

CSF HANDBOOK

CALIFORNIA SCHOLARSHIP FEDERATION

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HISTORICAL STATEMENT

The idea for a state-wide organization to honor outstanding high school students was first proposed by Mr. Charles F. Seymour at a convention of high school principals in Oakland in 1916. Mr. Seymour was then vice-principal of National City High School in San Diego County, and in 1916 he had organized a scholarship society on his campus, modeling it after one already established at Long Beach Polytechnic High School. No action was taken on his proposal at that time.

For the next five years Mr. Seymour led an active campaign to win support for his idea. As a result a number of schools throughout the state organized similar societies. Two of these, National City and San Luis Obispo, began to use a seal patterned after the one used by Long Beach. These were the first steps toward affiliation.

In 1921 Mr. Seymour, now head of the Social Studies Department at Long Beach Polytechnic, again appeared before the Principals' Convention in San Rafael and asked that a state-wide scholarship society be founded. Despite significant opposition, Mr. Seymour's idea carried the day, and a few weeks later all high school principals received an invitation to send representatives to Los Angeles on June 4 to establish such an organization.

In June a committee of five began work on a constitution, which was finally ratified on October 15. Once the California Scholarship Federation had become a reality, thirty-four schools applied for charter membership. Twenty-nine of these received full status immediately, and chapter numbers were determined by lot. All subsequent chapter numbers have been assigned in the order of approval.

While students have never participated directly in the establishment and maintenance of eligibility standards, a means of student expression has been sought from the very outset. To this end the first student convention met in Pasadena in December, 1921. This meeting produced a "Student Branch of the California Scholarship Federation" established to hold an annual banquet and conference each Christmas vacation and to serve as a clearing house for the exchange of ideas among student leaders. During the 1925-26 academic year the format was expanded to include two meetings—one in the southern part of the state in December and another in the central or northern part in April. The first spring convention was held in Stockton.

Because of the rapid growth of the organization, the general business meeting of October, 1928, in Los Angeles approved a plan to divide the state into regions for the student conferences. This plan was accepted by the Student Branch Convention held in December in Los Angeles. As a result, the Student Branch semiannual all-state conventions were replaced by regional conferences, each with its own corps of student officers, and the use of a state-wide "Student Branch" was discontinued. Three regions (Northern, Central, and Southern) functioned until 1957, at which time the Southern Region was divided into the Southern and South Central Regions. In 1966 the Central Region was divided into the Central and Central Coast Regions. At present the regional conferences are usually hosted by individual high school chapters, often in collaboration with local CJSF chapters, and the use of regional student officers has been discontinued.

To establish more intimate contacts between chapters, affiliated schools were often grouped into districts, each containing six or more chapters. These groups held business and social meetings or outings. District XII in San Francisco was the last of these to continue this practice, until the creation of a new District 1, in the southern region, in 1990.

The annual convention in Sacramento on October 18, 1930, voted to incorporate under the laws of California. Articles of Incorporation were adopted and signed at this meeting. The CSF constitution thereupon assumed the nature of by-laws appended to the Articles. The California Scholarship Federation thus became a legal entity, capable of making valid contracts and receiving bequests.

One of the functions of CSF has been to recognize academic accomplishment in tangible ways. The original constitution provided for only one award, an embossed seal placed on the diploma of each qualifying graduate. Many voiced the desire for a pin to be worn by student members, so at a special meeting on December 20, 1922, the CSF lamp pin was approved, to be awarded only to qualifying seniors. Subsequent to this, several chapters began using local membership pins. In 1927 the April CSF meeting held in Fresno approved a "semester membership" pin, but its use was optional and has since been discontinued.

Beginning in 1925 the Board of Directors initiated a program with several colleges and universities so that tuition scholarships were set aside specifically for CSF Life Members. Currently colleges and universities in California and throughout the nation participate in the program. The Seymour

Memorial awards were established to honor both Charles F. Seymour and his devoted wife, Marian H. Seymour, who together supplied the inspiration and leadership which fostered the California Scholarship Federation. Each spring, regional subcommittees of five advisers choose outstanding Life Members from among candidates nominated by their advisers within each of the five regions. The selection is made on the basis of character, leadership, and service. In 1936 a single award of \$25.00 was given to Elizabeth Murphy of Fresno High School, the first Seymour Award winner. As of spring, 2005, fifty finalists receive awards of \$1,250 each, and 5 of these (one per region) each receive an additional \$750 as the regional award "winners". The award is now regarded as one of the highest scholastic honors given to secondary school graduates in and for the state of California.

In recent years the rapid growth of the California Junior Scholarship Federation (CJSF) has greatly strengthened CSF. Founded in 1967, CJSF fosters high standards of scholarship, service and citizenship in the Junior high school grades. Like CSF, CJSF emphasizes service to the school and the community while fostering pride in scholastic achievement.

CJSF students may also become sealbearers or Honor Award Members. Those who qualify have the Honor Award seal placed on their certificate of promotion and are eligible to wear the CJSF gold pin. CJSF also sponsors an awards program. Each year, advisers nominate Honor Award sealbearers for special recognition in the CJSF Outstanding Student Award program. Nominees selected as finalists by regional subcommittees are presented at their spring conferences, receiving award certificates; ultimate winners also receive plaques and \$500 U.S. Savings Bonds. In April, 1989, the state board of directors changed the name of the award to "The Marian Huhn Memorial Award", in honor of Mrs. Marian Huhn, long-time CJSF adviser at St. Jeanne de Lestonnac School, Tustin, and CJSF state Registrar at the time of her death in November, 1988. The first Huhn Awards were presented at the 1990 spring regional conferences.

To help preserve its tradition, in 1981 CSF donated many materials to the California State Library in Sacramento. These include a bound collection of Bulletins, the newspaper published yearly by the State Board. The CSF/CJSF archives, accessible in the State Library's California History Room, are updated periodically.

At its October, 1990, meeting the state board of directors approved a proposal for a CSF/CJSF Central Office; contractual arrangements were soon finalized with an Orange County administrative services firm, and for the first time in its 70-year history, CSF enjoyed an ongoing fixed address with "800" number telephone service, significantly increasing accessibility and service to CSF and CJSF chapters statewide.

At this time, the approximately 1000 CSF chapters and 600 CJSF chapters continue to foster the recognition, motivation, and education of academically talented students, and to promote among their chapter memberships the CSF/CJSF ideal of service to their communities.

GUIDELINES FOR ESTABLISHING/MAINTAINING A CHAPTER

APPLICATION FOR CHAPTER MEMBERSHIP

INQUIRY REGARDING AFFILIATION SHOULD BE MADE TO THE CSF CENTRAL OFFICE –

The application should be made directly to the CSF State Registrar through the Central Office and should include:

- (1) a chapter application blank;
- (2) two (2) complete copies of the prospective chapter's Standing Rules (see page 9), properly signed and dated, and two (2) copies of its Lists I, II (see By-Laws, Article IV, Section 6);
- (3) the affiliation fee check, payable to the California Scholarship Federation. (If the application is rejected, the fee will be refunded.);
- (4) proof of currently valid WASC accreditation.

THE AFFILIATION

CHARTER AND AFFILIATION -Following approval by the Registrar, a charter will be issued to the applicant school, conferring authority to use the Federation chapter seal and to make all official Federation awards. No additional charge will be made for the charter since that cost is included in the application fee. Duplicate charters may be purchased from the Central Office. It is the Board of Directors' policy to have the initial charter presented by a Federation officer or by the chapter adviser of a nearby member school when possible. An appropriate installation ceremony is recommended.

PROCEDURE AFTER AFFILIATION

1. CHAPTER SEAL -The chapter seal should be ordered as soon as possible after affiliation so that official documents can be appropriately validated. The seal itself is a small metal, hand embossed device resembling that used by a notary public. To enhance appearance, it is suggested that before embossing documents, gold notarial seals be affixed.

The chapter seal should be kept in the school's office. The secretary of the principal (or in some schools, the registrar) should be instructed in the use of the seal. A notarial seal should be embossed on the diploma of each graduating life member. If the life (sealbearer) membership certificate is awarded by the chapter, this should be similarly embossed. CSF life membership must be indicated by the use of the seal, or a statement must be typed, written, or printed on the permanent office record card and on the transcripts sent to colleges or universities. The CSF seal or a statement of CSF life membership must be placed on transcripts sent out after the first semester of the final year for those who have earned such life membership at that time.

