

# CSF STATE BY-LAWS

## ARTICLE I - Chapter Affiliation and Organization

### SECTION 1

Application for affiliation shall be made in writing to the Registrar. It shall be accompanied by the affiliation fee and two (2) complete copies of the Standing Rules of the proposed chapter, and two (2) copies of the prospective chapter's Lists I, II, and III.

### 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

On approval of an application for affiliation, the Registrar shall assign to the applicant school an official chapter number 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 , although the seal used for embossing diplomas and other documents shall have the number only. Under no circumstances shall any other name or initials be used.

### 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, Seal Rental, Dues, and Seymour Contributions

### SECTION 1

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

### SECTION 2

After affiliation, the chapter shall order its CSF seal from the Registrar. The seal never belongs to the chapter: the amount paid for it is only a rental fee. The seal remains with the chapter as long as the chapter remains in good standing in the Federation.

### SECTION 3

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.

### SECTION 4

All state dues shall be deposited with the State Treasurer.

### SECTION 5

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 nonpayment of dues.

## ARTICLE 11I - Classes of Membership

### SECTION I

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 Rules prescribed in their respective chapter Standing 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 I

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.

## 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 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 application only and shall not be automatic or compulsory. The written application must include Section A of the suggested semester membership application on page 25.

## SECTION 6

To maintain the prestige of over 75 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. Each chapter must have current course Lists I, II, and III approved by the CSF Registrar.

To secure eligibility for CSF membership, a student must earn sufficient points from the following course lists.

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.

Specifically, List I courses are the following:

### ENGLISH/LANGUAGE ARTS:

- All required 9th, 10th, 11th, and 12th grade-level courses which meet college entrance requirements

### FOREIGN LANGUAGE:

- All courses which include grammar and literature.
- Foreign Language for Native Speakers (e.g., Spanish for Spanish Speakers)

### MATHEMATICS:

- First year Algebra or its equivalent, completed in one year or less.
- Integrated Math (i.e., algebra, geometry, intermediate algebra)
- All math courses which require first year algebra as a prerequisite

### SCIENCE:

- Biology
- Chemistry
- Physics
- All courses which require biology or chemistry as a prerequisite

### SOCIAL SCIENCE:

- Economics
- U.S. History
- U.S. Government/Civics
- World History/Cultures/AP European History

### Note:

- Sheltered/Bilingual sections of the above courses are included on List I.
- Honors, AP, and IB sections and college courses of only the above subjects are included on List I.
- Any college prep course substituted for and fulfilling the same requirement as a specific List I course may be considered a List I course.
- Courses above whose grades are established based on a reduced standard (e.g., RSP designated) do not qualify as List I courses. (See note at end of List II description.)

List II: Courses on List II are those courses not on the above specified List I which must integrate the following:

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

The following are List II courses. Other courses of equivalent academic caliber may be included on List II with the approval of the CSF Registrar. (Refer to Section 6a for the procedure to place additional courses on your List II.)

**ENGLISH:**

- Advanced Grammar
- Applied Communications
- Children's Literature
- Debate
- Developmental Reading/Writing/Vocabulary
- Diaries and Journals
- Humanities
- Journalism
- Mystery Fiction
- Mythology
- Poetry
- Short Story
- Speech
- Writing Workshop

**FOREIGN LANGUAGE:**

- Conversational language courses
- Sign Language

**MATHEMATICS:**

- First year Algebra completed in more than one year

**SCIENCE:**

- Aerospace
- Astronomy
- General Science
- Life/Physical/Earth Science
- Oceanography

**SOCIAL SCIENCE:**

- Contemporary Issues
- Ethnic Studies
- Geography
- International Relations
- Law courses
- Psychology
- Sociology
- Western Civilization
- Women's Studies

**RELIGION/ETHICS/PHILOSOPHY:**

- All courses which meet List II criteria

**BUSINESS:**

- Accounting
- AP Computer Science
- Computer language classes (PASCAL, BASIC, etc.)
- Computer Programming
- Marketing

**FINE ARTS:**

- Art History (includes honors and AP)
- Art/Music/Drama Theory (non-performance based)

**OTHER:**

- Academic Decathlon
- Mock Trial
- Advanced ESL/ELD courses

**Note:**

- List I courses whose grades are established by reduced standards (e.g., RSP designated) are List II courses.

List III: Courses on List III are all other courses awarded credit which are not on the above specified 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

The following are List III courses. List III also includes all other subjects offered which are not on Lists I or II subject to the exceptions noted above.

