



California Scholarship Federation, Inc.

California Junior Scholarship Federation

AN AFFILIATE OF THE ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS

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CSF STATE BY-LAWS

ARTICLE I - Chapter Affiliation and Organization

SECTION 1

Application for affiliation shall be made online through the CSF-CJSF website. The affiliation fee, WASC accreditation letter and two (2) complete copies of the Standing Rules of the proposed chapter shall be sent to the Central Office. The prospective chapter's Lists I, II, and III, as described on the CSF-CJSF website, should be submitted online for approval by the registrar. Once each requirement is met, the application shall be processed and affiliation granted.

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

Once the affiliation application has been approved, an official chapter number shall be assigned to the applicant school 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.

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 and Dues

SECTION 1

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

SECTION 2

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.



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SECTION 3

All state dues shall be sent to the Central Office to be deposited with the State Treasurer.

SECTION 4

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 non-payment of dues.

ARTICLE III - Classes of Membership

SECTION 1

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 prescribed in their respective chapter Standing Rules, 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 1

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.



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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, pay dues, 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 or electronic application and shall not be automatic or compulsory. The written or electronic application must include Section A of the suggested semester membership application.

SECTION 6

To maintain the prestige of 100 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. For CSF course lists approval, each chapter must submit updated course Lists I, II, and III for the current academic year.

To secure eligibility for CSF membership, a student must earn sufficient points from the following course lists. For specific course titles, reference the Standardized Lists, which can be found on the official CSF CJSF website.

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, and be commonly taught in high schools throughout California.

List II: Courses on List II meet elective requirements for graduation and integrate the following criteria:

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



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Non-college prep grade-level appropriate (non remedial) courses may be included on List II if they meet a subject graduation requirement.

List III: Courses on List III are all other courses awarded credit which are not on 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
- Summer school courses (including college courses)

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 five courses (25 credits) for the computation of CSF eligibility.

SECTION 8

To warrant eligibility for semester membership, a student must earn a minimum of ten CSF points. Of these ten points, seven points **must** be earned in courses from LISTS I and II, while the remaining three points **may** be earned in courses from any LISTS (I, II, or III). Of the seven points required from LIST I and II courses, at least four 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 five 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 point shall be granted for a grade of **A or B in AP, IB, and UC Honors courses on List I and II only**, up to a maximum of two points per semester. **No additional points shall be granted for any courses on List III.** *College/Dual Enrollment courses are not eligible for additional points for CSF membership.*

a grade of C 0 CSF points

a grade of PASS in any subject 0 CSF points

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



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(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

Credits Received	CSF points for A	CSF points for 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	0.8
3	1.8	0.6
2.5	1.5	0.5
2	1.2	0.4
1	0.6	0.2



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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.

Courses taken online or at a college during the regular school year must be posted on the student's transcript prior to the CSF membership drive for CSF eligibility. From the CSF Bylaws, you will see below how academic rigor and fulfillment of graduation requirements determine how courses are placed on Lists I, II and III.

****Online / College courses TAKEN ON THE HIGH SCHOOL CAMPUS:***

An online and/or college course (not taken in the summer) with the same or similar title as a List I, List II or List III high school course may be placed on List I, List II or List III (see Standardized CSF Course Lists on the CSF/CJSF website for placement) if it is a college-prep course with similar rigor and assessment, and is taken on the high school campus under the supervision of a credentialed teacher. These courses will not be eligible for a bonus point on the student's CSF application. Summer school and intersession courses may NOT count for CSF membership.

*****Online / College courses TAKEN OFF THE HIGH SCHOOL CAMPUS:***

A student may use an online and/or college course not taken at their high school for CSF student membership if the course was not taken during the summer and has been placed on the student's high school transcript prior to the start of the semester. The course with the same or similar title and similar rigor and assessment as a List I, List II or List III high school course may be placed on List I, List II or List III. Use the Standardized CSF Course Lists on the CSF/CJSF website for placement in these circumstances. These courses will not be eligible for a bonus point on the student's CSF application. Summer school and intersession courses may NOT count for CSF membership.

Advisers have the discretion to place an online or college course on List II rather than List I if the adviser feels that it does not have the same academic rigor of a List I or college-prep course with a similar course title at your high school, even though it meets the same high school subject graduation requirement. Similarly, advisers may place an online or college course on List III rather than List II if you feel it does not have the same academic rigor of a List II elective course.

SECTION 12

Exceptions to standard grading schedule.