2. INITIAL ESTABLISHMENT OF MEMBERSHIP - To establish the initial membership in the newly organized chapter, membership in CSF must be computed retroactively. After installation, the eligible graduating seniors must be granted life (sealbearer) membership status as specified in the Constitution.
3. CHAPTER RECORD -It is strongly urged that a simple, businesslike system of keeping records be adopted. Semester membership lists should be checked and filed. A card index file or computerized record for each member should be kept up to date. Completeness and accuracy of all such records are the responsibility of the adviser.
4. CHAPTER DUES - Every September the CSF Treasurer mails notices concerning dues. Checks should be made payable to the California Scholarship Federation and mailed to the CSF Central Office.
5. LIFE (SEALBEARER) MEMBERSHIP PIN* - The life (sealbearer) membership pin is in the form of a Roman lamp set upon a rectangular book base bearing the initials CSF, signifying California Scholarship Federation. (To celebrate its Golden Jubilee, CSF revised and patented the pin in 1971.) The award of this pin is a By-Legal obligation (see By-Laws, Article VI, Section 1). Pins may be awarded only by those schools with chapters in good standing. Detailed information concerning pins and official jewelry may be obtained from the CSF Central Office.
6. MEMBERSHIP CARD* - The use of membership cards is recommended.
7. LIFE MEMBERSHIP CERTIFICATE* - The official life membership certificates are engraved on parchment. The award of the certificate is optional.

*These items are available from the official jeweler

8. ONE HUNDRED PERCENT MEMBERSHIP CERTIFICATE* - Affiliated schools may award an official certificate of 100% membership in the chapter, with the chapter seal embossed thereon, to those students having qualified for membership for the last six semesters of high school. This award is optional.
9. OFFICIAL JEWELER - A single official jeweler to manufacture and sell CSF pins, certificates, membership cards, and seals is to be selected by the Board of Directors. CSF is thus able to restrict the sale of the life membership pin to chapters in good standing, to control the quality of all materials, and to receive a royalty on all items purchased through the official jeweler.
10. THE SEYMOUR MEMORIAL AWARDS -The Seymour Memorial Awards are one of the most prestigious awards available for graduates of California high schools. To be eligible to nominate two candidates, starting with the 2005-2006 school year, a chapter must be up-to-date in dues payments as of the previous June 30, and must have had their CSF Lists I, II, and III approved for the last two years. (For 2004-2005, the chapter must have contributed to the Seymour fund for the last two years and have had its Lists approved for the last two years.) Whenever the chapter has an unusually superior life (sealbearer) member, the adviser should nominate him and/or her as a candidate for the award. Information about this award is mailed to each chapter by the Chairperson of the Seymour Awards Committee in early December.
11. SCHOLARSHIPS FOR LIFE (SEALBEARER) MEMBERS -Each year colleges and universities throughout the United States award scholarships to CSF life (sealbearer) members. The adviser should encourage and assist interested life members in applying for these. Information regarding these is sent to all chapters by the Chairperson of Collegiate Relations in December.
12. ANNUAL ADVISERS' CONVENTION - The annual meeting of all the chapter advisers is usually held on the third or fourth Saturday in October, alternating among the regions of the state. Advisers are encouraged to attend this meeting.
13. REGIONAL CONFERENCES - The State is divided into five regions: Northern, Central, Central Coast, South Central, and Southern. Each spring a conference is held in each of the regions. Advisers and student members are encouraged to attend these conferences.
14. STATE FEDERATION CORRESPONDENCE - Official CSF correspondence must be handled by the adviser in a responsible manner. Failure to answer annual requests for necessary chapter information may result in revocation of the chapter's charter.
15. CSF BULLETIN - This annual State Board publication transmits information of general interest. The CSF Bulletin should receive wide circulation at the local level.
16. CSF NEWSLETTERS - These letters sent by members of the State Board keep advisers informed of all major events, deadlines, and reports.

CHAPTER ORGANIZATION

1. CSF FILE - One of the major problems facing many CSF chapters is the rapid turnover of advisers. The first thing a new adviser should do is to ascertain whether the files contain a copy of the Chapter Standing Rules. For the benefit of future advisers, it is vital that every school has a definite place for a CSF file. If a new adviser cannot find the Chapter Standing Rules, information can be secured by contacting the Central Office.
2. MEMBERSHIP LISTS - Some plan should be devised to make application blanks available to the student body each semester. Membership lists, subject to correction, should be posted early each semester and kept in a permanent file. Within a few weeks after the beginning of each semester, a complete list of members for the current semester should be posted on bulletin boards, and where feasible, published in the school paper and in local papers. Advisers should be aware of changes affecting eligibility for membership. Care must be taken that adequate publicity is given before the requirements go into effect. Eligibility for membership is under the supervision of the adviser.
3. INITIATION CEREMONY - Many chapters hold a formal initiation ceremony for new members at a meeting early in the semester. The particular type of ceremony used will depend upon the number to be inducted and local preferences. Some form of welcome should be extended to associate members also, either at a social function or at a regular chapter meeting.
4. CABINET - The adviser and chapter officers shall act as chapter cabinet. It shall hold regular and frequent meetings to propose policies and plan chapter activities. One of its duties shall be to publicize any changes made in the regulations for eligibility for membership either at the annual State Board meeting or by amendment to the State Constitution and/or By-Laws.

5. PRIVILEGES AND HONORS

- (a) The official life membership pin shall be awarded to each student who has qualified for sealbearer status.
- (b) At the time of graduation, the chapter seal† shall be embossed upon the diplomas of all students who have qualified for life (sealbearer) membership, and also the achievement of life membership shall be indicated on their permanent office record

cards and transcripts. A statement of CSF life membership or the CSF seal must be placed on transcripts sent out after the first semester of the final year of those who have earned such life membership at that time.

(c) The names of graduating life members should be specially designated as such upon the commencement program or officially announced at the commencement exercises.

6. CHAPTER ACTIVITIES - No single set of rules and regulations can cover all the situations that will arise or all the activities that may be appropriate. The aim must be to further the ideals of the Federation and its motto, "Scholarship for Service," while operating within the framework of the State Constitution and/or By Laws.

7. ADVISERS AND THE STATE BOARD - The continued effective functioning of the organization is dependent on the voluntary service of enthusiastic advisers. Advisers interested in serving as state officers should contact any member of the Board of Directors.

†This is a metal embossing device resembling a notary seal, obtainable only through the CSF Central Office. When embossing diplomas, certificates, and college transcripts, emboss over gold notarial seals.

CALIFORNIA SCHOLARSHIP FEDERATION STANDING RULES FOR INDIVIDUAL CHAPTERS

ARTICLE I - Name and Purpose

SECTION 1. The name of this organization shall be Chapter Number _____ (to be filled in by Registrar) of the California Scholarship Federation, in abbreviated form, "CSF".

SECTION 2. The purpose shall be to foster high standards of scholarship, service, and citizenship on the part of students of _____ School and to promote appropriate activities among its members.

ARTICLE II - Motto and Color

SECTION 1. The official motto shall be "Scholarship for Service".

SECTION 2. The official color shall be gold.

ARTICLE III - Membership

SECTION 1. This chapter will admit students to membership according to the provisions of the State By-Laws, Article IV.

SECTION 2. Students in the second semester of the tenth grade, and in grades eleven and twelve of _____ School who meet the requirements shall be eligible for semester membership. Associate members shall be second semester ninth graders and first semester tenth graders whose grades meet CSF requirements, and also junior high transfers in their first semester of attendance who are Honor Members of the California Junior Scholarship Federation.

SECTION 3. **MEMBERSHIP IS NEITHER AUTOMATIC NOR COMPULSORY.** The student **must** apply for membership during an enrollment period established by the adviser which **must** occur during the first four weeks of the semester. (See By-Laws, Article IV, Section 2.)

SECTION 4. The student who is otherwise eligible but who in the judgment of the adviser and principal is an unworthy citizen may be disqualified from semester membership. This may affect life (sealbearer) membership.

SECTION 5. The student's record for the previous semester must have no grades lower than C.

SECTION 6. Grades earned in physical education, courses taken in lieu of physical education, subjects repeated to improve a grade, courses involving clerking or office/teacher assistance, and courses taken on a pass/fail basis shall not count for CSF points.

SECTION 7. Activity points will not be used.

SECTION 8. Transfer and exchange students shall be accepted for membership according to the provisions of the State By-Laws, Article IV, Sections 14 and 15.

SECTION 9. Membership is for one semester only, and may be renewed whenever the student again meets the requirements.

ARTICLE IV – Awards

SECTION 1. The official chapter membership card _____ be issued to each member each semester according to the (will, will not) provisions of the State By-Laws, Article VI, Section 2(a).

