

## **GUIDELINES FOR ESTABLISHING/MAINTAINING A CJSF CHAPTER**

### **APPLICATION FOR CJSF CHAPTER MEMBERSHIP**

INQUIRY REGARDING AFFILIATION SHOULD BE MADE TO THE CSF/CJSF CENTRAL OFFICE --

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

1. a chapter application blank;
2. the prospective chapter's Standing Rules properly signed and dated;
3. the affiliation fee check, payable to the California Junior Scholarship Federation. (If the application is rejected, the fee will be refunded.)

### **THE AFFILIATION**

CHARTER AND AFFILIATION - Following approval by the Registrar, a charter number will be issued to the applicant school, conferring authority 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. INITIAL ESTABLISHMENT OF MEMBERSHIP - To establish the initial membership in the newly organized chapter, membership in CJSF may be computed retroactively. After installation, the eligible graduating members may be granted honor membership status as specified in the Constitution.
2. 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.
3. CHAPTER DUES - Every September the CSF/CJSF Treasurer mails notices concerning dues. Checks should be made payable to the California Junior Scholarship Federation and mailed to the CSF/CJSF Central Office.
4. VALIDATING HONOR MEMBERSHIP - CJSF Honor membership must be indicated by typed, written, or be printed on the permanent office cumulative record and on the transcripts sent to the high school.
5. HONOR MEMBERSHIP PIN - The CJSF Honor membership pin is round, with the lighted torch encircled with the full name of the Federation. The award of this pin is a Bylaw obligation. 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/CJSF Central Office.
6. MEMBERSHIP CARDS - The use of membership cards is suggested.
7. HONOR MEMBERSHIP CERTIFICATE - The official Honor membership certificates are engraved on parchment. The award of the certificate is optional.
8. OFFICIAL JEWELER - A single official jeweler manufactures and sells CJSF pins, certificates, membership cards, and seals ([www.cjsfawards.com/adviser](http://www.cjsfawards.com/adviser)). CJSF is thus able to restrict the sale of the Honor

membership pins to chapters in good standing, to control the quality of materials, and to receive a royalty on all items purchased through the official jeweler.

9. HUHN MEMORIAL AWARD - The adviser should nominate the two most outstanding members as candidates for the Huhn award. Information about this award is mailed to each chapter in late November.
10. 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.
11. 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. Huhn nominees are recognized at the spring conferences.
12. STATE FEDERATION CORRESPONDENCE - Official CJSF correspondence must be handled by the adviser in a responsible manner. Failure to answer annual requests for necessary chapter information may result in suspension of the chapter's charter.

#### CHAPTER ORGANIZATION

1. CJSF FILE - One of the major problems facing many CJSF 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 CJSF file.
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.
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 Bylaws.
5. PRIVILEGES AND HONORS -
  - (a) The official honor membership pin shall be awarded to each student who has qualified for honor status.
  - (b) At the time of graduation, the achievement of honor membership shall be indicated on the student's cumulative record sent to high schools.

(c) The names of graduating honor 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 CSF-CJSF Central Office.