Nine-week (Quarter) grading period (not block): Count A's and B's at half semester value: A = 1.5 points; B = 0.5 point (based on 2.5 semester credits per course). An additional 0.5 point shall be granted for a grade of **A or B in AP, IB, or UC Honors courses on List I and II only**, up to a maximum of 1 point per quarter. **No additional points shall be granted for any courses on List III.** College / Dual Enrollment



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courses are not eligible for additional points for CSF membership. 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 1 point (based on 5 semester credits for each course each semester). An A or B in an AP, IB, or Honors course receives one additional point, up to two such points per eligibility. Compute CSF points for the annual grades. If the total is ten or greater, CSF eligibility is secured for both semesters.

Block (4 X 4) grading schedule (not quarter system)

For semester grades, each A shall receive 4 CSF points, and each B shall receive 2 CSF points. A student must earn a minimum of 10 CSF points for each qualifying semester and have at least two courses from List I (However, seniors applying at the start of their second semester or at graduation may use two (2) courses from LIST II and none from LIST I.) Additional courses may be taken from any LIST, including LIST III. 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 or PASS in any subject shall receive 0 CSF points.

Block (4 X 4) grading schedule (quarter system)

For quarter grades (as long as each quarter is independent, and not averaged to receive a semester grade), each A shall receive 2 CSF points, and each B shall receive 1 CSF point. A student must earn a minimum of 10 CSF points for each qualifying semester (2 quarters) and have at least two courses from List I receive qualifying grades in each quarter (However, seniors applying at the start of their second semester or at graduation may use two (2) courses from LIST II and none from LIST I.) Additional courses may be taken from any LIST, including LIST III. One half of an additional CSF point shall be granted for a grade of A or B in an AP, IB, or Honors course (each quarter), up to a maximum of one such point per quarter (maximum of 2 points semester). A grade of C or PASS in any subject shall receive 0 CSF points.

SECTION 13

Summer school shall not be used for semester membership. This also applies to college courses taken during the summer.

SECTION 14

Transfer students shall be eligible for membership as follows:



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- (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.

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.



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SECTION 18

Grades which are enhanced because of standardized test scores may not be factored into a student's eligibility. Grade enhancements to AP/IB courses, however, may be factored into a student's eligibility.

SECTION 19

Courses used for eligibility must be offered in a WASC accredited institution.

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) The Federation chapter seal on the diploma, and an indication of Sealbearer status on the permanent academic record and on transcripts.
- (c) The Federation chapter seal on the life membership certificate and one hundred percent certificate.

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.



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SECTION 2

Optional awards are the following:

- (a) An appropriate membership card for all semester members.
- (b) The life (Sealbearer) membership certificate, bearing the CSF 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 and to purchase the life membership pins.
- (e) To be responsible for affixing the CSF 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 maintain the chapter in good standing by promptly submitting all necessary correspondence with state officers, including payment of annual state dues and submission of CSF Course Lists I, II, and III, according to the yearly due dates as set by the CSF State Board of Directors.
- (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 Bylaws, and the chapter Standing Rules are observed, and that the financial obligations of the chapter are met.



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- (i) To submit Seymour Memorial Award application(s) for qualified members.
- (j) To exercise care that the chapter upholds the ideals of CSF.
- (k) For chapters who have an embossing seal, it is up to the adviser to return the rented seal if the chapter ceases to function.

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: North, Central, Central Coast, South Central, and South.

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 sent 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 of 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



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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 the appropriate state officers for each Executive Board and Board meeting.
- (g) To appoint any ad hoc committees that may be needed.
- (h) To prepare and send a newsletter periodically to all advisers.
- (i) To be the official spokesperson for the CSF.
- (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:

- a) To perform the duties of the Historian/Archivist:
 - To compile documentary records of the Federation's actions and programs.
 - To prepare such records for submission to the State Library in Sacramento for inclusion in the Federation's archives housed therein.



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- To deliver these prepared records periodically to the State Librarian or his/her deputy.
- b) To perform the duties of the Public Relations Chairperson:
- c) 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 the duties of the Chairperson of Legislation:
 - To receive and review all proposed amendments to the CSF State Constitution and Bylaws.
 - To bring to the attention of the Board of Directors any proposed state or national legislation which may affect scholarships and the general purposes of CSF.
- d) 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 reports to the President as requested.
- (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.



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- (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 disburse funds with the written approval of the President or the President-Elect in a timely fashion.
- (b) To arrange, in conjunction with the bookkeeper, for an annual compilation by a professional accountant.
- (c) To make a financial report at the annual meeting.
- (d) To serve as Chairperson of the Budget Committee.

SECTION 6

The duties of the Registrar shall be:

- (a) To oversee content of all applications (new and reaffiliation) for membership submitted through the website, and once affiliation fee is paid, work with Central Office to ensure that all documentation is accurate prior to approving chapter charter.
- (b) To review all new or reaffiliation application documents. Upon approval of the documents, the Central Office will prepare a charter with the state seal and chapter number. Central Office will send the charter to the President for signature; the President will forward the charter to the Registrar for final approval and signature. The Registrar will send the charter to the newly affiliated school.
- (c) To ratify or reject amendments to chapter Standing Rules; either the Registrar or chapter adviser may appeal to the Board of Directors for final decision.



