

CJSF Handbook

CALIFORNIA JUNIOR SCHOLARSHIP FEDERATION

CSF/CJSF Central Office, 16548 Bolsa Chica PMB 421, Huntington Beach, CA 92629
(800) 437-3347 Fax (714) 962-4422
office@CSF-CJSF.org www.CSF-CJSF.org

Table of Contents

Historical Statement	3
Regional Boundaries	5
CJSF Constitution	6
CJSF Bylaws	10
Guidelines for Maintaining a Chapter	19
CJSF Standing Rules	21
Student Membership Application	23
Helpful Hints for CJSF Advisers	24
Suggested Fund Raisers, Service Projects, & Club Activities	27
Suggested New Chapter Installation Ceremony	29
Marian Huhn Memorial Award Instructions	31

HISTORICAL STATEMENT

The idea for a state-wide organization to honor outstanding high school students was first proposed by Mr. Charles F. Seymour at a convention of high school principals in Oakland in 1916. Mr. Seymour was then vice-principal of National City High School in San Diego County, and in 1916 he had organized a scholarship society on his campus, modeling it after one already established at Long Beach Polytechnic High School. No action was taken on his proposal at that time.

For the next five years Mr. Seymour led an active campaign to win support for his idea. As a result a number of schools throughout the state organized similar societies. Two of these, National City and San Luis Obispo, began to use a seal patterned after the one used by Long Beach. These were the first steps toward affiliation.

In 1921 Mr. Seymour, now head of the Social Studies Department at Long Beach Polytechnic, again appeared before the Principals' Convention in San Rafael and asked that a state-wide scholarship society be founded. Despite significant opposition, Mr. Seymour's idea carried the day, and a few weeks later all high school principals received an invitation to send representatives to Los Angeles on June 4 to establish such an organization.

In June, a committee of five began work on a constitution, which was finally ratified on October 15. Once the California Scholarship Federation had become a reality, thirty-four schools applied for charter membership. Twenty-nine of these received full status immediately, and chapter numbers were determined by lot. All subsequent chapter numbers have been assigned in the order of approval.

While students have never participated directly in the establishment and maintenance of eligibility standards, a means of student expression has been sought from the very outset. To this end the first student convention met in Pasadena in December, 1921. This meeting produced a "Student Branch of the California Scholarship Federation" established to hold an annual banquet and conference each Christmas vacation and to serve as a clearing house for the exchange of ideas among student leaders. During the 1925-26 academic year the format was expanded to include two meetings, one in the southern part of the state in December and another in the central or northern part in April. The first spring convention was held in Stockton.

Because of the rapid growth of the organization, the general business meeting of October 1928, in Los Angeles, approved a plan to divide the state into regions for the student conferences. This plan was accepted by the Student Branch Convention held in December in Los Angeles. As a result, the Student Branch semiannual all-state conventions were replaced by regional conferences and the use of a statewide "Student Branch" was discontinued. Three regions (Northern, Central, and Southern) functioned until 1957, at which time the Southern Region was divided into the Southern and South Central Regions. In 1966, the Central Region was divided into the Central and Central Coast Regions. At present, the regional conferences are usually hosted by individual high school chapters; often in collaboration with local CJSF chapters, and the use of regional student officers has been discontinued.

The annual convention in Sacramento on October 18, 1930, voted to incorporate under the laws of California. Articles of Incorporation were adopted and signed at this meeting. The CSF constitution thereupon assumed the nature of by-laws appended to the Articles. The California Scholarship Federation thus became a legal entity, capable of making valid contracts and receiving bequests.

One of the functions of CSF has been to recognize academic accomplishment in tangible ways. The original constitution provided for only one award, an embossed seal placed on the diploma of each qualifying graduate. Many voiced the desire for a pin to be worn by student members, so at a special meeting on December 20, 1922, the CSF lamp pin was approved, to be awarded only to qualifying seniors. Subsequent to this, several chapters began using local membership pins. In 1927, the April CSF meeting held in Fresno approved a "semester membership" pin, but its use was optional and has since been discontinued.

Beginning in 1925 the Board of Directors initiated a program with several colleges and universities so that tuition scholarships were set aside specifically for CSF Life Members. Today there are still a few colleges

and universities in California and throughout the nation that participate in the program. CSF Life Members need to check with the individual college or university upon admission. The Seymour Memorial awards were established to honor both Charles F. Seymour and his devoted wife, Marian H. Seymour, who together supplied the inspiration and leadership which fostered the California Scholarship Federation. Each spring, regional subcommittees of five advisers choose outstanding Life Members from among candidates nominated by their advisers within each of the five regions. The selection is made on the basis of character, leadership, and service. In 1936 a single award of \$25.00 was given to Elizabeth Murphy of Fresno High School, the first Seymour Award recipient. Currently, fifty finalists receive awards of \$2,000 each, and 5 of these (one per region) each receive an additional \$3,000 as the regional award recipient. The award is now regarded as one of the highest scholastic honors given to secondary school graduates in and for the state of California.

Founded in 1967, CJSF fosters high standards of scholarship, service and citizenship in the middle school grades. Like CSF, CJSF emphasizes service to the school and the community while fostering pride in scholastic achievement. In recent years the rapid growth of the California Junior Scholarship Federation (CJSF) has greatly strengthened CSF.

CJSF students may also become seal bearers or Honor Award Members. Those who qualify have the Honor Award seal placed on their certificate of promotion and are eligible to wear the CJSF gold pin. CJSF also sponsors an awards program. Each year, advisers nominate two outstanding members for special recognition in the CJSF Outstanding Student Award program. All nominees are recognized at their spring conferences, receiving award certificates. Those selected as winners by regional subcommittees are presented with a \$250 award and medallion, in addition to the certificate. In April, 1989, the state board of directors changed the name of the award to "The Marian Huhn Memorial Award", in honor of Mrs. Marian Huhn, long-time CJSF adviser at St. Jeanne de Lestonnac School, Tustin, and CJSF state Registrar at the time of her death in November, 1988. The first Huhn Awards were presented at the 1990 spring regional conferences.

To help preserve its tradition, in 1981 CSF donated many materials to the California State Library in Sacramento. These include a bound collection of **Bulletins**, the newspaper published yearly by the State Board. The CSF/CJSF archives, accessible in the State Library's California History Room, were updated in 1995.

