



California Scholarship Federation, Inc.

California Junior Scholarship Federation

AN AFFILIATE OF THE ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS

Celebrating "Scholars for Service" since 1921



CSF STATE CONSTITUTION

ARTICLE I - Name and Purpose

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 "Scholars 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. 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 be affixed either by an embosser provided by CSF used on a plain gold seal or by using pre-embossed gold seals available solely from the official CSF vendor.

SECTION 3

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



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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

For a newly established high school, a CSF charter may be granted as soon as the school has students of at least second semester sophomore standing. The affiliation process will be completed when the school has a senior class and is offering sufficient college preparatory courses to satisfy the academic admissions 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 CSF Regional Vice-Presidents, the Treasurer, the CJSF Regional Vice-Presidents, the CSF Registrar, the CJSF Registrar, and the Secretary.

SECTION 2

The appointive State Officers of the Federation shall be the Chairperson of Legislation, the Chairperson of Public Relations, the Historian/Archivist, and the members of the Seymour Memorial Awards Committee. The members of the Seymour Memorial Awards Committee shall be present or former CSF advisers. The chairperson of Legislation, the Chairperson of Public Relations, 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, the CJSF Vice-Presidents, one from each CSF Region, and the non-voting Executive Director.



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SECTION 4

- (a) No two officers, elective or appointive, shall be from the same school or same household.
- (b) Board members must reside in the state of California.

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.

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

SECTION 1

- (a) In even-numbered years, the CSF Vice-Presidents and the CJSF Registrar shall be elected. In odd-numbered years, the President-Elect, the Treasurer, the CSF Registrar, the CJSF Vice-Presidents, and the Secretary 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 be ratified at the Spring Board meeting. They shall assume office effective July 1, which is the beginning of the CSF/CJSF fiscal year.

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 and current Board of Director members no later than March 15.

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.



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SECTION 4

- (a) The ballot shall be cast by the chapter adviser and all current Board of Director members that are not current advisers. Each chapter shall be entitled to one vote. The ballot shall be returned to the Central Office no later than April 1.
- (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 distributed to the advisers no later than April 5, and received by the Central Office no later than April 15.

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

- (a) The CSF Registrar(s) shall be current or former CSF advisers and shall be elected by CSF advisers.
- (b) The five (5) CSF Regional Vice-Presidents shall be current or former CSF advisers and shall be elected by CSF advisers of the region they represent.
- (c) The CJSF Registrar and five CJSF Regional Vice-Presidents shall be current or former CJSF advisers and shall be elected by CJSF advisers of that region.
- (d) All other officers shall be either current or former CSF/CJSF advisers and shall be elected by CSF/CJSF advisers.



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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 a Saturday during the month of September or October as agreed upon by the Board of Directors.

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.



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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.

SECTION 6

If the board of Directors determines that the Annual Advisers' Convention will not be held for that year, notice shall be provided to advisers at the beginning of September. The State Board of Directors' meeting, though, will still be held on Friday and/or Saturday, during the month of September or October. State officers' reports and business of the State Board of Directors' meeting shall be posted on the website not later than two weeks after the meeting and can also be distributed via regional vice-president newsletters.

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 September 15, and shall be presented to the Board within 30 days of the October Board of Directors meeting.

SECTION 3

Upon approval by the majority of the Board of Directors, the amendment shall be disseminated to the advisers for their approval as part of the annual ballot for officers. If the majority of the Board of Directors votes against the amendment, it shall be dismissed.



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SECTION 4

To be approved, amendments shall require a two-thirds majority vote of those voting and shall be effective the following July 1.

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**.