SECTION 2. The life (sealbearer) membership certificate _____ be awarded to graduating life (sealbearer) members (will, will not) according to the provisions of the State By-Laws, Article VI, Section 2(b).

SECTION 3. The One Hundred Percent certificate _____ be awarded to those qualifying according to the provisions (will, will not) of the State By-Laws, Article VI, Section 2(c).

SECTION 4. The official CSF life (sealbearer) membership pin shall be awarded to graduating life (sealbearer) members.

SECTION 5. The Federation chapter seal shall be placed on each sealbearer's diploma; some indication of sealbearer status must also be included on the permanent record and transcripts, as well as on all documents which verify life (sealbearer) membership.

ARTICLE V – Officers

SECTION 1. The officers of the chapter shall be those of President, Vice-President, Secretary, Treasurer, and any others deemed necessary by the local chapter.

SECTION 2. Officers shall be elected as early as possible in each semester, quarter, trimester, or year as applicable.

SECTION 3. The duties of the officers shall be those which are usual to their respective offices.

SECTION 4. The elected officers and the chapter adviser shall constitute the chapter cabinet whose duty it shall be to plan meetings and other activities of the chapter and to appoint the necessary committees.

ARTICLE VI - Meetings and Quorum

SECTION 1. Regular meetings of the chapter shall be held.

SECTION 2. Special meetings may be called by the President with the consent of the chapter adviser.

SECTION 3. _____ of the membership shall constitute a quorum for the transaction of business.
(Fill in the percentage)

SECTION 4. **Robert's Rules of Order** shall be the authority for conduct of business.

ARTICLE VII – Dues

SECTION 1. The chapter shall pay annual dues according to the general provisions in the State By-Laws, Article II, Section 3.

SECTION 2. Deleted

ARTICLE VIII – Amendment

SECTION 1. With the approval of the principal and/or adviser, these Standing Rules may be amended by a two-thirds vote of the membership, but no amendment shall take effect until it has been approved by the CSF State Registrar.

SECTION 2. Approval of any amendment shall be requested of the CSF State Registrar according to the provisions of the State By-Laws, Article I, Section 5.

SECTION 3. All state dues and Seymour Award contributions shall be deposited with the CSF State Treasurer. Principal's Signature Adviser's Signature CSF State Registrar's Signature

Principal's Signature

Adviser's Signature

CSF State Registrar's Signature

Date Signed

Date Signed

Date Approved

A QUICK GUIDE TO ADVISERS' MOST FREQUENTLY ASKED QUESTIONS

The purpose of this section is to provide advisers, especially relatively new advisers, with the information needed to answer those questions which, in our recent experience, seem to arise most frequently, and to do so without the painstaking research into the Constitution and By-Laws which can seem both intimidating and confusing to new advisers. Nonetheless, ALL advisers should ultimately familiarize themselves with every section of this Handbook, including those two seminal documents which follow this more "user-friendly" section.

1. HOW DO I HANDLE APPLICATIONS AND DEADLINES?

The By-Laws (Article IV, Section 2) require that you establish your application period sometime during the first four weeks of the semester; its length may correspond to the size and particular circumstances of your chapter, so that there is no question of a student's having had the opportunity to apply. Be certain that the application period is well publicized both in advance and throughout its actual run. On page 25, immediately following the By-Laws, is a sample application form which the State Board of Directors highly recommends for your use; some kind of application form **MUST** be used, and if you use a different form, you are **REQUIRED** to include in it "Section A" of the recommended form in its entirety.

2. WHAT HAPPENS IF A STUDENT MISSES THE APPLICATION DEADLINE?

Membership is neither automatic nor compulsory. The By-Laws (Article IV, Section 2) and every chapter's mandatory Standing Rules (Article III, Section 3) require that the eligible student actually apply for membership, and retroactive membership (after the deadline) is prohibited. However, certain extreme circumstances may justify an exception to this rule; these may include: A lengthy absence from school during the application period; an incomplete grade completed (or a previously recorded grade changed) after the deadline, which qualifies a previously ineligible student. Excuses such as forgetting or not bothering to apply, inability to find one's report card in a timely fashion, failing to heed school announcements about the application period, absence on the last day of the application period, and other mundane excuses are not acceptable. The judgment of the adviser is **ALWAYS** the final determination of what constitutes taking "advantage of the opportunity to become a member."

3. WHAT ARE LISTS I, II, AND III, AND HOW DO I FIGURE CSF POINTS?

Lists I, II, and III are described in precise detail in the By-Laws (Article IV, Sections 6-7). Computation of CSF points, including a variety of special cases, is explained in the By-Laws (Article IV, Sections 8-12). In these cases, we refer you directly to the By-Laws, because our only answers here would need to be verbatim reiterations of the By-Laws text.

4. WHAT IF A STUDENT TAKES A COLLEGE COURSE?

This is addressed in the By-Laws (Article IV, Section 11). But remember, the college course must be a part of the students "normal class load" at your school. A student who takes an evening or weekend course at the local community college, without the high school's knowledge or approval, cannot count the course toward CSF.

5. WHAT ABOUT SUMMER SCHOOL?

Summer school courses may be used in determining CSF eligibility **ONLY IF** a student has not enrolled in enough qualifying List I and II courses during the regular semester. Rules for summer school courses are very specific; refer to the By-Laws (Article IV, Section 13).

6. HOW DO I DEAL WITH VISUAL AND PERFORMING ARTS COURSES SINCE THEY CAN'T BE USED ON LIST I?

Theory courses, equivalent in academic caliber to courses on List I should be included on List II, while performance/practicum courses (e.g., Dance, Play Production, Orchestra, Studio Art, etc.) should be included on List III. Keep in mind that any course taken **IN LIEU OF** Physical Education may not be used for CSF qualification.

7. WHAT IS A LIFE MEMBER? WHAT KIND OF AWARDS DO LIFE MEMBERS GET?

The requirements for Life Member (also called "Sealbearer") status are clearly stated in the By-Laws (Article V, Section 1). The **REQUIRED** awards for Life Members are the pin and the embossing of the chapter seal on the diploma; sealbearer status **MUST** also be recorded on the student's permanent academic record card and on all transcripts issued after such status has been achieved. All other awards are optional (Article VI, Sections 1-2). The chapter **MAY** provide other awards and may also distinguish between active and inactive membership (Article IV, Section 3) in the granting of other awards.

8. WHAT ARE ACTIVE AND INACTIVE MEMBERS?

An active member not only fulfills the academic requirements for CSF membership, but also participates in chapter activities at a level predetermined by the chapter adviser and officers; it is expected that such participation should exemptify the CSF motto of "Scholarship for

Service". Inactive members are still entitled to consideration for the required awards (Article VI, Section 1), but may be excluded from other optional awards and chapter privileges (e.g., field trips, banquets, chapter scholarships, etc.). Chapters which distinguish between active and inactive membership should publicize the distinction and its consequences regularly among their members.

9. WHAT DO I DO WITH A STUDENT WHO TRANSFERS FROM A SCHOOL WITHOUT CSF?

Procedures for dealing with transfer students (whether or not their former schools had CSF chapters) are clearly presented in the By-Laws (Article IV, Section 14). Transfer students qualify for Life Membership and other awards no differently from other students. Article IV, Section 15 addresses the same question for exchange students.

10. WHAT HAPPENS IF A STUDENT GETS IN SERIOUS TROUBLE, BUT IS A CSF MEMBER OR AN ACADEMICALLY QUALIFIED APPLICANT?

The adviser and the principal together have the right to debar from semester membership (or deny an otherwise qualified applicant) if that student is deemed "an unworthy citizen" (Article IV, Section 17).

11. WHAT HAPPENS IF I STILL HAVE QUESTIONS?

Just call the CSF/CJSF Central Office (1-800-437-3347); if needed, your question will be referred to the appropriate state officer.

CSF STATE CONSTITUTION

SECTION 1

The name of this organization shall be the California Scholarship Federation, Inc. The official abbreviation shall be the monogram CSF, written without periods.

SECTION 2

The purpose shall be to foster high standards of scholarship, service, and citizenship on the part of students of the senior high schools of California.

ARTICLE II -Motto and Color

SECTION 1

The motto shall be "Scholarship for Service".

SECTION 2

The official color shall be gold.

ARTICLE III -Insignia

SECTION 1

The official seal shall be in form as follows: It shall be one and one-half (1 1/2) inches in diameter, or thereabout, bearing an scalloped edge. The central design shall be an open book. Above the book shall be set a lamp of learning. A wreath, one (1) inch in diameter, or thereabout, shall encircle the book, terminating above at the opposite ends of the lamp. Upon the outer margin, beyond the wreath, shall appear the words, "California Scholarship Federation".