At its October, 1990, meeting the state board of directors approved a proposal for a CSF/CJSF Central Office; contractual arrangements were soon finalized with an Orange County administrative services firm, and for the first time in its 70-year history, CSF enjoyed an ongoing fixed address with "800" number telephone service, significantly increasing accessibility and service to CSF and CJSF chapters statewide.

Since the organization's inception, approximately 1400 CSF chapters and 1200 CJSF chapters have been approved. Today's chapters continue to foster the recognition, motivation, and education of academically talented students. Chapter memberships promote the CSF/CJSF ideal of service to their communities.

CSF/CJSF REGIONAL BOUNDARIES

The five regions mentioned in Article IX, Section 1 of the State By-Laws, are bound as follows:

Northern – includes Sonoma, Napa, Solano, Sacramento, Amador, Calaveras, Alpine, and Mono counties, as well as all counties north of these.

Central – all counties between the Coast Range ridge line on the west and the Sierra Nevada ridge line on the east, from San Joaquin, Stanislaus, and Tuolumne counties at the north end to Kern County at the south (note that portion of Kern County east of the Sierra Nevada ridge line is excluded from the Central region).

Central Coast – all counties west of the Coast Range ridge line, from Marin and Contra Costa counties in the north to San Luis Obispo County in the south.

South Central – includes Inyo, Kern (east of Sierra Nevada crest only), Ventura and Santa Barbara counties, and all of Los Angeles County except for the small, south-easterly portion designated below as part of the Southern region.

Southern – includes San Bernardino and Orange counties, as well as all counties south of these, and a small portion of Los Angeles County as follows: on the west, by the San Gabriel River, running north from the I-405 freeway bridge until it reaches Azusa city limit at Huntington Drive/Foothill Boulevard, then on the west by the Azusa city limit running north to its intersection with the Angeles National Forest boundary, then on the north by the Angeles National Forest boundary, running east to the San Bernardino County line.

**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 “Scholarship 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 federated 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 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 odd- numbered years, the Regional CJSF Vice-Presidents shall be elected. In even-numbered years the CJSF Registrar 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 take office in October, but both outgoing and incoming officers shall attend the October meeting of the Board of Directors.
- 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. Ballots shall be returned by mail to the Central Office and must be received no later than May 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 mailed to the advisers no later than May 15, and are to be returned by mail to the Central Office, and must be received by June 10.
- 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 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.

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 the fourth Saturday in October, or upon the nearest to that date which shall be most practicable, for the purpose of conducting necessary Federation business.

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.

SECTION 4 The CSF/CJSF advisers, meeting at the Annual Advisers' Convention, may formulate proposals to submit to the CSF/CJSF State Board.

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.

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.

**CALIFORNIA JUNIOR SCHOLARSHIP FEDERATION
STATE BY-LAWS**

Article I – Chapter Affiliation and Organization

- SECTION 1 Application for affiliations shall be made in writing to the CJSF Registrar. The application shall include a statement that the State Constitution of CJSF has been ratified by the applicant school. It shall also be accompanied by the affiliation fee set by the State Board of Directors and two copies of the proposed Standing Rules of said chapter. These shall be on the form provided by the CJSF Registrar.
- SECTION 2 Approval of the applicant school shall rest with the CJSF Registrar who shall consult, in the case of question, with the appropriate CJSF regional vice-president and/or the State President if necessary.
- SECTION 3 On approval of an application for affiliation, the CJSF 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 CJSF chapter _____.
- SECTION 4 Each chapter shall set up its local organization in accordance with the Standing Rules approved for that chapter by the Registrar.
- (a) Each local chapter shall have a President, Vice-President, Secretary, and Treasurer, or whatever combination of officers may be desirable in the local situation.
- (b) Officers shall be elected by ballot as early as possible each semester, and none may serve in the same officer more than two consecutive terms.
- (c) The duties of the officers shall be those which ordinarily devolved upon their respective offices,
- (d) The elected officers and the faculty adviser shall constitute a Chapter Cabinet whose duty it shall be to plan meetings and other activities of the chapter and to appoint whatever committees may be necessary.
- (e) At least one regular meeting shall be held during each quarter. Special meetings may be called with consent of the chapter adviser.
- (f) The Standing Rules of a chapter shall state the proportion of the membership that will constitute a quorum for the transaction of business.
- (g) The chapter Standing Rules may be amended by a two-thirds vote of the membership and with the approval of the principal and/or adviser, but no such amendment shall take effect until also approved by the CJSF Registrar. The adviser shall send two copies of the proposed amendment to the CJSF Registrar, who will return one copy to indicate approval or disapproval, and keep the other copy in his/her files.

Article II – Affiliation Fee and Chapter Dues Contribution

- 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.

- SECTION 3 These payments shall be deposited with the CSF/CJSF State Treasurer.
- SECTION 4 Individual chapters may levy nominal membership dues according to local needs and policies.

Article III – Classes of Membership

- SECTION 1 Chapter membership shall be two kinds: semester/trimester and honor member.
- (a) Members of the chapter shall be those students who have met the required eligibility standards during the preceding semester/trimester, as specified in Article IV below, and who have made proper application for membership. On a campus that includes 6th grade, second semester 6th graders as well as first semester 7th graders have no official CJSF status. These students may be considered non-voting “invited guests” of the CJSF chapter. These students may not serve as officers nor may the semesters count toward Honor Member status.
- (b) Honor Members shall be those to whom the official honor status has been achieved and who have been awarded the official honor pin as prescribed in Article V, Section 1.

Article IV – Requirements for Semester/Trimester Membership

- SECTION 1 No school shall set requirements for membership other than those set in this article.
- SECTION 2 Membership is neither automatic nor compulsory. The adviser has the responsibility of publicizing the requirements by whatever means the principal and/or adviser deem best, and the student has the responsibility of making application for membership on the approved form during the application period. Under no circumstances may retroactive membership be granted to a student who has failed to avail himself of the opportunity to apply for membership at the proper time.
- 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 All students enrolled in affiliated schools of the type described in Article IV, Section 1, of the CJSF Constitution, and who have met the required standards of scholarship and citizenship, shall be eligible for membership.
- SECTION 5 Membership is granted for the semester or trimester following the one in which the qualifying grades were earned, and is for that semester/trimester only. In order to become a member, the student must submit an application each semester/trimester the student is eligible. Grades earned in the second semester/trimester of 8th shall count toward honor membership in the schools ending in grade 8; grades earned in the second semester/trimester of 9th shall count toward honor membership in those schools ending in grade 9.
- SECTION 6 To maintain the academic excellence in CJSF, it is essential that all chapters conform their academic eligibility requirements as follows:
- (a) All grades earned the previous semester must be equivalent of C or better. A grade of D or F shall debar membership for that semester.
- (b) The academic courses shall be English, Foreign Language, Mathematics, Reading, Religion, Science and Social Studies, as well as those other subjects which are academically oriented and which the principal designates to be of value equal to the aforementioned subjects.

