



California Scholarship Federation, Inc.

California Junior Scholarship Federation

AN AFFILIATE OF THE ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS

Celebrating "Scholars for Service" since 1921



CALIFORNIA JUNIOR SCHOLARSHIP FEDERATION STATE CONSTITUTION

Article I – Name and Purpose

- SECTION 1 The name of this organization shall be the California Junior Scholarship Federation. The official abbreviation shall be the monogram CJSF, written without periods.
- SECTION 2 The purpose shall be to foster high standards of scholarship, service, and citizenship on part of California students in grades seven through nine, and to promote appropriate activities among its members.

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 State Seal shall be round with a scalloped edge; the lighted torch shall be encircled by the full name of the Federation.
- SECTION 2 The official Honor membership pin shall be of the same design as the Seal but without the scalloped edge.

Article IV – Affiliation

- SECTION 1 Any California school composed of any combination of grades seven through nine shall be eligible for affiliation with this organization.
- SECTION 2 The CJSF Registrar shall issue to each affiliated school a suitable charter which shall bear a chapter number and the signature of the CJSF Registrar and the State President of CSF/CJSF.
- SECTION 3 Membership in CJSF shall not be personal but shall inhere in the affiliated school.
- SECTION 4 Neither semester members nor honor members of a local chapter of CJSF



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organized within an affiliated school shall deem to be members of CJSF 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 CSF/CJSF shall be the President, the Past President, the President-Elect, the Treasurer, the Secretary, the several regional CSF and CJSF Vice-Presidents, the Treasurer, and the CSF and CJSF Registrars. The CJSF Vice-Presidents and CJSF Registrar shall be present or former CJSF advisers. Other officers shall be present or former CSF or CJSF advisers.
- SECTION 2 The appointive State Officers of CSF/CJSF 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/CJSF advisers.
- SECTION 3 The Board of Directors shall be composed of all officers listed in Sections 1 and 2, and the CSF/CJSF ACSA Liaison Representative.
- SECTION 4 No two officers, elective or appointive, shall be from the same school or same household.
- 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



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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 no later than March 15.

SECTION 3 Accompanying each ballot for the election of officers shall be candidates' statements not to exceed 150 words each, describing 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. 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 shall be distributed to the advisers no later than April 5, and are to be received by 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 approval of the Board of Directors.

SECTION 6 The CSF/CJSF ACSA Liaison Representative shall be appointed by the CSF/CJSF President in consultation with the Association of California School Administrators.

SECTION 7 The CJSF Registrar and the five regional CJSF Vice-Presidents shall be elected by California Junior Scholarship Federation advisers. 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. All other officers shall be



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either former CSF/CJSF adviser and shall be elected by CSF/CJSF advisers.

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 A written notice of such meetings 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/CJSF Bulletin.
- SECTION 2 The CSF/CJSF Bulletin shall be issued at least annually.

Article IX – Amendments

- SECTION 1 Amendments to this constitution may be proposed by any member of the Board of Directors, by any individual chapter adviser, or by action taken at a district or regional conference or at an annual meeting.
- SECTION 2 Proposed amendments shall be submitted in writing to the Central Office which will forward them to the Board of Directors.
- SECTION 3 Amendments to this Constitution may be made by a majority vote of at least a quorum of the Board of Directors sitting in a regular session.
- SECTION 4 Amendments to this Constitution shall become effective at a date determined by the Board of Directors.
- SECTION 5 Should any change in the CSF Constitution which has implications for the CJSF Constitution be made; a review of those implications in light of the CJSF Constitution shall be conducted.



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Article X – Parliamentary Authority

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