

Thank you for your interest in joining the California Junior Scholarship Federation (CJSF). Enclosed you will find the necessary papers to start the affiliation procedure.

These include:

1. The Constitution of the California Junior Scholarship Federation
2. Chapter Application
3. Guidelines for Establishing a Chapter
4. Two copies of the Standing Rules

Please review the constitution very carefully and complete the chapter application form and the copies of the Standing Rules. Send the above paperwork back to me with a check for the affiliation fee in the amount of \$50.00. Make your check payable to the California Scholarship Federation.

Once the completed materials and check are received, a charter will be issued and you may access the website for the [CJSF Handbook](#) which includes guidelines for an installation ceremony.

Should there be any further questions, please feel free to contact me through the CSF/CJSF Central Office number (800) 437-3347 or email: [office@csf-cjsf.org](mailto:office@csf-cjsf.org).

Sincerely,

Erin Woodward CJSF Registrar

EW/ljr

# CALIFORNIA JUNIOR SCHOLARSHIP FEDERATION

## Chapter Application Blank

Please type or Print

EXACT NAME OF SCHOOL: \_\_\_\_\_

SCHOOL PHONE: (\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_ SCHOOL FAX :(\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY/TOWN: \_\_\_\_\_ ZIP: \_\_\_\_\_

NAME OF CHAPTER ADVISER: \_\_\_\_\_

ADVISER'S HOME PHONE: (\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_ Email:  
\_\_\_\_\_@\_\_\_\_\_

NAME OF PRINCIPAL: \_\_\_\_\_

Number of Students Enrolled: Grade 7 \_\_\_\_\_ Grade 8 \_\_\_\_\_ Grade 9 \_\_\_\_\_

Yes\_\_ No\_\_ 1. The State Constitution of the CJSF has been ratified by the applicant chapter.

Yes\_\_ No\_\_ 2. The affiliation fee of \$50.00 is enclosed.

Yes\_\_ No\_\_ 3. Two copies of the Standing Rules of the applicant chapter, signed by the principal and chapter adviser, are enclosed.

4. If the answer to any of the above is "No", please explain.

\_\_\_\_\_  
\_\_\_\_\_

Signature of Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Return completed application to:

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

.....  
For CJSF Registrar Only

Date rec'd. \_\_\_\_\_ Chapter # \_\_\_\_\_ Approved by \_\_\_\_\_

## 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 blank;
- (2) two (2) complete copies of the prospective chapter's Standing Rules properly signed and dated;
- (3) the affiliation fee check, 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, with the lighted torch encircled with the full name of the Federation. The award of this pin is a Bylaw 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.
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 manufactures and sells CJSF pins, certificates, membership cards, and seals ([www.cjsfawards.com/adviser](http://www.cjsfawards.com/adviser)). 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 late 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: North, Central, Central Coast, South Central, and South. 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 Bylaws.
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 schools.
  - (c) The names of graduating honor members should be specially designated as such upon the commencement program or officially announced at the 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 Bylaws.
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 provisions of the CJSF Bylaws, 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 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 - Meeting and Quorum

SECTION 1. Regular meetings of this chapter shall be held (indicated 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 \_\_\_\_\_

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Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

Adviser's Signature \_\_\_\_\_ Date \_\_\_\_\_

CJSF Registrar \_\_\_\_\_ Date \_\_\_\_\_



**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.