(c) Courses listed above whose grades are established on a reduced standard do not meet the requirements as a qualifying course.

SECTION 7 A student establishes membership by earning academic points. For membership, the number of points earned must be twice the number of academic subjects in which the student is enrolled, i.e., ten (10) points must be earned by a student enrolled in five (5) eligible subjects, twelve (12) points for a student with six (6) subjects, etc., with the minimum number of academic subjects being four (4).

SECTION 8 CJSF semester points are calculated as follows:

A grade of "A"	3 CJSF points
A grade of "B"	1 CJSF point
A grade of "C" or "Pass"	0 CJSF points

One additional 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 "D" or "F" in any subject shall disqualify the student from membership for the semester.

Schools on the trimester plan shall have three (3) application periods instead of two (2), and shall count A's and B's as on the semester plan.

In accordance with the requirements for CSF, no CJSF points shall be given for Physical Education, courses involving clerking or office/teacher assisting, and courses taken on a pass/fail basis.

Grades earned in summer school courses, repeated or remedial subjects shall not count for CJSF points, but grades in these subjects must be a C or better.

SECTION 9 The CJSF Registrar shall be empowered to approve an equitable eligibility plan for schools which have unusual grading systems.

SECTION 10 Transfer from one federated school to another shall not affect the student's record provided that official verification of members, NOT mere eligibility shall be transmitted.

A student who transfers to a federated school from a non-federated school and whose grades from the former school meet the requirement of the school into which he transfers, shall also be accepted for membership. The previous semesters/trimesters in which he would have qualified will also be recognized.

SECTION 11 To establish the membership of a newly chartered chapter, eligible students must apply for CJSF membership based on their more 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 membership has been established, the adviser must then review the academic records of students applying for retroactive membership, granting them retroactive membership credit as appropriate based on previous semester grades. This one-time instance, following upon a chapter being chartered, is the ONLY situation in which retroactive membership is allowed.

SECTION 12 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/trimester membership. This may affect honor membership.

Article V – for Honor Membership

SECTION 1 Requirements for Honor Membership are:

(a) Students must earn CJSF membership in at least FOUR semesters including one in the ninth grade, or

(b) Students must earn CJSF membership THREE semesters with TWO in the ninth grade, or

(c) Students in schools without the ninth grade must earn membership for THREE semesters, or

(d) Students must earn CJSF membership in at least TWO trimesters of the ninth grade and FOUR trimesters in the seventh and eighth grades combined, or

(e) Students in schools without the ninth grade must earn membership for TWO trimesters in the seventh grade and TWO trimesters in the eighth grade.

SECTION 2 The second semester or third trimester of ninth grade, or of the eighth grade in schools without ninth grade, may be counted toward establishing Honor Membership.

Article VI – Awards and Benefits

SECTION 1 **Required awards** for Honor Members are the following:

(a) The official Honor Membership pin shall be awarded to the Honor Members as designated in Article V, Section 1. Any member who permits an unauthorized person to wear his honor pin shall forfeit both the pin and membership in CJSF.

(b) Honor Membership shall be indicated in the cumulative record which is sent to the student's next school.

(c) Honor Members of CJSF who enter senior high school shall be eligible for associate membership in the CSF at the new school during the first semester.

SECTION 2 **Optional awards** shall be the following:

(a) The official membership card may be issued to each member each semester or trimester.

(b) The official gold seal may be placed on the certificate of promotion or other document which the Honor Member receives upon the completion of the eighth or ninth grade, whichever is the highest grade of that school.

(c) The official Honor Member medallion may be awarded to Honor Members of the chapter.

SECTION 3 Any adviser who has served for ten years shall be awarded a CJSF Honor Membership pin by the Regional Vice-President at a regional conference.

Article VII – Duties of Chapter Advisers

SECTION 1 The duties of the chapter adviser shall be to:

(a) Publicize, with the approval of the principal, to the student body the requirements for membership and the method of application for CJSF.

(b) Check CJSF applications and to determine eligibility for chapter membership. An appropriate initiation ceremony for new members each semester/trimester is encouraged.

- (c) Keep accurate records and a permanent file of chapter members.
- (d) Determine Honor Membership and provide for corresponding awards (see Article V, Section 1).
- (e) Designate on the cumulative record of each student who has earned the Honor Award verification of such receipt and to transmit to the senior high school a list of students who received the Honor Award.
- (f) Carry out promptly all necessary correspondence with state officers, including dues payment.
- (g) Supervise chapter activities, see that the State Constitution and Chapter Standing Rules are observed, and that the financial obligations of the chapter are met.
- (h) To submit Huhn Memorial Award candidates for the regional conferences.
- (i) To attend the annual Advisers' Meeting and the regional conference whenever possible.
- (j) See that all papers and records of the chapter are in a safe place where they are accessible to the principal or to a succeeding adviser.
- (k) Exercise care that the chapter upholds the ideals for which CJSF stands.

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 on 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 and CJSF shall, for the purpose of administrative efficiency and annual conference scheduling, be grouped geographically into five (5) regions: Northern, Central, Central Coast, South Central, and Southern.

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 of each person attending the conference.

SECTION 3 The advisers of the chapters hosting the next succeeding conference, the respective CSF Vice-President and the respective 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/CJSF.

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 state officers.
- (f) To call for and compile official reports from all state offices 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 CJSF 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 CJSF 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 submit an annual report to the President.
- (c) To assist the CSF Vice-President in securing a suitable meeting place and making arrangements for the October annual meeting when it is held within the region; to be responsible for the organization of CJSF seminars within the annual meeting.

(d) To assist the host chapter as needed in making arrangements for the regional conference, including the organization of CJSF seminars within the regional conferences, and to assist in making provision for the next regional conference.

(e) To preside at the CJSF advisers' meeting in connection with the regional conference, and to appoint a recorder to take minutes at that meeting.