SECTION 2

This seal, when used by the affiliated school, shall be of smaller size and shall have these additional devices: The initials or name of the school shall appear upon the lower outer margin, beyond the wreath. Also, upon the two leaves of the open book in the central design shall appear the chapter number.

SECTION 3

The official life (sealbearer) membership pin shall be a properly proportioned and molded Roman lamp set upon a rectangular book. Upon the base, the letters CSF shall appear.

Pins made of metal other than gold, gold-filled or gold plate shall not be used.

ARTICLE IV - Membership

SECTION 1

Any Western Association of Schools and Colleges (WASC) accredited California four-year secondary (grades 9-12) or WASC accredited California three-year secondary (10-12) which offers sufficient courses for a student to earn Life Membership shall be eligible for affiliation.

SECTION 2

A CSF charter may be granted as soon as the school has students of at least second semester sophomore standing. However, the CSF seal shall not be granted until the school has a senior class and is offering sufficient college-preparatory courses to satisfy the academic admission requirements for entrance to the University of California.

SECTION 3

Membership in CSF shall not be personal but shall inhere in the affiliated school.

SECTION 4

Neither semester members nor life members (sealbearers) of a local chapter of CSF organized within an affiliated school shall be deemed to be members of CSF in any legal sense; but they may, in common parlance, be so regarded.

ARTICLE V - State Officers and Board of Directors

SECTION 1

The elective state Officers of the Federation shall be the President, the Past President, the President-Elect, the several regional Vice-Presidents, the Treasurer, and the Registrar. Vice-Presidents and Registrar shall be present or former CSF advisers. Other officers shall be present or former CSF or CJSF advisers.

SECTION 2

The appointive State Officers of the Federation shall be the Chairperson of Collegiate Relations, the Chairperson of Legislation, the Historian/Archivist, and the members of the Seymour Memorial Awards Committee. The chairperson of Collegiate Relations and the members of the Seymour Memorial Awards Committee shall be present or former CSF advisers. The chairperson of Legislation and the Historian/Archivist shall be present or former CSF or CJSF advisers.

SECTION 3

The Board of Directors shall be composed of all the officers listed in sections 1 and 2, the CSF-ACSA Liaison Representative, the CJSF Registrar, and the CJSF Vice-Presidents, one from each CSF Region.

SECTION 4

No two officers, elective or appointive, shall be from the same school.

SECTION 5

The Board of Directors shall be empowered to add, delete, or combine offices as may be deemed necessary.

SECTION 6

The CSF/CJSF Central Office may be maintained by an independent administrative service operator, under contract with the Board of Directors. In addition to other contracted services, the representative of the Central Office shall attend and participate without vote in all board meetings, functioning in a secretarial capacity.

ARTICLE VI - Election and Appointment of State Officers and Terms of Office

SECTION 1

- (a) In even-numbered years, the Regional Vice-Presidents and the CJSF Registrar shall be elected. In odd-numbered years, the President-Elect, the Treasurer, the CSF Registrar, and the CJSF Vice-Presidents shall be elected.
- (b) Nominations for President-Elect shall be made in turn from each of the regions in the following order: Central Coast, South Central, Central, South, and North. If a region in its turn does not provide a presidential candidate, such a candidate shall be sought again prior to each subsequent odd-numbered year's election before the nomination advances to the next region in the prescribed order. Any nominee for President-Elect shall have served for at least one year in some capacity on the Board of Directors.
- (c) New officers shall take office in October, but both outgoing and incoming officers shall attend the October meeting of the Board of Directors.

SECTION 2

The President-Elect shall confirm nominees for elective offices and assemble the annual ballot, depositing it with the President at least two months before the date of that year's first regional conference; the President-Elect shall be assisted in identifying nominees for confirmation by any and all members of the Board of Directors, and by the regular solicitation of interested volunteers from the statewide network of current and former advisers. The ballot shall be mailed to all chapter advisers at least one month before the date of the first regional conference.

SECTION 3

Accompanying each ballot for the elections of officers shall be candidates' statements not to exceed 150 words each, describing the backgrounds, CSF/CJSF experience, qualifications, and positions of the candidates.

SECTION 4

- (a) The ballot shall be cast by the chapter adviser. Each chapter shall be entitled to one vote. Ballots shall be returned by mail to the Central Office postmarked no later than May 10.
- (b) All ballots shall have a write-in-option for each office.
- (c) Winners must have a majority of votes cast. In case no candidate for an office receives a majority, a run-off election shall be conducted between the two candidates receiving the most votes. The run-off ballots shall be mailed to the advisers during the third week of May, and are to be returned by mail to the Central Office, postmarked by June 10.

SECTION 5

Appointive officers as specified in Article V, Section 2, shall be named by the President with the approval of the Board of Directors.

SECTION 6

The CSF-ACSA Liaison Representative shall be appointed by the CSF President in consultation with the Association of California School Administrators.

SECTION 7

The CJSF Registrar and the five CJSF Vice-Presidents shall be elected by the California Junior Scholarship Federation.

SECTION 8

Terms of Office

- (a) The term of office of all elective State Officers shall be two years. The Past President shall also serve on the board of Directors for two years following completion of his/her presidency.
- (b) The term of office of appointive State Officers, except the members of the Seymour Committee, shall be two years. The term of office of the members of the Seymour Committee shall be three years, staggered in a rotation approved by the Board of Directors. The Seymour Committee member appointed to chair the committee shall serve a one-year term as chairperson.

SECTION 9

Vacancies in Elective Office

- (a) If a vacancy occurs in any elective office, the President shall recommend an interim appointee. This appointee is subject to approval by the State Board of Directors. This appointee shall serve only until the next regular election of that office.
- (b) If a vacancy occurs in the office of President, the President-Elect shall assume the Presidency immediately.

- (c) If this occurs, the person becoming President shall complete the remainder of his/her predecessor's term and his/her own full term.

ARTICLE VII - Annual Meeting

SECTION 1

The Annual Meeting shall consist of an Advisers' Convention to be preceded by a meeting of the State Board of Directors. The Annual Advisers' Convention shall be held on the fourth Saturday in October, or upon the day nearest to that date which shall be most practicable, for the purpose of conducting necessary Federation business.

SECTION 2

The location shall alternate between the northern and southern parts of the state.

SECTION 3

Written notice of such meeting shall be sent to each Chapter at least four weeks before the date of the Annual Meeting. This notice shall give details of time and place of the meeting, agenda, and any other information that may be necessary.

SECTION 4

Student chapter members may be invited as guests or as participants in the program.

SECTION 5

A summary of the State Officers' reports and the business of the annual Meeting shall be disseminated following the date of the meeting.

ARTICLE VIII - Official Publication

SECTION 1

The official publication of the Federation shall be designated the **CSF Bulletin**.

SECTION 2

The **CSF Bulletin** shall be issued at least annually.

ARTICLE IX - Amendment

SECTION 1

Amendments to this constitution may be proposed by any member of the Board of Directors, by any chapter adviser, or by action taken at a district meeting or regional conference or at any annual meeting.

SECTION 2

Proposed amendments shall be submitted in writing to the Central Office no later than January fifteenth.

SECTION 3

Amendments shall be disseminated to the advisers for their approval as part of the annual ballot for officers.

SECTION 4

To be approved, amendments shall require a two-thirds majority vote of those voting and shall become effective the following July first.

ARTICLE X - Parliamentary Authority

Robert's Rules of Order shall be the standard of procedure for this organization except as otherwise provided in this **CSF Handbook**.

CSF STATE BY-LAWS

ARTICLE I - Chapter Affiliation and Organization

SECTION 1

Application for affiliation shall be made in writing to the Registrar. It shall be accompanied by the affiliation fee and two (2) complete copies of the Standing Rules of the proposed chapter, and two (2) copies of the prospective chapter's Lists I, II, and III.

SECTION 2

Approval of any application shall rest with the Registrar, who may consult with the appropriate Regional Vice-President and/or the State President if necessary.

SECTION 3

On approval of an application for affiliation, the Registrar shall assign to the applicant school an official chapter number which shall include in lower-case letters the regional designation (n-Northern, cc-Central Coast, c-Central, sc-South Central, s-Southern). The local organization shall thereafter be known as CSF Chapter , although the seal used for embossing diplomas and other documents shall have the number only. Under no circumstances shall any other name or initials be used.

SECTION 4

Each chapter shall set up its local organization in accordance with the Standing Rules approved for that chapter by the Registrar.