**ENGLISH:**

- Speed Reading
- Yearbook

**MATHEMATICS:**

- Consumer/Applied/Business Math
- General Math
- Math A, B, C
- Pre-algebra

**SOCIAL SCIENCE:**

- Peer Counseling
- Student Government/Leadership

**BUSINESS:**

- Bookkeeping
- Computer Literacy
- Keyboarding/Typing/Word Processing
- Shorthand

**HOME ECONOMICS:**

- Child Development
- Family Living
- Foods
- Interior Design
- Sewing

VISUAL/PERFORMING ARTS:

- All performance courses including all levels of:
  - Band/Orchestra
  - Choir/Chorus
  - Drama
  - Photography
  - Studio Art classes including AP Studio Art

INDUSTRIAL ARTS:

- All shop classes
- Architecture
- Drafting, all levels
- Electronics

AGRICULTURE:

- All courses not meeting List I or List II science requirements

OTHER:

- AVID
- Health & Safety/Driver's Education (State Requirements)
- Career Education
- ESL/ELD
- Graphic Arts
- ROP
- ROTC
- Senior Project
- Work Experience
- Newspaper Production

SECTION 6a

A school may petition the CSF Registrar for approval to include a course on List II not mentioned in Section 6 above by submitting the following information:

- course title and description
- detailed syllabus including frequency and type of assignments and exams
- title, author, publisher of test
- samples of student work including one exam

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 5 courses for the computation of CSF eligibility.

SECTION 8

To warrant eligibility for semester membership, a student must earn a minimum of 10 CSF points. Of these 10 points, 7 points MUST be earned in courses from LISTS I and II, while the remaining 3 points MAY be earned in courses from any LISTS (I, II, or III). Of the 7 points required from LIST I/II courses, at least 4 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 5 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 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	0 CSF points
a grade of PASS (P) in any subject	0 CSF points

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

(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 Credits	CSF points For Grade A	CSF Points For Grade 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

SECTION 11

Students who take college courses as part of their normal class load shall be granted CSF points as follows:

Semester Units of College Credit Granted	CSF Points For Grade A	CSF Points For Grade B
5	5	3.3
4	4	2.7
3	3	2.0
2	2	1.3
1	1	0.7

SECTION 12

Exceptions to standard grading schedule.

**Nine-week (Quarter) grading period:** Count A's and B's at half semester value: A = 1.5 points; B in AP, IB, or other Honors course = 1 point; B = 0.5 point (based on 2.5 semester credits per course). 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 in AP, IB, or other Honors course 2 points, B 1 point (based on 5 semester credits for each course each semester). Compute CSF points for the annual grades. If the total is ten or greater, CSF eligibility is secured for both semesters.

SECTION 13

Summer school courses may be used in the computation of semester membership eligibility ONLY if the student has not taken sufficient LIST I and II courses during the previous semester (see Section 7 above). Summer school courses apply only during the school year following the summer in which taken, subject to the following restrictions:

- (a) The summer school course is listed on LIST I or II as explained in Article IV, Section 6, and
- (b) The student took the course for the first time.

The student may use the course(s) either in the fall or in the following spring semester. If the student took two qualifying courses in summer school, each of which grants 5 semester credits, or one course which grants 10 semester credits, he/she may substitute 5 of the 10 semester credits in the fall and another 5 semester credits in the spring semester. The total of 10 semester credits may **not** be substituted in the same semester.

SECTION 14

Transfer students shall be eligible for membership as follows:

- (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 re-affiliated 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 re-affiliated, 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.

### **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) Eligibility for special CSF life membership scholarships.

- (c) The Federation chapter seal on the diploma, and an indication of sealbearer status on the permanent academic record and on transcripts.
- (d) The Federation chapter seal on the life membership certificate, one hundred percent certificate, and the certification form for special CSF life membership scholarships, where those optional documents are used.

### **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.

#### SECTION 2

**Optional** awards are the following:

- (a) An appropriate membership card for all semester members.
- (b) The life (sealbearer) membership certificate, bearing the Federation 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 for the life membership pin.
- (e) To be responsible for embossing the Federation 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 carry on promptly all necessary correspondence with state officers, including dues payments and submission of LISTS I and II and a copy of the student application form.
- (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 By-Laws and the chapter Standing Rules are observed and that the financial obligations of the chapter are met.
- (i) To submit Seymour Memorial Award application(s) for qualified members.
- (j) To exercise care that the chapter upholds the ideals of CSF.

**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: Northern, Central, Central Coast, South Central, and Southern. (For information on regional boundaries, see Page 26.)

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 mailed 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 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 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 Broad 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 all state officers for the October meeting.
- (g) To appoint any ad hoc committees that may be needed.
- (h) To write and mail a newsletter periodically to all advisers.
- (i) To be official spokesperson for the Federation
- (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 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 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 an annual report to the President.
- (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.
- (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 receive and deposit all state CSF funds.