(f) To contact, at the request of the President, Registrar, or Treasurer, any inactive or delinquent chapters in the region.

(g) To encourage affiliation of eligible schools within the region.

SECTION 5

The duties of Treasurer shall be:

(a) To receive and deposit all state CSF/CJSF 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.

(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 CJSF Registrar shall be:

(a) To receive all appropriate documents from applicant schools, checking them for accuracy and completeness, and, upon approval, returning documents to the applicant schools. (The Registrar may consult with the appropriate Regional Vice-President and/or State President as may be necessary.)

(b) To maintain a file of the standing rules of each chapter.

(c) To approve a special eligibility plan for schools which have unusual grading systems.

(d) To approve amendments to Chapter Standing Rules provided they do not violate the State Constitution of CJSF or CSF.

(e) To insure that each chapter receives a copy of the "CJSF Newsletter" published once each semester.

(f) To submit an annual report to the State President at the out-going State Board of Directors meeting held in October each year.

(g) To be responsible, in concurrence with the President, for clarification of questions regarding the official CJSF Handbook.

(h) To be custodian of the official State Seal.

(i) To provide a copy of the State Constitution and all other information to each applicant school.

(j) To provide two (2) copies of a printed form to serve as Chapter Standing Rules when properly filled out by the applicant school.

(k) To assign a chapter number and provide an appropriate charter with the State Seal and the signatures of the CJSF Registrar and State President.

(l) To submit all fees to the State Treasurer, who shall maintain a separate account for each chapter.

(m) To keep an up-to-date file of all chapters.

Article XI – Huhn Memorial Award

SECTION 1 The Huhn Memorial Awards, in memory of Marian Huhn, are granted each spring to Honor 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 The committee for selecting the winners shall be appointed by each Regional Vice-President to read the nomination papers from some region other than his/her own. The committee shall select winners from among the nominees in that region.

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 act 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.

Article XIII – Suspension of Charter

SECTION 1 The charter of an affiliated school shall be subject to suspension 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 pay dues by the final date set by the Board of Directors. (See State By-Laws, Article II, Section 3.)

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

(g) 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 suspended at the annual meeting in October unless the cause of delinquency is removed prior to that date.

SECTION 3 A suspended chapter which has removed the cause of delinquency may be reinstated and its charter restored upon payment of a reinstatement fee and any back dues as the Board of Directors may determine.

Article XIV – Parliamentary Authority

Robert’s Rules of Order shall be the standard of procedure for this organization except as otherwise provided in this CJSF 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 CSF/CJSF Central Office which will forward them to the 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 a regular session.

SECTION 4 Amendments to these By-Laws shall become effective at a date determined by the Board of Directors.

GUIDELINES FOR ESTABLISHING/MAINTAINING A CHAPTER

APPLICATION FOR CJSF CHAPTER MEMBERSHIP

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

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

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

THE AFFILIATION

Charter and affiliation – Following approval by the Registrar a charter will be issued to the applicant school, conferring authority to make all official Federation awards. No additional charge will be made for the charter since that cost is included in the application fee. Duplicate charters may be purchased from the Central Office. An appropriate installation ceremony is recommended.

PROCEDURE AFTER AFFILIATION

1. INITIAL ESTABLISHMENT OF MEMBERSHIP – To establish the initial membership in the newly organized chapter, membership in CJSF may be computed retroactively. After installation, the eligible graduating members may be granted honor membership status as specified in the Constitution.
2. CHAPTER RECORD – It is strongly urged that a simple, businesslike system of keeping records be adopted. Semester membership lists should be checked and filed. A card index file or computerized record for each member should be kept up to date. Completeness and accuracy of all such records are the responsibility of the adviser.
3. CHAPTER DUES – Every September the CSF/CJSF Treasurer mails notices concerning dues. Checks should be made payable to the California Junior Scholarship Federation and mailed to the CSF/CJSF Central Office.
4. VALIDATING HONOR MEMBERSHIP – CJSF Honor membership must be indicated by typed, written, or be printed on the permanent office cumulative record and on the transcripts sent to the high school.
5. HONOR MEMBERSHIP PIN – The CJSF Honor membership pin is round, gold-filled, with the lighted torch encircled with the full name of the Federation. The award of this pin is a By-Law obligation. Pins may be awarded only by those schools with chapters in good standing. Detailed information concerning pins and official jewelry may be obtained from the CSF/CJSF Central Office or at the official website www.cjsfawards.com/adviser.
6. MEMBERSHIP CARDS – The use of membership cards is suggested.
7. HONOR MEMBERSHIP CERTIFICATE – The official Honor membership certificates are engraved on parchment. The award of the certificate is optional.
8. OFFICIAL JEWELER – A single official jeweler to manufacture and sell CJSF pins, certificates, membership cards, and seals is to be selected by the Board of Directors. CJSF is thus able to restrict the sale of the Honor membership pins to chapters in good standing, to control the quality of materials, and to receive a royalty on all items purchased through the official jeweler.
9. HUHNS MEMORIAL AWARD – The adviser should nominate the two most outstanding members as candidates for the Huhn award. Information about this award is mailed to each chapter in November.
10. ANNUAL ADVISERS' CONVENTION – The annual meeting of all the chapter advisers is usually held on the third or fourth Saturday in October, alternating among the regions of the state. Advisers are encouraged to attend this meeting.
11. REGIONAL CONFERENCES – The state is divided into five regions; Northern, Central, Central Coast, South Central, and Southern. Each spring a conference is held in each of the regions. Advisers

and student members are encouraged to attend these conferences. Huhn nominees are recognized at the spring conferences.

12. STATE FEDERATION CORRESPONDENCE – Official CJSF correspondence must be handled by the adviser in a responsible manner. Failure to answer annual requests for necessary chapter information may result in suspension of the chapter’s charter.