SECTION 5

Changes in the Standing Rules of any chapter may be made only in accordance with the provisions for amendment contained in the Standing Rules approved by the Registrar.

ARTICLE II - Affiliation Fee, Seal Rental, Dues, and Seymour Contributions

SECTION 1

Each applicant school shall include with its application an affiliation fee in the amount set by the Board of Directors.

SECTION 2

After affiliation, the chapter shall order its CSF seal from the Registrar. The seal never belongs to the chapter: the amount paid for it is only a rental fee. The seal remains with the chapter as long as the chapter remains in good standing in the Federation.

SECTION 3

Each chapter shall pay state dues beginning with the first academic year following the date of its affiliation. The amount of dues shall be set by the Board of Directors and shall be according to total school enrollment. The Board of Directors shall also set a date by which dues become delinquent.

SECTION 4

All state dues shall be deposited with the State Treasurer.

SECTION 5

Individual chapters may choose to impose a chapter dues payment as part of their membership application process, but no eligible applicant may be refused membership for nonpayment of dues.

ARTICLE 11I - Classes of Membership

SECTION I

Chapter membership shall be of four kinds semester. life (sealbearer). associate, and advisory.

- (a) Semester members of the chapter shall be those undergraduate students who have met the required eligibility standards during the preceding semester, as Rules prescribed in their respective chapter Standing and who have made proper application for membership.
- (b) Life (sealbearer) members shall be those to whom the official Federation chapter seal has been awarded as prescribed in Article V, Section 1.
- (c) Associate members shall be second semester ninth graders and first semester tenth graders whose grades meet CSF requirements, or junior high transfers in their first semester of attendance who are Honor Members of the California Junior Scholarship Federation.

No student may be an associate member after the first sophomore semester. Associate members must be allowed full semester membership privileges with the exception that this membership cannot count toward life (sealbearer) membership.

- (d) Advisory members shall be those faculty members who have been named by their principals to oversee and direct the activities of their respective chapters.

ARTICLE IV - Requirements for Semester Membership

SECTION I

No school shall set requirements for membership other than those set in this article.

SECTION 2

All eligible students must apply for membership during an enrollment period established by the adviser, which must occur sometime during the first four weeks of the semester. Retroactive membership may not be granted to any student who has failed to take advantage of the opportunity to become a member.

SECTION 3

Membership shall be based on scholarship and citizenship only. Extra-curricular activity points shall not be used in determining eligibility. Members shall not be required to attend meetings or participate in activities; however, a chapter may distinguish between active and inactive members.

SECTION 4

Membership is held during the semester following the one in which the qualifying grades were earned, and is for one semester only. In order to become a member, the student must submit an application each semester the student is eligible. Grades earned in the second semester of the twelfth grade may count toward life (sealbearer) membership, as needed.

SECTION 5

Semester membership is by written application only and shall not be automatic or compulsory. The written application must include Section A of the suggested semester membership application on page 25.

SECTION 6

To maintain the prestige of over 75 years of Scholarship for Service, it is essential that all chapters conform their Lists I, II, and III to the standards of academic excellence as described below. Each chapter must have current course Lists I, II, and III approved by the CSF Registrar.

To secure eligibility for CSF membership, a student must earn sufficient points from the following course lists.

List I: Courses on List I are *only* the core curriculum classes as defined in the state frameworks which must integrate the following:

- intellectually and academically challenging material
- substantial amounts of reading and writing
- critical thinking and problem solving skills
- individual lab work in the case of sciences.

These courses must be grade-level appropriate (non-remedial) and must fulfill college preparatory requirements.

Specifically, List I courses are the following:

ENGLISH/LANGUAGE ARTS:

- All required 9th, 10th, 11th, and 12th grade-level courses which meet college entrance requirements

FOREIGN LANGUAGE:

- All courses which include grammar and literature.
- Foreign Language for Native Speakers (e.g., Spanish for Spanish Speakers)

MATHEMATICS:

- First year Algebra or its equivalent, completed in one year or less.
- Integrated Math (i.e., algebra, geometry, intermediate algebra)
- All math courses which require first year algebra as a prerequisite

SCIENCE:

- Biology
- Chemistry
- Physics
- All courses which require biology or chemistry as a prerequisite

SOCIAL SCIENCE:

- Economics
- U.S. History
- U.S. Government/Civics
- World History/Cultures/AP European History

Note:

- Sheltered/Bilingual sections of the above courses are included on List I.
- Honors, AP, and IB sections and college courses of only the above subjects are included on List I.
- Any college prep course substituted for and fulfilling the same requirement as a specific List I course may be considered a List I course.
- Courses above whose grades are established based on a reduced standard (e.g., RSP designated) do not qualify as List I courses. (See note at end of List II description.)

List II: Courses on List II are those courses not on the above specified List I which must integrate the following:

- intellectually and academically challenging material
- substantial amounts of reading and writing
- critical thinking and problem solving skills

The following are List II courses. Other courses of equivalent academic caliber may be included on List II with the approval of the CSF Registrar. (Refer to Section 6a for the procedure to place additional courses on your List II.)

ENGLISH:

- Advanced Grammar
- Applied Communications
- Children's Literature
- Debate
- Developmental Reading/Writing/Vocabulary
- Diaries and Journals
- Humanities
- Journalism
- Mystery Fiction
- Mythology
- Poetry
- Short Story
- Speech
- Writing Workshop

FOREIGN LANGUAGE:

- Conversational language courses
- Sign Language

MATHEMATICS:

- First year Algebra completed in more than one year

SCIENCE:

- Aerospace
- Astronomy
- General Science
- Life/Physical/Earth Science
- Oceanography

SOCIAL SCIENCE:

- Contemporary Issues
- Ethnic Studies
- Geography
- International Relations
- Law courses
- Psychology
- Sociology
- Western Civilization
- Women's Studies

RELIGION/ETHICS/PHILOSOPHY:

- All courses which meet List II criteria

BUSINESS:

- Accounting
- AP Computer Science
- Computer language classes (PASCAL, BASIC, etc.)
- Computer Programming
- Marketing

FINE ARTS:

- Art History (includes honors and AP)
- Art/Music/Drama Theory (non-performance based)

OTHER:

- Academic Decathlon
- Mock Trial
- Advanced ESL/ELD courses

Note:

- List I courses whose grades are established by reduced standards (e.g., RSP designated) are List II courses.

List III: Courses on List III are all other courses awarded credit which are not on the above specified Lists I and II with the following EXCEPTIONS:

- Physical Education
- Courses taken in lieu of Physical Education
- Lab/Teacher Assistant
- Office/Library Aide
- Study Hall
- Repeated courses
- Courses taken on a pass/fail basis

The following are List III courses. List III also includes all other subjects offered which are not on Lists I or II subject to the exceptions noted above.

ENGLISH:

- Speed Reading
- Yearbook

MATHEMATICS:

- Consumer/Applied/Business Math
- General Math
- Math A, B, C
- Pre-algebra

SOCIAL SCIENCE:

- Peer Counseling
- Student Government/Leadership

BUSINESS:

- Bookkeeping
- Computer Literacy
- Keyboarding/Typing/Word Processing
- Shorthand

HOME ECONOMICS:

- Child Development
- Family Living
- Foods
- Interior Design
- Sewing

VISUAL/PERFORMING ARTS:

- All performance courses including all levels of:
 - Band/Orchestra
 - Choir/Chorus
 - Drama
 - Photography
 - Studio Art classes including AP Studio Art

INDUSTRIAL ARTS:

- All shop classes
- Architecture
- Drafting, all levels
- Electronics

AGRICULTURE:

- All courses not meeting List I or List II science requirements

OTHER:

- AVID
- Health & Safety/Driver's Education (State Requirements)
- Career Education
- ESL/ELD
- Graphic Arts
- ROP
- ROTC
- Senior Project
- Work Experience
- Newspaper Production

SECTION 6a

A school may petition the CSF Registrar for approval to include a course on List II not mentioned in Section 6 above by submitting the following information:

- course title and description
- detailed syllabus including frequency and type of assignments and exams
- title, author, publisher of test
- samples of student work including one exam

SECTION 7

A student must have taken a minimum of three (3) courses from LISTS I and II; at least two (2) of these three courses must be from LIST I only. (However, seniors applying at the start of their second semester or at graduation may use three (3) courses from LIST II and none from LIST I.) Additional courses may be taken from any LIST, including LIST III. A student is limited to a maximum of 5 courses for the computation of CSF eligibility.

