

GUIDELINES FOR ESTABLISHING/MAINTAINING A CHAPTER

APPLICATIONS FOR CHAPTER MEMBERSHIP

New chapter application is available on the website. Additional questions regarding new 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 completed copies of the prospective chapter's Standing Rules properly signed and dated;
3. copy of Lists I, II, and III (see Article IV, Section 6, of the CSF Bylaws);
4. proof of the school's current WASC accreditation;
5. the affiliation fee check payable to California Scholarship Federation.

THE AFFILIATION

CHARTER AND AFFILIATION – Following approval by the CSF Registrar, a charter will be issued to the applicant school, conferring authority to use the gold 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. An appropriate installation ceremony is recommended.

PROCEDURE AFTER AFFILIATION

1. **GOLD SEALS** – Gold seals are available for purchase through the official supplier for CSF (Balfour) and are to BE used on official documents, specifically diplomas of CSF Sealbearers.

The gold seal must be placed on the diploma of each graduating Life Member (Sealbearer). CSF Life Membership must be indicated by use of the seal, or a statement must be typed, written, or printed on transcripts.

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 Membership (Sealbearer) 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. Dues not paid by January 31st are subject to a late fee that must be included in order to maintain the chapter's good standing. Checks should be made payable to California Scholarship Federation and mailed to the CSF Central Office.

5. **LIFE MEMBERSHIP (SEALBEARER) PIN*** – The Life Membership (Sealbearer) pin is in the form of a Roman lamp bearing the initials CSF, signifying California Scholarship Federation. The award of this pin is by legal obligation as stated in the CSF Bylaws. Pins may be awarded only by those schools with chapters in good standing.

6. **MEMEBERSHIP CARDS*** – 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.

8. **ONE HUNDRED PERCENT MEMBERSHIP CERTIFICATE*** - Affiliated schools may award an official certificate of 100% membership in the chapter, with a gold seal thereon, to those students having qualified for membership for the last six semesters of high school. This award is optional.

9. OFFICIAL JEWELER – There is a single official jeweler to manufacture and sell CSF pins, certificates, membership cards, and seals (www.csfawards.com/adviser). 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. No other vendor may be used.
10. THE SEYMOUR MEMORIAL AWARDS – All CSF advisers with chapters in good standing may nominate up to two Life Members (Sealbearers) for the Seymour Memorial Award each year. Information and application packets are sent to each chapter by the Chairperson of the Seymour Memorial Awards Committee in November.
11. 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 and student officers are encouraged to attend this meeting.
12. REGIONAL CONFERENCES – The State is divided into five regions: North, Central, Central Coast, South Central, and South. Each spring a conference is held in each of the regions. Advisers and student members are encouraged to attend these conferences.
13. 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.
14. CSF BULLETIN – This annual State Board publication transmits information of general interest. The **CSF Bulletin** should receive wide circulation at the local level.
15. CSF NEWSLETTERS – These letters, sent by members of the State Board, keep advisers informed of all major events, deadlines, and reports.
16. CSF WEBSITE – The official website contains all important documents and information regarding running a chapter, as well as providing a calendar of events and deadlines (www.csf-cjsf.org).

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's 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's 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 a 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 Bylaws.

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 gold seal shall be placed on the diplomas of all students who have qualified for Life Membership, and also the achievement of Life Membership shall be indicated on 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 Bylaws.

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 or the Central Office (csfcjsf@socal.rr.com).

* These items are available from the official jeweler at www.csfawards.com/adviser. Site password: csf1421