CHAPTER ORGANIZATION

1. CJSF FILE – One of the major problems facing many CJSF chapters is the rapid turnover of advisers. The first thing a new adviser should do is to ascertain whether the files contain a copy of the Chapter Standing Rules. For the benefit of future advisers, it is vital that every school has a definite place for a CJSF file. If a new adviser cannot find the Chapter Standing Rules, information can be secured by contacting the Central Office.
2. MEMBERSHIP LISTS – Some plan should be devised to make application blanks available to the student body each semester. Membership lists, subject to correction, should be posted early each semester and kept in a permanent file. Within a few weeks after the beginning of each semester, a complete list of members for the current semester should be posted on bulletin boards, and where feasible, published in the school paper and in local papers. Advisers should be aware of changes affecting eligibility for membership. Care must be taken that adequate publicity is given before the requirements go into effect. Eligibility for membership is under the supervision of the adviser.
3. INITIATION CEREMONY – Many chapters hold a formal initiation ceremony for new members at a meeting early in the semester. The particular type of ceremony used will depend upon the number to be inducted and local preferences.
4. CABINET – The adviser and chapter officers shall act as chapter cabinet. It shall hold regular and frequent meetings to propose policies and plan chapter activities. One of its duties shall be to publicize any changes made in the regulations for eligibility for membership either at the annual State Board meeting or by amendment to the State Constitution and/or By-Laws.
5. PRIVILEGES AND HONORS –
 - (a) The official honor membership pin shall be awarded to each student who has qualified for honor status.
 - (b) At the time of graduation, the achievement of honor membership shall be indicated on the student’s cumulative record sent to high school.
 - (c) The names of graduating honor members should be specially designated as such upon the commencement program or officially announced at commencement exercises.
6. CHAPTER ACTIVITIES – No single set of rules and regulations can cover all the situations that will arise or all the activities that may be appropriate. The aim must be to further the ideals of the Federation and its motto, “Scholarship For Service,” while operating within the framework of the State Constitution and/or By-Laws.
7. ADVISERS AND THE STATE BOARD – The continued effective functioning of the organization is dependent on the voluntary service of enthusiastic advisers. Advisers interested in serving as state officers should contact any member of the Board of Directors or the CSF/CJSF Central Office.

**CALIFORNIA JUNIOR SCHOLARSHIP FEDERATION
STANDING RULES**

ARTICLE I – Name and Purpose

- SECTION 1 The name of this organization shall be Chapter Number _____ of the California Junior Scholarship Federation, in abbreviated form, CJSF. (To be filled in by CJSF Registrar)
- SECTION 2 The purpose shall be to foster high standards of scholarship, service, and citizenship on the part of the students of _____ School and to promote appropriate activities among its members.

ARTICLE II – Motto and Color

- SECTION 1 The official motto shall be “Scholarship for Service”.
- SECTION 2 The official color shall be gold.

ARTICLE III – Membership

- SECTION 1 Students in grades _____ of the _____ School who meet the requirements shall be eligible for membership according to the CJSF By-Laws, Article IV.
- SECTION 2 Membership is neither automatic nor compulsory. The student must apply for membership during the first _____ weeks of the semester/trimester.
- SECTION 3 The student must be recognized as a worthy citizen.
- SECTION 4 His/her record for the previous semester/trimester must have no grades lower than C.
- SECTION 5 Grades earned in summer school courses, repeated or remedial subjects, or work experience in which pay is involved shall not count for CJSF points.
- SECTION 6 Points are awarded as noted in Article III, Section 6, of the CJSF By-Laws. In accordance with the requirements for CSF, no CJSF points shall be given for Physical Education, courses involving clerking or office/teacher assisting, and courses taken on a pass/fail basis.
- SECTION 7 Transfer students shall be accepted for membership according to the provisions of the State Constitution, Article V, Section 6.
- SECTION 8 Membership is for one semester/trimester only, but may be renewed another semester/trimester whenever the student again meets the requirements.

ARTICLE IV – Awards

- SECTION 1 The official chapter membership card (will/will not) _____ be issued to each member each semester or each trimester.
- SECTION 2 The official Honor membership pin shall be awarded to: students with qualifying grades in at least four semesters including one in the ninth grade; students with qualifying grades in three semesters with two in the ninth grade; students in schools without the ninth grade who have qualified and applied for membership for three semesters; students with qualifying grades in at least two trimesters of the ninth grade and four trimesters in the seventh and eighth grades combined; or students in schools without the ninth grade who have qualifying grades for two trimesters in the seventh grade and two trimesters in the eighth grade.
- SECTION 3 The official gold seal (will/will not) _____ be placed on the certificate of promotion or other document of the Honor Award member.

SECTION 4 Official verification shall be placed on the cumulative record of the Honor Award member.

SECTION 5 The Honor Award member shall be accepted for associate membership in the CSF chapter during the first semester in the senior high school which he/she enters.

ARTICLE V – Offices

SECTION 1 The officers of this chapter shall be President, Vice-President, Secretary, Treasurer, Chairperson, or others as listed. (Please circle offices to be used.) _____

SECTION 2 Officers shall be elected by ballot as early as possible in each semester/trimester, and none may serve in the same office for more than two successive terms.

SECTION 3 The duties of the officers shall be those which ordinarily devolve upon their respective officers.

SECTION 4 The elected officers and the Chapter Adviser shall constitute the Chapter Cabinet whose duty it shall be to plan meetings and other activities of the chapter and to appoint the necessary committees.

ARTICLE VI – Meeting and Quorum

SECTION 1 Regular meetings of this chapter shall be held (indicate frequency, time and place) _____
(At least one regular meeting per quarter must be held.)

SECTION 2 Special meetings may be called with the consent of the Chapter Adviser.

SECTION 3 _____ of the membership shall constitute a quorum for the transaction of business.
(Fill in proportion)

SECTION 4 Robert's Rules of Order shall be the authority for the conducting of business.

ARTICLE VII – Dues

SECTION 1 The chapter shall pay annual state dues according to the schedule in the State Constitution, Article IV, Section 1. The present school enrollment is _____.

SECTION 2 The semester/trimester dues per member in this chapter shall be _____.

ARTICLE VIII – Amendment

SECTION 1 These Standing Rules may be amended, with approval of the Principal and/or Adviser, by a two-thirds vote of the membership, but no amendment shall take effect until it has been approved by the CJSF Registrar.

SECTION 2 Approval of any amendment shall be requested of the CJSF Registrar according to the provisions of the State Constitution, Article IX, Section 8.

Principal's Signature _____ Date _____

Adviser's Signature _____ Date _____

CJSF Registrar _____ Date _____

HELPFUL HINTS AND ADVICE FOR CJSF ADVISERS

Question: **WHAT IS CJSF?**

Answer: The purpose of the California Junior Scholarship Federation, a statewide organization of over 600 chapters, is to foster high standards of scholarship, service, and citizenship on the part of students of California's public, private and charter junior high and middle schools.