SECTION 8

To warrant eligibility for semester membership, a student must earn a minimum of 10 CSF points. Of these 10 points, 7 points MUST be earned in courses from LISTS I and II, while the remaining 3 points MAY be earned in courses from any LISTS (I, II, or III). Of the 7 points required from LIST I/II courses, at least 4 points MUST be earned in LIST I courses alone (except for senior applicants as cited in Section 7 above).

SECTION 9

CSF points for courses earning 5 semester credits shall be calculated as follows (see Sections 10-12 for exceptions):

a grade of A	3 CSF points
a grade of B	1 CSF point

One additional CSF point shall be granted for a grade of A or B in an AP, IB, or Honors course, up to a maximum of two such points per semester.

a grade of C	0 CSF points
a grade of PASS (P) in any subject	0 CSF points

a **grade of D or F** in any course shall disqualify the student from membership for the semester.

(Note: AP = Advanced Placement; IB = International Baccalaureate)

No CSF points shall be given for physical education courses, courses taken in lieu of physical education, subjects repeated to improve a grade, courses involving clerking or office/teacher assisting, and courses taken on a pass/fail basis.

Section 10

When the credits earned for a course vary from the standard five semester credits, fractional CSF points shall be granted as follows:

Semester CSF points	CSF points	
Credits	for grade A	for grade B
10	6.0	2.0
9	5.4	1.8
8	4.8	1.6
7.5	4.5	1.5
7	4.2	1.4
6	3.6	1.2
5	3.0	1.0
4	2.4	.08
3	1.8	.06
2	1.5	.05
1	0.6	.02

Section 11

Students who take college courses concurrent with their high school courses shall be granted CSF points identical to those noted in Section 10 above.

Section 12

Exceptions to standard grading schedule:

Nine week (quarter) grading period: Count A's and B's at half semester value: A = 1.5 points; B in AP, IB, or other Honors course = 1 point; B = 0.5 point (based on 2.5 semester credits per course.) Add points for each quarter separately. The first two quarters equal the fall semester; the third and fourth quarters equal the spring semester. Compute point total at the end of each semester, and determine eligibility as per Sections 8-9 above. (If some courses are offered on the semester basis and others on the quarter basis, count semester courses as usual and quarter courses as indicated above.)

Trimester (12 weeks) grading period: Count A's and B's on the semester plan. Add each trimester separately. If the total is ten or greater, CSF eligibility is secured for that grading period. To qualify for life (sealbearer) membership, a student needs at least 6 trimester memberships earned during the 10th, 11th, and 12th grades; one of these must be earned with grades acquired during the last 3 trimesters of attendance.

Annual (36 weeks) grading period: Count A's and B's at semester value: A 3 points, B in AP, IB or other Honors course 2 points, B 1 point (based on 5 semester credits for each course each semester). Computer CSF points for the annual grades. If the total is ten or greater, CSF eligibility is secured for both semesters.

Section 13

Summer school shall not be used for semester membership.

Section 14

Transfer students shall be eligible for membership as follows:

(a) A student who transfers to an affiliated school (one which has a CSF chapter) may apply immediately for CSF semester membership, provided that former school grades for the preceding semester meet the requirements of the affiliated school.

(b) A CSF member who transfers from one AFFILIATED school to another may transfer prior semester memberships by means of written verification of those memberships from the CSF adviser at the former school.

(c) A student transferring from an UNAFFILIATED school may have his/her record evaluated by the current CSF adviser, who will grant retroactive membership for the transfer semesters which qualify, ONLY AFTER the student has qualified for CSF membership in the affiliated school on the basis of grades earned in that affiliated school.

(d) Before any CSF award may be granted, the transfer student must have earned membership for at least one semester in the affiliated school.

BYLAWS AMENDED October 22, 2010

Article IV, Section 11

Article IV, Section 13

SECTION 15

Exchange students shall be eligible for membership as follows:

- (a) If the affiliated school evaluates the preceding term's grades with which the exchange student enters and those grades meet CSF standards, the student applicant may be granted regular membership in the first semester of attendance.
- (b) Before any CSF award may be granted to an exchange student, the student must have earned membership for at least one semester in the affiliated school. The record for previous semesters must be evaluated in the same manner as for transfer students from non-affiliated schools. (See Section 14a.)

SECTION 16

To establish the membership of a newly chartered or reaffiliated chapter, eligible students must apply for CSF membership based on their most recently earned semester grades; it is understood that this is likely to occur later in the current term than the normally prescribed "first four weeks". As soon as this initial or reinstated membership has been established, the adviser must then review the academic records of sophomore, junior and senior members, to grant them retroactive membership credit as appropriate based on previous semester grades. These instances, following immediately upon a chapter's being chartered or reaffiliated, are the ONLY situations in which retroactive membership is allowed.

SECTION 17

Any student who is otherwise eligible but who in the judgment of the adviser and principal is an unworthy citizen may be debarred from semester membership. This may affect life membership.

ARTICLE V - Requirements for Life (Sealbearer) Membership

SECTION 1

Requirements for Life (Sealbearer) Membership:

- (a) A student completing senior high school work in 5 or 6 semesters (not including grade 9) must earn CSF membership in at least 4 of the last 5 or 6 semesters; one of those semester memberships must be earned with senior grades. (Grades earned in the final semester, just before graduation, may be used to meet this requirement.)
- (b) A student completing high school work in 4 semesters (not including grade 9) must earn CSF membership in at least 3 semesters.

SECTION 2

The benefits of life (sealbearer) membership are the following:

- (a) Award of the official CSF life membership pin.
- (b) Eligibility for special CSF life membership scholarships.

- (c) The Federation chapter seal on the diploma, and an indication of sealbearer status on the permanent academic record and on transcripts.
- (d) The Federation chapter seal on the life membership certificate, one hundred percent certificate, and the certification form for special CSF life membership scholarships, where those optional documents are used.

ARTICLE VI –Awards

SECTION 1

Required awards for life (sealbearer) membership are the following:

- (a) The official CSF life membership pin.
- (b) The Federation chapter seal on the diploma, and an indication of sealbearer status on the permanent academic record and on transcripts.

SECTION 2

Optional awards are the following:

- (a) An appropriate membership card for all semester members.
- (b) The life (sealbearer) membership certificate, bearing the Federation chapter seal for life membership.
- (c) The one hundred percent certificate, bearing the Federation chapter seal. (100% membership means that the student has qualified each semester beginning with the grades earned the first semester of the tenth grade, has applied for membership the following semester, and has again qualified on grades earned in the last semester of attendance.)

SECTION 3

Any adviser who has served for ten years shall be awarded a CSF life (sealbearer) membership pin by the regional Vice-President at a regional conference.

ARTICLE VII - Duties of Chapter Advisers

The duties of the chapter adviser shall be:

- (a) To be responsible for publicizing to the student body the requirements for membership and the method of application for CSF.
- (b) To be responsible for checking CSF applications to determine eligibility for chapter membership.
- (c) To be responsible for keeping accurate records and permanent membership lists.

- (d) To be responsible for determining life (sealbearer) members for the life membership pin.
- (e) To be responsible for embossing the Federation chapter seal upon the high school diploma, and for insuring the indication of Life Membership on all other documents which verify that membership.
- (f) To carry on promptly all necessary correspondence with state officers, including dues payments and submission of LISTS I and II and a copy of the student application form.
- (g) To provide for official faculty representation at the annual meeting, particularly when the meeting is held in the local region.
- (h) To supervise chapter activities and see that the State Constitution and By-Laws and the chapter Standing Rules are observed and that the financial obligations of the chapter are met.
- (i) To submit Seymour Memorial Award application(s) for qualified members.
- (j) To exercise care that the chapter upholds the ideals of CSF.

**ARTICLE VIII -Districts, District Advisers
and District Meetings**

SECTION 1

At the discretion of the Board of Directors, a number of local chapters located in a geographically convenient area may be grouped together to form a district.

SECTION 2

The duties of an adviser of such a district would be:

- (a) To promote and maintain the interest of chapters in district activities.
- (b) To attend in person all annual advisers' meetings within a reasonable distance and to report to the chapter advisers within the district.
- (c) To coordinate all district activities with the regional Vice-President.

ARTICLE IX - Regions and Regional Conferences

SECTION 1

The chapters of CSF shall, for the purposes of administrative efficiency and annual conference scheduling, be grouped geographically into five (5) regions: Northern, Central, Central Coast, South Central, and Southern. (For information on regional boundaries, see Page 26.)

SECTION 2

One conference shall be held annually in each region, at a place determined by the previous regional conference. The date shall be determined by the host chapter, subject to the approval of the Board of Directors. Notice shall be mailed to all chapters in the region at least four weeks prior to the date set for such meeting. A nominal registration fee to cover the necessary conference expenses may be assessed each person attending the conference.

