Areas and Chapters within the United States may be authorized to open bank accounts pursuant to the JRCLS Financial Policies & Procedures.

6.5.1 General Financial Practices

Leaders should implement the following financial practices to ensure proper handling of JRCLS funds:

- Identify costs and establish a realistic budget.
- Communicate expectations to JRCLS members about fiscal responsibilities.
- Hold JRCLS members accountable and be transparent.
- Keep accurate records and check expenditures against approved budgets.
- Respond promptly to financial problems.
- Set an example of financial integrity.

For additional information, refer to the JRCLS Financial Policies & Procedures resource.

6.6 Using Personal Information

The JRCLS collects and uses personal information only as reasonably necessary to administer membership, programs, events, and communications. Personal information must be handled transparently, protected through appropriate safeguards, retained only as long as necessary, and accessed or shared only by authorized individuals for legitimate purposes that advance the mission of the JRCLS.

Membership directories may not be shared with outside organizations or used for personal, commercial, political, or other unauthorized purposes. Area and Chapter leaders and members must not disclose, publish, or provide a member's personal data or contact information to another person without the member's consent or other appropriate authorization. All personal information must be handled in accordance with applicable law and BYU's Data Use, Privacy, and Security Policy.

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Appendix: Links to Referenced Documents and Resources

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B. JRCLS Bylaws
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G. Organizational Chart
H. International Board
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K. Area Conference Planning Guide
L. Area Chair Responsibilities, Purpose & Meeting Schedule
M. Chapter Chair Succession Form
N. Global Communications Committee
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