

Thank you for your interest in forming a chapter of the California Scholarship Federation in your high school.

The procedure for making application for a chapter charter is as follows:

1. The charter application blank is to be completed by the adviser or the principal and signed by both.
2. Complete two copies of the CSF Standing Rules. Return both copies. A copy will be returned to you for your files. This will be your local constitution which condenses essential data of the CSF Constitution.
3. Complete the official charter form.
4. Arrange your school's courses on Lists I, II & III according to Article IV, Section 6, of the CSF Bylaws. Once your affiliation application is received, you will receive an email asking you to submit these Lists electronically. **Do not submit with your application.**

CHECK LIST FOR RETURNING MATERIALS:

- ___ The completed application
- ___ Two copies of the completed Standing Rules
- ___ The official CSF charter form
- ___ A copy of your school's letter of accreditation from WASC
- ___ Check for \$100

Upon approval of your school's application by the CSF Registrar, you will receive an official charter and be able to begin your first membership drive. All necessary information to start your chapter can be found under New Advisers on the website.

If you have any questions, please contact the CSF Central Office at office@csf-cjsf.org or (800) 437-3347.

Sincerely,

Gwen Rasmussen
CSF Registrar

CSF CHARTER REQUEST FORM

Date: _____

Name of School: _____
(As it should appear on charter)

CSF Chapter Number: _____
(This will be assigned by the CSF Registrar upon approval of charter)

Send charter to:

CSF Adviser: _____

Adviser's Email: _____

School: _____

Mailing Address: _____

City: _____ Zip: _____

Please return this form along with your affiliation application to:

CSF Central Office
PMB #421
16458 Bolsa Chica
Huntington Beach, CA 92649

**CALIFORNIA SCHOLARSHIP FEDERATION
CHAPTER AFFILIATION APPLICATION**

Please type or print

Full Name of School: _____

Mailing Address: _____

Town/City: _____ Zip: _____

School Phone Number: (____) _____ - _____

School Fax Number: (____) _____ - _____

Name of Chapter Adviser: _____

Adviser's Home Phone Number: (____) _____ - _____

Adviser's Email: _____ @ _____

Name of Principal: _____

Grade levels currently offered: _____

By signing below, it is understood that your school's CSF chapter agrees to abide by the CSF State Constitution and By-Laws, and understands that failure to do so may result in revocation of the school's CSF charter.

Signature of Principal: _____

Signature of Adviser: _____

Return completed application to: CSF Central Office
PMB #421
16458 Bolsa Chica
Huntington Beach, CA 92649

FOR CSF REGISTRAR ONLY

Date Received: _____ Date of Approval: _____ Region: _____ Chapter No: _____

CALIFORNIA SCHOLARSHIP FEDERATION STANDING RULES FOR INDIVIDUAL CHAPTERS

ARTICLE I - Name and Purpose

- SECTION 1. The name of this organization shall be Chapter Number _____ (to be filled in by Registrar) of the California Scholarship Federation, in abbreviated form, "CSF."
- SECTION 2. The purpose shall be to foster high standards of scholarship, service, and citizenship on the part of 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 colors shall be gold and blue.

ARTICLE III - Membership

- SECTION 1. This chapter will admit students to membership according to the provisions of the State By-Laws, Article IV.
- SECTION 2. Students in the second semester of the tenth grade, and in grades eleven and twelve of _____ School who meet the requirements shall be eligible for semester membership. Associate members shall be second semester ninth graders and first semester tenth graders whose grades meet CSF requirements, and also junior high transfers in their first semester of attendance who are Honor Members of the California Junior Scholarship Federation.
- SECTION 3. **MEMBERSHIP IS NEITHER AUTOMATIC NOR COMPULSORY.** The student **must** apply for membership during an enrollment period established by the adviser which **must** occur during the first four weeks of the semester. (See By-Laws, Article IV, Section 2.)
- SECTION 4. The student who is otherwise eligible, but who, in the judgment of the adviser and principal, is an unworthy citizen, may be disqualified from semester membership. This may affect life (Sealbearer) membership.
- SECTION 5. The student's record for the previous semester must have no grades lower than C.
- SECTION 6. Grades earned in physical education, courses taken in lieu of physical education, subjects repeated to improve a grade, courses involving clerking or office/teacher assistance, and courses taken on a pass/fail basis shall not count for CSF points.
- SECTION 7. Activity points will not be used.
- SECTION 8. Transfer and exchange students shall be accepted for membership according to the provisions of the State By-Laws, Article IV, Sections 14 and 15.
- SECTION 9. Membership is for one semester only, and may be renewed whenever the student again meets the requirements.

ARTICLE IV - Awards

- SECTION 1. The official chapter membership card _____ be issued to each member each semester according to the provisions of the State By-Laws, Article VI, Section 2(a).
(will, will not)
- SECTION 2. The life (sealbearer) membership certificate _____ be awarded to graduating life (Sealbearer) members according to the provisions of the State By-Laws, Article VI, Section 2(b).
(will, will not)

SECTION 3. The One Hundred Percent certificate _____ be awarded to those qualifying according to the provisions
(will, will not)
of the State By-Laws, Article VI, Section 2(c).

SECTION 4. The official CSF life (sealbearer) membership pin shall be awarded to graduating life (Sealbearer) members.

SECTION 5. The Federation chapter seal shall be placed on each Sealbearer's diploma; some indication of Sealbearer status must also be included on the permanent record and transcripts, as well as on all documents which verify life (Sealbearer) membership.

ARTICLE V - Officers

SECTION 1. The officers of the chapter shall be those of President, Vice-President, Secretary, Treasurer, and any others deemed necessary by the local chapter.

SECTION 2. Officers shall be elected as early as possible in each semester, quarter, trimester, or year as applicable.

SECTION 3. The duties of the officers shall be those which are usual to their respective offices.

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 - Meetings and Quorum

SECTION 1. Regular meetings of the chapter shall be held.

SECTION 2. Special meetings may be called by the President with the consent of the chapter adviser.

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

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

ARTICLE VII - Dues

SECTION 1. The chapter shall pay annual dues according to the general provisions in the State By-Laws, Article II, Section 3.

ARTICLE VIII - Amendment

SECTION 1. With the approval of the principal and/or adviser, these Standing Rules may be amended by a two-thirds vote of the membership, **but no amendment shall take effect** until it has been approved by the CSF State Registrar.

SECTION 2. Approval of any amendment shall be requested of the CSF State Registrar according to the provisions of the State By-Laws, Article I, Section 5.

SECTION 3. All state dues shall be deposited with the CSF State Treasurer through the Central Office.

Principal's Signature

Adviser's Signature

CSF State Registrar's Signature

Date Signed

Date Signed

Date Approved