Question: **WHAT IS THE CJSF CONSTITUTION?**

Answer: The *Constitution* is the official California Junior Scholarship Federation document governing CJSF which contains vital information for advisers.

Question: **WHAT ARE THE DUTIES AND RESPONSIBILITIES OF A CJSF ADVISER?**

Answer: The CJSF adviser's responsibilities to his/her chapter and school are:

1. To publicize the requirements for membership so that eligible students may apply;
2. To plan for the election of CJSF chapter officers;
3. To assist in planning and evaluating the academic year's activities;
4. To review with the chapter members the chapter's Standing Rules;
5. To assist committees' and officers' efforts to obtain outside resources such as speakers, films, programs, etc.;
6. To recognize, encourage, and stimulate creativity and excellence;
7. To open avenues of service to students;
8. To acquaint the entire student body with the functions and service of CJSF;
9. To recognize scholarship and award students through awards, assemblies, and school and community press;
10. To acquaint Honor members with associate membership in High School CSF chapters;
11. To select Marian Huhn Memorial Award candidates;
12. To be responsible for annotating on cum folders Honor membership and purchase honor pins, gold seals;
13. To be responsible for placing the Honor Award gold seal on certificates;
14. To maintain an updated CJSF file of all pertinent information concerning the chapter;
15. To offer assistance to new advisers.
16. To purchase appropriate jewelry from the official CSF/CJSF supplier.

Question: **WHAT ARE THE REQUIREMENTS FOR CJSF MEMBERSHIP?**

Answer: Requirements for membership are explained in the CJSF By-Laws, Article IV. Chapters may not deviate from these requirements or add any additional requirements.

Question: **CAN A STUDENT WHO QUALIFIES FOR MEMBERSHIP ON THE BASIS OF COURSES LISTED UNDER ARTICLE IV, BE OTHERWISE DEBARRED FROM MEMBERSHIP?**

Answer: Yes. A *D* or *F* earned in any subject (including P.E.) automatically debars one from membership.

Question: **HOW DO STUDENTS EARN MEMBERSHIP?**

Answer: First, students apply for membership through the appropriate school-designed procedure. Then, the adviser analyzes the semester/trimester report card of the applicants. Membership is based on grades earned during the preceding semester/trimester, or within a time specified by school by-laws within the first four weeks of each semester/trimester.

Seventh grade students may apply after the first semester/trimester of their seventh grade year.

Question: WHAT IS THE FINANCIAL RESPONSIBILITY OF THE LOCAL CHAPTER TO THE STATE?

Answer: Each chapter pays state dues based upon total school enrollment in those grades qualifying for CJSF membership when requested by the state Treasurer. Delinquency in payment of dues may result in delinquency fees. Failure to pay chapter dues shall result in the suspension or revocation of a chapter's charter.

Question: ARE INDIVIDUAL MEMBERS REQUIRED TO PAY DUES TO THEIR CHAPTERS?

Answer: Payment of local dues is left to the discretion of the chapter. No qualified student shall be denied membership due to an inability to pay dues.

Question: WHAT IS THE BEST WAY TO KEEP RECORDS ON MEMBERSHIP?

Answer: Spread sheets are helpful. They are an easy source for checking total semester memberships and community service hours.

Question: WHAT IS AN HONOR MEMBER?

Answer: In a school with grades seven and eight, an Honor Member is a student who has applied and qualified for membership in:

- (a) *Three* semesters, or
- (b) *Two* trimesters in seventh grade and *two* trimesters in eighth grade.

In a school with grades seven, eight and nine, an Honor Member is a student who has applied and qualified for membership in:

- (a) At least *four* semesters, including *one* in the ninth grade, or
- (b) *Three* semesters with *two* in the ninth grade, or
- (c) *Two* trimesters in the ninth grade and *four* trimesters in the seventh and eighth grades combined.

The official Honor Membership pin must be given to qualifying students. All other types of recognition are optional. [Honor pins can be ordered by advisers' accessing the CJSF website.]

Question: WHAT IS THE GOLD SEAL?

Answer: The gold seal is gummed and embossed with the CJSF emblem. The gummed seals are obtained from the official CJSF website, and may be applied to an Honor Member's diploma, school document, or CJSF certificate.

Question: WHAT DOES THE CHAPTER NUMBER MEAN?

Answer: The state is divided into five regions. The number is the numerical order of membership (345) followed by small letters (345jcc). The j indicated CJSF affiliation (rather than CSF which is high school), and the other letters signify the region of the individual chapters: c = Central; cc = Central Coast; n = North; sc = South Central; s = South. It is imperative that the adviser know the chapter number and use it on all correspondence.

Question: WHAT DOES THE ADVISER ANNOTATE ON THE CUM FOLDERS OF MEMBERS?

Answer: Have a very small stamp (CJSF Honor Member) made. Once Honor membership has been achieved and grades are verified, cum folders can then be stamped. Stamp the permanent record card. This is very important when transcripts are sent to high schools. Schools with computerized permanent record cards can have this information added to student records.

Question: **WHAT ARE THE BENEFITS OF CJSF MEMBERSHIP?**

Answer: CJSF prepares the student for CSF membership. Membership offers the opportunities to participate in activities, which benefit the school, the community, and the student.

Question: **IN WHAT SERVICE ACTIVITIES DO CHAPTERS PARTICIPATE?**

Answer: CJSF encourages chapters to initiate and participate in community service. These service projects may vary according to the needs of the community and chapters' desire to serve. A list of service project ideas is available on the website.

Question: **WHO ARE THE STATE OFFICERS AND WHAT ARE THEIR DUTIES?**

Answer: (See Article V of the *Constitution*.) The State Board is charged with the responsibility of maintaining the CSF/CJSF organization throughout the state. Elected from CSF/CJSF advisers, State Officers fulfill two-year terms.

Question: **WHAT IS THE ANNUAL FALL CONFERENCE?**

Answer: The annual meeting of chapter advisers and student leaders of the state is usually held on the fourth Saturday in October, alternating between the northern and southern part of the state. All advisers are encouraged to attend this meeting as often as possible. This gives advisers and student leaders an opportunity to exchange ideas and gain information about CJSF. Immediately prior to the Annual Fall Conference, the State Board meets to conduct official business.