- (b) To disburse funds with the written approval of the President or the President-Elect in a timely fashion.
- (c) To arrange for an annual audit by a professional accountant.
- (d) To make a financial report at the annual meeting.
- (e) To notify advisers of the assessment of annual chapter dues and to solicit contributions to the Seymour fund.
- (f) To notify the official jeweler annually of delinquent chapters.
- (g) To serve as Chairperson of the Budget Committee.

## SECTION 6

The duties of the Registrar shall be:

- (a) To receive all applications for membership, with the accompanying affiliation fees, and to transmit the fees to the State Treasurer.
- (b) To receive all appropriate documents from applicant schools, checking them for accuracy and completeness. The Registrar may consult with the appropriate Regional Vice-President and/or the State President as may be necessary.
- (c) To notify the President and the appropriate Regional Vice-President of the approval of new chapters.
- (d) To prepare a charter with the state seal and chapter number, and to send it to the applicant school when its application is approved.
- (e) To receive and place all orders for chapter seals, and to transmit to the State Treasurer all payments.
- (f) To send notice of installation of chapters to the President, Regional Vice-President, Treasurer, and Chairperson of Publicity.
- (g) To maintain a file of the standing rules of each chapter.
- (h) To ratify or reject amendments to chapter Standing Rules, provided that either the Registrar or chapter adviser may appeal to the Board of Directors for final decision.
- (i) To submit annually to the President a report giving all information to bring the list of chapters up to date.
- (j) 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 By-Laws.
- (k) To maintain accurate computer records. (d) To supervise the group interview of finalists and the



- (1) To be responsible, in concurrence with the President, for clarification of questions regarding the official CSF Handbook.

#### SECTION 7

The duties of the Chairperson of Collegiate Relations shall be:

- (a) To serve as a liaison between CSF and institutions of higher learning, and to encourage these institutions to offer scholarships for life (sealbearer) members.
- (b) To notify chapter advisers annually of scholarships available to CSF life members.
- (c) To invite colleges and universities to send representatives to the annual meeting.

#### SECTION 8

The duties of the Chairperson of Legislation shall be:

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

#### SECTION 9

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 10

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

- (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 winners, 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 11

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

#### SECTION 12

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.

#### SECTION 13

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.

SECTION 14

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.

**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 had its LISTS I, II and III accepted by the Registrar for the preceding two (2) years and dues must be current as of the preceding June 30. A chapter chartered for less than two (2) years may submit a Seymour candidate.

SECTION 4

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

**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

It shall act as a Constitution Committee to interpret the meaning of any part of the Constitution or By-Laws.

SECTION 3

It shall serve as a court of appeal regarding the decisions of the Registrar.

SECTION 4

It 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.

SECTION 6

A majority vote shall be necessary to take any action.

SECTION 7

All meetings shall be open, and advisers shall be welcome to observe or to present problems.

SECTION 8

The Executive Board of the California Scholarship Federation shall consist of five members of the State Board; the President, President-Elect, the Treasurer, the CSF Registrar. and the CJSF Registrar. 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 By-Laws.
- (b) Failure to enact and return to the Registrar within time limits set by the Board of Directors, chapter Standing Rules as required by the State By-Laws.
- (c) Failure to submit amendments to Standing Rules to the Registrar, for approval or disapproval.
- (d) Retention of an amendment after disapproval by the Registrar, or, upon appeal, by the Board of Directors.
- (e) Failure to submit to the Registrar LISTS I and II and a copy of the chapter's student membership application form.
- (f) Failure to pay dues by the final date set by the Board of Directors. (See State By-Laws, Article II. Section 3.)
- (g) Failure of the adviser or school authorities to answer reasonable communications relative to the chapter.
- (h) Failure of the chapter to function.

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

When a chapter's charter is revoked, the embossing seal (which is the property of CSF) must be returned to CSF. If the chapter charter is available, it must be returned to CSF as well.

### SECTION 4

A chapter which has been suspended may reapply for affiliation. Reinstatement may be granted upon the following conditions: payment of a reinstatement fee as determined by the Board of Directors, payment of back dues as determined by the President or his/her designee, and approval of the chapter's Lists I, II, III. Upon reinstatement the chapter seal (and charter, if available) shall be returned to the school.

## ARTICLE XIV - 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 XV – 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 By-Laws 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 By-Laws 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 By-Laws shall become effective at a date determined by the Board of Directors.

On the next page is a sample application form which can be used for the semester membership drives. Article IV, Section 5, states that some kind of application form must be used and that the wording of Section A on the next page must be included.