SECTION 3

The advisers of the chapters hosting the next succeeding conference, the respective regional CSF Vice-President, and the respective regional CJSF Vice-President shall together constitute a committee in charge of the arrangements for the conference.

SECTION 4

The purpose of regional conferences shall be to bring the student members of local chapters into active friendly relations, to obtain constructive expressions of student opinion, and to further the ideals of CSF.

SECTION 5

At such conferences, each chapter within the region may be represented by any number of participants, subject to such necessary limitations as may be imposed by the host school; but each chapter shall have one vote only.

ARTICLE X -Duties of State Officers

SECTION 1

The duties of the President shall be:

- (a) To preside at all meetings of the Board of Directors and at all state meetings of advisers.
- (b) To attend regional conferences.
- (c) To name, in consultation with the Board of Directors, all appointed state officers and committees.
- (d) To give assistance in the installation of new chapters.
- (e) To coordinate the duties of the state officers.
- (f) To call for and compile official reports from all state officers for the October meeting.
- (g) To appoint any ad hoc committees that may be needed.
- (h) To write and mail a newsletter periodically to all advisers.
- (i) To be official spokesperson for the Federation
- (j) To be responsible, in concurrence with the Registrar, for clarification of questions regarding the official CSF Handbook.

SECTION 2

The duties of the Past President shall be to perform such duties as the President may direct.

SECTION 3

The duties of the President-Elect shall be:

- (a) To act as President during the absence or incapacity of the President for such time as the President is unable to fulfill the duties of the office.
- (b) To become acquainted with the duties and responsibilities of the President.
- (c) To perform such duties as the President may direct.

SECTION 4

The duties of the Regional Vice-Presidents shall be:

- (a) To maintain regular communications with the advisers in the region, serving as their liaison with the state board.
- (b) To assist the Registrar in arranging for the installation of new chapters.
- (c) To submit an annual report to the President.
- (d) To assist in securing a suitable meeting place and making arrangements for the October annual meeting when it is held within the region.
- (e) To assist the host chapter in making arrangements for the regional conference, and to see that provision is made for the next regional conference.
- (f) To preside at the advisers' meeting in connection with the regional conference, and to appoint a recorder to take minutes at that meeting.
- (g) To contact, at the request of the President, Registrar, or Treasurer, any inactive or delinquent chapters in the region.
- (h) To recommend to the President a nominee for appointment to the Seymour Committee, when a vacancy occurs in that region.
- (i) To provide the student member of the Seymour Committee for that region's interview (see Article XI, Section 5).
- (j) To serve as liaison between CSF and CJSF.

SECTION 5

The duties of the Treasurer shall be:

- (a) To receive and deposit all state CSF funds.

- (b) To disburse funds with the written approval of the President or the President-Elect in a timely fashion.
- (c) To arrange for an annual audit by a professional accountant.
- (d) To make a financial report at the annual meeting.
- (e) To notify advisers of the assessment of annual chapter dues and to solicit contributions to the Seymour fund.
- (f) To notify the official jeweler annually of delinquent chapters.
- (g) To serve as Chairperson of the Budget Committee.

SECTION 6

The duties of the Registrar shall be:

- (a) To receive all applications for membership, with the accompanying affiliation fees, and to transmit the fees to the State Treasurer.
- (b) To receive all appropriate documents from applicant schools, checking them for accuracy and completeness. The Registrar may consult with the appropriate Regional Vice-President and/or the State President as may be necessary.
- (c) To notify the President and the appropriate Regional Vice-President of the approval of new chapters.
- (d) To prepare a charter with the state seal and chapter number, and to send it to the applicant school when its application is approved.
- (e) To receive and place all orders for chapter seals, and to transmit to the State Treasurer all payments.
- (f) To send notice of installation of chapters to the President, Regional Vice-President, Treasurer, and Chairperson of Publicity.
- (g) To maintain a file of the standing rules of each chapter.
- (h) To ratify or reject amendments to chapter Standing Rules, provided that either the Registrar or chapter adviser may appeal to the Board of Directors for final decision.
- (i) To submit annually to the President a report giving all information to bring the list of chapters up to date.
- (j) To receive yearly LISTS I, II, and III and a copy of the chapter student application form from CSF advisers and to certify these as being in accordance with the CSF By-Laws.
- (k) To maintain accurate computer records. (d) To supervise the group interview of finalists and the

- (1) To be responsible, in concurrence with the President, for clarification of questions regarding the official CSF Handbook.

SECTION 7

The duties of the Chairperson of Collegiate Relations shall be:

- (a) To serve as a liaison between CSF and institutions of higher learning, and to encourage these institutions to offer scholarships for life (sealbearer) members.
- (b) To notify chapter advisers annually of scholarships available to CSF life members.
- (c) To invite colleges and universities to send representatives to the annual meeting.

SECTION 8

The duties of the Chairperson of Legislation shall be:

- (a) To receive and review all proposed amendments to the CSF State Constitution and By-Laws.
- (b) To bring to the attention of the Board of Directors any proposed state of national legislation which may affect scholarships and the general purposes of CSF.

SECTION 9

The duties of the Historian/Archivist shall be:

- (a) To compile documentary records of the Federation's actions and programs.
- (b) To prepare such records for submission to the State Library in Sacramento for inclusion in the Federation's archives housed therein.
- (c) To deliver these prepared records periodically to the State Librarian or his/her deputy.

SECTION 10

The duties of the Chairperson of the Seymour Memorial Awards Committee shall be:

- (a) To send to all advisers, not later than December, application forms and information regarding nominations for the Seymour Memorial Awards.
- (b) To provide each Seymour Committee member with directions for the consistent orientation of the Seymour subcommittee.
- (c) To orient the student member of the Seymour Committee prior to each regional conference.
- (d) To supervise the group interview of finalists and the selection of winners, and to arrange for presentation of awards at each regional conference.

- (e) To send a list of the finalists to all members of the Board of Directors immediately after the list is completed.
- (f) To recommend to the Board of Directors changes in the procedure and nature of the Seymour Award.

SECTION 11

The duties of the members of the Seymour Memorial Awards Committee shall be:

- (a) To organize subcommittees within their respective regions, comprising themselves and four other local advisers, for the reading and evaluation of Award applications from a different region, as assigned them by the Seymour Committee Chairperson, and for the selection of nominees as regional finalists.
- (b) To contact the finalists selected by the subcommittees prior to their regional conferences, and to prepare those finalists for their introductions and interviews at the conferences.
- (c) To introduce the finalists selected by their subcommittees at their respective regional conferences, and to participate in the group interview of the finalists at each regional conference.
- (d) To provide complete information about their subcommittee's finalists for publication in the CSF Bulletin.
- (e) To serve as a voting member on the CSF state board.

SECTION 12

The duties of the CSF-ACSA Liaison Representative shall be:

- (a) To serve as liaison between CSF and ACSA.
- (b) To promote mutual understanding and cooperation.

SECTION 13

The duties of the CJSF Registrar shall be similar to those of the CSF Registrar, (as stated in the CJSF Handbook) and, in addition, shall be:

- (a) To serve as liaison between CJSF and CSF.
- (b) To serve as a voting member on the CSF State Board.
- (c) To promote mutual understanding and cooperation.

SECTION 14

The duties of the CJSF regional Vice-Presidents shall be similar to those of the CSF regional Vice-Presidents (as stated in the CJSF Handbook), and, in addition, shall be:

- (a) To serve as liaisons between CSF and CJSF.
- (b) To serve on the regional conference organizing committee.
- (c) To serve as a voting member of the CSF State Board.
- (d) To promote mutual understanding and cooperation.

ARTICLE XI - Seymour Memorial Awards

SECTION 1

The Seymour Memorial Awards, established in the memory of Charles F. and Marian H. Seymour, are granted each spring to the outstanding life (sealbearer) members in each region in the state.

SECTION 2

The number of awards and the amount of each shall be determined annually by the Board of Directors.

SECTION 3

In order for the adviser to submit a Seymour candidate, the chapter must have had its LISTS I, II and III accepted by the Registrar for the preceding two (2) years and dues must be current as of the preceding June 30. A chapter chartered for less than two (2) years may submit a Seymour candidate.

SECTION 4

The committee for selecting the winners shall comprise five current or former CSF advisers, one from each CSF region, appointed for staggered three-year terms. The Board of Directors shall determine the committee's rotational pattern. At each regional conference, a senior sealbearer from a chapter which does not have a current Seymour Award finalist will be appointed to serve on the committee, participating in the finalists' group interview, and enjoying full voting privileges.