Question: **WHAT IS THE PURPOSE OF REGIONAL CONFERENCES?**

Answer: The purpose of regional conferences is to bring the student members of local chapters together. Conference activities are designed to enhance leadership skills and provide opportunities to network. At this time, the Marian Huhn Memorial Award nominees for the region are introduced and the five nominees selected for the Marian Huhn Memorial Award are announced at the conferences.

Question: **WHERE DOES THE ADVISER OBTAIN CJSF MATERIALS?**

Answer: A variety of materials can be ordered from the product line at the official CJSF website: www.cjsfbalfour.com/adviser.

Question: **WHAT INFORMATION WILL THE ADVISER RECEIVE THROUGHOUT THE SCHOOL YEAR?**

Answer: Numerous mailings are sent during the school year. Advisers will receive CSF/CJSF bulletins, conference invitations, annual dues notifications, newsletters, Marian Huhn Memorial Award nomination applications and election ballot. The CJSF website contains valuable information and photos of past events.

SUGGESTED FUND RAISERS, SERVICE PROJECTS, AND CLUB ACTIVITIES

FUND RAISERS

1. Candy sales
2. Bake sales
3. Other sales at different times of the year
 - Holiday items
 - Flower sales
 - Book covers with school emblem
 - Rummage sale
 - Pencil sale
4. Car washes
5. Concession stands at school activities
6. Sponsor dances
7. Bingo
8. Raffles (pizza, donated prizes)
9. A-thons (dance, swim, run, bike, etc.)
10. Collect newspapers and aluminum cans for recycling
11. Book fair (donated comics, paperbacks, etc.)
12. Sponsor events between faculty/students, etc.
 - Athletic contests
 - Stage productions
 - Scholastic programs
13. Grams (Hello-grams, Turkey-grams, Finals-grams, etc.)
14. Student cookbook sale
15. Collect dues
16. Recycling

SERVICE PROJECTS

1. Tutoring
2. Invite guest speakers
3. Assist at sporting events
4. Furnish refreshments at Awards Night
5. Canned food drive for the needy
6. Assist at Open House or Back to School Night
7. Help with new student orientation; new student “buddy”
8. Host a faculty recognition day
9. Visit “senior” facilities
10. Help centers for disabled persons
11. Usher at school events
12. Sponsor “Clean Campus Day”
13. “Adopt” foreign exchange students or ESL students to make them feel more at home
14. Decorate school bulletin board
15. Holiday toy drive
16. Teacher aide/helper
17. Sponsor one or more of the following:
 - Academic competition or quiz bowl
 - Arts, crafts or hobby show
 - Recognition program for elementary grade students
 - Neighboring CJSF chapter get-togethers
 - Book Fair
 - Information assembly to inform new students about CJSF
 - Awards banquet
 - Pen Pal Club
 - Special Olympics
 - School talent show

Used book exchange

CLUB ACTIVITIES

1. College visitations and other informative trips off campus for members
2. Honors banquet for members
3. Initiation dinner for new members
4. Potluck dinner for members, faculty, and families
5. Publicize CJSF
6. List membership in school newspaper and/or local media
7. Have local service club sponsor Honor member luncheon
8. Attend regional conferences
9. Exchange visits with other chapters
10. Attend a special function, i.e., ballgame, play, etc.
11. Meet with local CSF chapter; arrange activities with CSF chapter

REWARDS FOR CJSF MEMBERS

1. Complimentary passes to school activities and athletic events
2. "Ditch Day" – attend a special fun activity, i.e., bowling, skating, swimming
3. Keep library books longer
4. Early dismissal from school on Friday
5. First in lunch line, bus line, etc.
6. End-of-Year celebration or fieldtrip

SUGGESTIONS FOR ADVISERS

1. Keep your principal informed of CJSF activities and events
2. Plan to meet with other advisers in your region
3. Involve parents and faculty in CJSF
4. Make district office and community aware of CJSF (pictures & articles in the newspaper)
5. Recognize past Honor members at functions
6. Identify potential Honor members at earliest possible time and encourage them to keep accurate records of their activities
7. Identify CJSF members for staff
8. Encourage members to apply for the Marian Huhn Memorial Awards
9. Attend the Fall and Regional conference
10. Use CJSF membership cards in lieu of hall passes
11. Contact the CSF/CJSF central office or your vice president for your region when you have questions or need help.

SUGGESTED NEW CHAPTER INSTALLATION CEREMONY

The Installation Ceremony should be conducted at a student body assembly.

On the stage should be:

1. President of the Student Body
2. Installation Officer (CSF Officer, CSF Board Member, or Faculty Adviser of a nearby CSF or CJSF chapter)
3. President of a nearby chapter
4. Charter Officers of the new chapter (if not on stage, then seated together just in front of the stage)
5. Principal and/or Faculty Adviser of the new chapter

Program:

1. Introduction (President of Student Body)
2. CSF/CJSF remarks – an account of the purpose, origin, growth, and plan of organization and obligations entailed by membership as well as the way in which CJSF is related to CSF
3. Charge to Chapter Officers (Installing Officer)
4. Acceptance of charge (Officers of the new chapter)
5. Charge to Charter Members (Installing Officer)
6. Acceptance of Charge (Members of new chapter)
7. Delivery of Charter or a facsimile thereof (Installing Officer)
8. Acceptance of Charter and presentation to Student Body (President of new chapter)
9. Acceptance of Charter for the Student Body (President of Student Body)
10. Brief address (Principal or outside speaker)
11. Music (optional)

Other details may be left to the school receiving the charter. It is suggested that the Installation Ceremony take about thirty minutes. It should not be longer.

The charge to charter officers and to chapter members should be received standing. The acceptance may properly be made by raising the right hand (or by some other simple affirmative expression).

If no student member of a neighboring chapter can attend, the Installing Officer should respond to #2 of the program. If a student chapter member or CSF/CJSF Officer (or chapter adviser) cannot be present, the local Principal should function for both.

CHARGE TO CHARTER OFFICERS (by Installing Officer – received by Chapter Officers standing):

“In taking upon yourselves the responsibility of organizing a chapter of the California Junior Scholarship Federation, you have assumed a threefold obligation; to your school, to the Federation, and to your fellow members.

“To the Federation’s ideals of scholarship and service you owe allegiance, with consequent obligation of supporting, on behalf of your chapter, the Federation Constitution which it has ratified.

“To your school you have the obligation of organizing your chapter so that it will possess the ideals and the strength to make itself a power for good in the school community.