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(d) To submit annually to the President a report providing change of chapter status, including new chapters, re-affiliated chapters, closed schools, and revoked chapters.

(e) 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 Bylaws.

(f) 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 Bylaws.

(g) To approve and maintain any changes or modifications to the Standardized Lists as shown on the website.

(h) To provide Central Office with information needed to maintain accurate records of all chapters, including those that have been revoked.

(i) To assist the President with clarification of questions regarding the official CSF Handbook.

SECTION 7

The duties of the Chairperson of Legislation shall be:

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

SECTION 8

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 9

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



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- (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 recipients, 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 10

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.
- (e) To serve as a voting member on the CSF state board.

SECTION 11

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.



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SECTION 12

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.
- (d) To oversee content of all applications (new and reaffiliation) for membership submitted through the website, and once affiliation fee is paid, work with Central Office to ensure that all documentation is accurate prior to approving chapter charter.
- (e) To review all new or reaffiliation application documents. Upon approval of the documents, the Central Office will prepare a charter with the state seal and chapter number. Central Office will send the charter to the President for signature; the President will forward the charter to the Registrar for final approval and signature. The Registrar will send the charter to the newly affiliated school.
- (f) To ratify or reject amendments to chapter Standing Rules; either the Registrar or chapter adviser may appeal to the Board of Directors for final decision.
- (g) To submit annually to the President a report providing change of chapter status, including new chapters, re-affiliated chapters, closed schools, and revoked chapters.
- (h) To provide Central Office with information needed to maintain accurate records of all chapters, including those that have been revoked.

SECTION 13

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.



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SECTION 14

The duties of the Secretary shall be:

- (a) To take minutes at both the fall and spring Board of Directors meetings.
- (b) To maintain said meeting minutes in a binder or electronic file, so that they are available at all board meetings.
- (c) To send copies of all board meeting minutes within four weeks to the Board of Directors.
- (d) To act as Corresponding Secretary for the Board of Directors.
- (e) To sign documents requiring the signature of the Secretary.
- (f) To perform such duties as the President may direct.

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 CSF Course Lists I, II and III approved by the Registrar for the current school year, and state dues must be received for the current school year prior to submission of the Seymour application.

SECTION 4

The committee for selecting the recipients 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 recipients from among the finalists in each region, by means of a group interview at each regional conference.



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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

The Board of Directors shall act as a Constitution Committee to interpret the meaning of any part of the Constitution or Bylaws.

SECTION 3

The Board of Directors shall serve as a court of appeal regarding the decisions of the Registrar.

SECTION 4

The Board of Directors 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.
A majority vote shall be necessary to take any action.

SECTION 7

All meetings shall be open, and advisers shall be welcome to attend.

SECTION 8

The Executive Board of the California Scholarship Federation shall consist of seven members of the State Board: President, President-Elect, Past-President, Treasurer, CSF Registrar, CJSF Registrar, and Secretary. 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 Bylaws.



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(b) Failure to enact and return the chapter Standing Rules, as required by the State Bylaws, to the Registrar within time limits set by the Board of Directors.

(c) Failure to submit to the Registrar LISTS I, II, and III (approved), and a copy of the chapter's student membership application form.

(d) Failure to pay dues by the final date set by the Board of Directors. (See State Bylaws, Article II, Section 3.)

(e) Failure of the adviser or school authorities to answer reasonable communications relative to the chapter.

(f) Failure of the chapter to function.

(g) Chapters that maintain approved CSF Course Lists I, II and III for two years (current and previous year) by the final submission date and/or have not paid annual state dues for two consecutive years are not in good standing, and may be notified of revocation.

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

Chapters which were given an embosser (to create a CSF seal) and are being revoked must return the embosser to CSF at the time of revocation.

SECTION 4

A chapter which has been revoked may apply for re-affiliation. Re-affiliation may be granted upon the following conditions: completion of the re-affiliation application, approval of the chapter's Lists I, II, III, payment of a re-affiliation fee as determined by the Board of Directors, payment of back dues as determined by the Board of Directors, and payment of the current year's dues.

ARTICLE XIV – CSF/CJSF Central Office

The CSF/CJSF Central Office shall be maintained by administrative service provider(s) who shall perform services as directed by the Board of Directors.



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ARTICLE XV - 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 XVI - 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 Bylaws 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 Bylaws 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 Bylaws shall become effective at a date determined by the Board of Directors.