SECTION 5

This committee shall select winners from among the finalists in each region, by means of a group interview at each regional conference.

ARTICLE XII -Board of Directors

SECTION 1

The Board of Directors, acting as a group, shall transact all business and administer all funds of the Federation.

SECTION 2

It shall act as a Constitution Committee to interpret the meaning of any part of the Constitution or By-Laws.

SECTION 3

It shall serve as a court of appeal regarding the decisions of the Registrar.

SECTION 4

It shall meet regularly prior to the annual meeting and at such other times as may be deemed necessary.

SECTION 5

A majority of the members shall constitute a quorum.

SECTION 6

A majority vote shall be necessary to take any action.

SECTION 7

All meetings shall be open, and advisers shall be welcome to observe or to present problems.

SECTION 8

The Executive Board of the California Scholarship Federation shall consist of five members of the State Board; the President, President-Elect, the Treasurer, the CSF Registrar, and the CJSF Registrar. This executive board shall act on behalf of the State Board on all matters of concern when the State Board is not in session. This executive committee has the authority, granted by the State Board, to make decisions concerning all monetary and constitutional issues that may arise unless the State President calls a special board meeting.

ARTICLE XIII - Suspension of Charter

SECTION 1

The charter of an affiliated school shall be subject to revocation under any of the following conditions:

- (a) Obvious violation of the State By-Laws.
- (b) Failure to enact and return to the Registrar within time limits set by the Board of Directors, chapter Standing Rules as required by the State By-Laws.
- (c) Failure to submit amendments to Standing Rules to the Registrar, for approval or disapproval.
- (d) Retention of an amendment after disapproval by the Registrar, or, upon appeal, by the Board of Directors.
- (e) Failure to submit to the Registrar LISTS I and II and a copy of the chapter's student membership application form.
- (f) Failure to pay dues by the final date set by the Board of Directors. (See State By-Laws, Article II, Section 3.)
- (g) Failure of the adviser or school authorities to answer reasonable communications relative to the chapter.
- (h) Failure of the chapter to function.

SECTION 2

The Board of Directors shall be authorized to determine whether any of the above conditions exists, and, if so, to notify the principal and adviser by certified mail no later than May 15 that the chapter will be revoked at the end of the current fiscal year (June 30) unless the cause of delinquency is removed prior to that date.

SECTION 3

When a chapter's charter is revoked, the embossing seal (which is the property of CSF) must be returned to CSF. If the chapter charter is available, it must be returned to CSF as well.

SECTION 4

A chapter which has been suspended may reapply for affiliation. Reinstatement may be granted upon the following conditions: payment of a reinstatement fee as determined by the Board of Directors, payment of back dues as determined by the President or his/her designee, and approval of the chapter's Lists I, II, III. Upon reinstatement the chapter seal (and charter, if available) shall be returned to the school.

ARTICLE XIV - Parliamentary Authority

Robert's Rules of Order shall be the standard of procedure for this organization except as otherwise provided in this **CSF Handbook**.

ARTICLE XV – Amendments

SECTION 1

Amendments to these By-Laws may be proposed by any member of the Board of Directors, by any individual chapter adviser, or by action taken at a district meeting or regional conference or at an annual meeting.

SECTION 2

Proposed amendments to these By-Laws shall be submitted in writing to the Chairperson of Legislation no later than one month prior to the next meeting of the State Board of Directors.

SECTION 3

Amendments to these By-Laws may be made by a majority vote of at least a quorum of the Board of Directors, sitting in regular session.

SECTION 4

Amendments to these By-Laws shall become effective at a date determined by the Board of Directors.

On the next page is a sample application form which can be used for the semester membership drives. Article IV, Section 5, states that some kind of application form must be used and that the wording of Section A on the next page must be included.

California Scholarship Federation, Inc.
CSF Semester Membership Application

For _____ High School, Chapter No. _____

Name _____
(Last) (First) (MI)

Address _____ City _____

Home Phone (_____) _____ - _____

Current grade level (circle one) 9 10 11 12

A. To qualify for CSF membership this semester, follow these guidelines:

1. You must earn a minimum of 10 points from last semester's grades.
 - a. The first 4 points must be from LIST I (unless you are a senior applying for membership in February or June).
 - b. The first 7 points (including the four points described in a) must be from LISTS I and II.
 - c. The remaining points may come from any LIST (I, II or III).
2. You must use no more than 5 courses to qualify.
3. NO CSF points are given for physical education, courses taken in lieu of physical education, subjects repeated to improve a grade, courses involving clerking and office/teaching assisting, and courses taken on a pass/fail basis.
4. CSF points are granted as follows:
 - a grade of A = 3 CSF points
 - a grade of B = 1 CSF point
 - One additional point shall be granted for a grade of A or B in an AP, IB, or Honors course, up to a maximum of two such points per semester.
 - a grade of C = 0 CSF points
 - a grade of D or F in any course, even in one you cannot use to qualify, disqualifies you from membership at this time.

B. Also remember:

1. Semester membership is based on work done in the previous semester. (Under very limited circumstances summer school may also be used; you should check with your adviser before listing any summer school work.)
2. You must reapply each semester.
3. Courses you may use are listed on the reverse side. They are divided into LISTS I, II, and III.

C. List the courses you are using to qualify in the proper location below. Consult the LISTS on the reverse side.

LIST I Course	Grade	Points	LIST II Courses	Grade	Points	List III Courses	Grade	Points

TOTAL POINTS from LIST I:
(must be at least 4, except for seniors applying in February or June) _____

TOTAL POINTS from
 LISTS I and II: (must be at least 7) _____

GRAND TOTAL of POINTS
 from all LISTS: (must be at least 10) _____

- D. You must staple last semester's report card or transcript (or a photocopy of either) to this application form. Originals will be safely kept and may be claimed as soon as the membership lists have been posted.

Northern -- includes Sonoma, Napa, Solano, Sacramento, Amador, Calaveras, Alpine, and Mono Counties, as well as all of these.

Central -- all counties between the Coast Range ridge line on the west and the Sierra Nevada ridge line on the east, from San Joaquin, Stanislaus, and Tuolumne Counties at the north end to Kern County at the south (note that the portion of Kern County east of the Sierra Nevada ridge line is excluded from the Central region).

Coast -- all counties west of the Coast Range ridge line, from Marin and Contra Costa counties in the north to San Luis County in the south,

South Central -- includes Inyo, Kern (east of Sierra Nevada crest only), Ventura and Santa Barbara Counties, and all of Los Angeles County except for the small, south-easterly portion designated below as part of the Southern region.

Southern -- includes San Bernardino and Orange Counties, as well as all counties south of these, and a small portion of Los Angeles County bounded as follows: on the west, by the San Gabriel River, running north from the I-405 freeway bridge until it reaches the Azusa city limit at Huntington Drive/Foothill Boulevard, then on the west by the Azusa city limit running north to its intersection with the Angeles National Forest boundary, then on the north by the Angeles National Forest boundary, running east to the San Bernardino County line.

A copy of the CSF Articles of Incorporation and amendments thereto, previously included in the CSF Handbook, is available upon request from the CSF Central Office.

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LIFE MEMBER (SEALBEARER) STATUS

Rules for obtaining Life Membership status:

1. A student must be a full (not associate) member of CSF at least four (4) semesters
 - a. These memberships are based on grades earned in the 10th, 11th, and 12th grades.
 - b. All memberships are based on grades earned during the previous semester.
2. At least one of these memberships must be based on grades earned as a senior.

(The only exceptions to these rules would be for a student completing high school at the end of the 11th grade. See the last example shown below.)

FOR MOST STUDENTS -- Membership held in at least four (4) of these boxes, at least one (1) of which must be held in a darker bordered box.

Semester of membership drive	10th	11th	12 th	Month of membership drive
FALL				SEPTEMBER
SPRING				FEBRUARY
				JUNE *

FOR STUDENTS COMPLETING HIGH SCHOOL IN JANUARY OF SENIOR YEAR -- Membership held in at least four (4) of these boxes, one (1) of which must be held in the darker bordered box.

Semester of membership drive	10th	11th	12th	Month of membership drive
FALL				SEPTEMBER
SPRING				FEBRUARY

FOR STUDENTS COMPLETING HIGH SCHOOL AT THE END OF JUNIOR YEAR -- Membership held in at least three (3) of these boxes.

Semester of Membership drive	10th	11th	Month of membership drive
FALL			SEPTEMBER
SPRING			FEBRUARY
			JUNE *