“To your fellow members, who have elected you to positions of leadership, you owe your untiring effort, to the end that membership shall be a real and acknowledged honor, and there shall exist within the chapter a spirit of harmony and mutual helpfulness, calculated to render the association one to be remembered happily in years to come.

“To the Federation, to your school, and to your fellow members jointly, you have assumed the obligation of upholding the constitution of your chapter, in the form adopted by the chapter, accepted by your school, and ratified by the California Junior Scholarship Federation, and the further obligation of instructing your successors in the obligations, privileges, and the duties of their respective offices.

“Do you accept these responsibilities sincerely, thoughtfully, and with determination to discharge them to the best of your ability?”

Response: *“I Do.”*

CHARGE TO CHARTER MEMBERS (given by Installing Officer and received by members standing):

(This may be similar to the above, abbreviated, modified, and extemporized, as desired.) No special form is written for it. Closing statements should be the same as the Officers and the entire group of Charter Members should be asked to rise and make the response in unison:

“I Do.”

DELIVERY OF CHARTER OF FACSIMILE (by Installing Officer):

“On behalf of the California Junior Scholarship Federation, and by virtue of the authority conferred upon me by its State Board of Directors, I hereby install this chapter as Number _____ of the California Junior Scholarship Federation, and I herewith transmit this embossed document in confirmation thereof.

“It is the hope of the officials of the California Junior Scholarship Federation that you will think well enough of this document to have it framed and give it a place of prominence in your school building, so that all who pass by may see and know, and may derive incentive for higher scholarship and nobler service.”

This ceremony should be held as soon as possible after notification of approval of application for a chapter. Your chapter is not officially a member of the organization until the installation has been completed.

MARIAN HUHN MEMORIAL AWARD INSTRUCTIONS FOR ADVISERS AND NOMINEES

1. Each chapter may nominate its two most outstanding members.
2. Give each nominee a copy of these instructions.
3. Each nominee with a completed application packet will receive a pin and certificate at the CSF/CJSF Award Ceremony at the regional Spring Conference.
4. Five regional nominees will be selected to receive the Marian Huhn Memorial Award and a \$250 cash award and medallion.
5. In addition, in order to qualify to compete for the medallion and monetary award, he/she **MUST ATTEND** the Spring Conference and **PARTICIPATE** in the Huhn nominee workshop session. (Your nominee may attend the conference with a parent if you are unable to accompany your student. If your nominee cannot attend the conference, he/she will still receive a certificate for you to present at your school's awards presentation.)
6. Application packets **MUST INCLUDE** the following:
 - a. The completed coversheet, **including the parent/guardian publicity release on the back of the cover sheet.**
 - b. Pages 2 through 5 which **list** various qualifications from middle school/junior high, see reverse side for details.
 - c. Two letters of recommendation – one letter of recommendation from his/her CJSF adviser, and one letter of recommendation from a community person. **ONE PAGE MAXIMUM EACH.**
 - d. A letter written, signed and dated by the nominee. This letter should give the selection committee insight into the nominee's character, his/her interests and hobbies, and his/her goals for the future, **ONE PAGE MAXIMUM.**
7. The Adviser **MUST** sign the coversheet **AFTER** reviewing the completed packet. Application packets must be postmarked no later than February 18.
8. All papers must be typed on standard 8 ½ x 11-inch white paper, **NEATNESS, CORRECT SPELLING, AND STANDARD GRAMMAR IS IMPORTANT!**
9. No personal interview of the nominees will be conducted. It is, therefore, very important that the nominee's papers present his/her abilities, awards, and goals in the most favorable manner possible.
10. Please **DO NOT** include a photograph of the nominee.
11. Application packets are not returned and become the property of CJSF.
12. Nominees should dress appropriately for their introduction to the conference audience.

Send completed packet to:

**CSF/CJSF CENTRAL OFFICE
PMB #421
16458 Bolsa Chica
Huntington Beach, CA 92649
www.csf-cjsf.org**

POINT ASSIGNMENT GUIDELINES FOR Huhn Memorial Award REGIONAL WINNERS

Guidelines for completing the Marian Huhn application:

The following guidelines are offered to assist you in completing the application packet for the Marian Huhn Memorial Award. Please see the reverse side of the sheet for complete instructions.

There are fifty (50) points possible for each nominee. Members of the selection committee formed to read the Huhn Memorial Award packets will be directed to assess the uniqueness and variety of the nominee's activities, including leadership, and the overall organization and appearance of the packets, and to assign points in the following areas:

	<u>Possible Points</u>
I. List awards and activities (limit of one page for each category – A, B, C, D)	
A. CJSF service and activities **	10
B. Scholarship awards and activities (do not include transcripts) **	5
C. School service and activities **	5
D. Community service and activities **	5
<p>** List items in bullet form but be as specific as possible. Only list items that have occurred during junior high years (7th – 8th). You may include activities that began prior, but the activity needs to be continuous into the student's junior high years (ex: Involved in community playhouse stage crew from 3rd grade to present).</p>	
II. Letters. (All letters MUST BE TYPED 12pt font minimum on 8 ½ x 11-inch paper and signed. Letters must not be restatements of awards and activities previously listed in Part I.)	
A. CJSF Adviser	5
B. Community person	5
C. Nominee	15
TOTAL POINTS	50

The chapter adviser's letter should help the committee to gain insight into the candidate's intellectual and emotional maturity, reaction to criticism and disappointment, leadership capacity or organizational skills, sense of humor, integrity, concern for others, willingness to serve, and creativity. Support generalities with specific anecdotal evidence whenever possible. The committee will already be familiar with the candidate's academic and activity records, so do not re-catalogue it in your letter.

You may want to have a written explanation of the award, with guidelines similar to the above, for your candidate to present to the community person when he/she requests the letter of recommendation. Remember, the letter should not be written by an adult who is a relative of the nominee nor a teacher at his/her school. It might be beneficial to request letters from more than one community member so that the best letter can be chosen and included in the application packet.

In his/her letter, the nominee should NOT restate information found elsewhere in the application packet. The letter should give the selection committee insight into the nominee's character, interests, hobbies, and goals for the future. The letter is to be no longer than one side of an 8 ½ x 11-inch page. Nominees must sign and date their letter.

Failure to follow the Huhn guidelines for any of the above areas of the application packet may cause the nominee to lose points for that respective area.