

Tri-M Music Honor Society Chapter 515 at Watertown High School Constitution

Preamble

We, the members of the WHS music department, in an effort to inspire music participation, create enthusiasm for scholarship, stimulate a desire to render service, and promote leadership in the music students of our school, accept these bylaws for the establishment and operation of our Tri-M Music Honor Society chapter.

Article I – Chapter Name and Location

The name of this chapter will be: Tri-M Music Honor Society Chapter 515 at Watertown High School

Article II – Purpose

The purpose of this chapter will be to:

- Strengthen our school's music program
- Help our members reach their full musical potential
- Motivate and recognize our members' musical and personal achievements, credits, and grades
- Encourage our members to work together toward common goals
- Inspire and challenge our members
- Focus public attention on our school's music program through community service
- Raise money to support community organizations and music programs throughout the school district

Article III – General Powers

The Tri-M chapter participants are limited to the powers vested to them by The National Association for Music Education (NAfME), the Tri-M Program Guidelines, and these bylaws.

In any matter not provided for in the Tri-M Program Guidelines, these chapter bylaws, or by local, state, or federal law, Tri-M Chapter 515 will act by majority vote of those present at any annual, regular, or special meeting. (*see Article V for quorum requirements*)

As a program of WHS, this Tri-M chapter understands that the principal and school administration have the power to veto any local Tri-M decisions.

Only NAfME has the power to amend or revise the Tri-M Program Guidelines.

Article IV – Membership

Section One – Membership Classes

Members shall be Active, Alumni, or Honorary.

Section Two – Active Membership

A. Requirements

New candidates for active student membership shall be nominated by active music department faculty members and current executive officers. Nominees are vetted by the advisor using the criteria listed below. Candidates for active student membership shall be chosen from those students enrolled in the music department at WHS.

New candidates, at the time of their selection, shall meet the following requirements:

1. They must have enrolled in a performance-based music class for the upcoming school year;
2. They must exhibit leadership, service, and character in their activities while at WHS;
3. They must have a cumulative 3.0 GPA or higher

Returning active members, at the time of membership renewal, shall meet the following requirements:

1. They must have enrolled in a performance-based music class for the upcoming school year;
2. They must exhibit leadership, service, and character in their activities while at WHS;
3. They must continue to maintain a cumulative 3.0 GPA or higher
4. They must have completed at least 3 hours of community service in their past year of membership (*see Article X*)

B. Public Notice

A written description of the selection requirements shall be made available to all music students and their parents prior to candidate consideration. The selection procedure shall be consistent with the articles of the Tri-M Program Guidelines.

C. Lapsed Membership

Members and their eligibility for Tri-M membership will be reviewed on an annual basis to consider their continued participation in the Tri-M program. These reviews shall be done by the advisor. The review shall confirm the member's requirements of enrollment in a WHS performance-based music class, 3 hours of community service, maintained a 3.0 GPA, and has only missed a maximum of two Tri-M meetings for that year, excluding absences approved by the advisor.

If a current member does not or cannot meet the academic or music criteria necessary to be considered a Tri-M member, his or her membership will lapse in good standing until the music and academic criteria are once again met. The chapter advisor shall determine when a lapsed member is reinstated based upon proof that membership criteria have once again been met.

D. Dismissal

Dismissal is a permanent revocation of Tri-M membership without the option of reinstatement unless overturned by an appeal. Dismissal is warranted by flagrant violation of school rules or criminal law. A member may be dismissed without warning by the advisor. A written documentation of the dismissal procedure shall be available to interested parties.

Any member who is dismissed shall surrender all Tri-M insignia items to the chapter advisor. If the member paid for the membership insignia items, the chapter will reimburse the student for the original cost of the items.

E. Dismissal Appeal

A member who has been dismissed may appeal the decision. The principal of the school shall assign an impartial faculty committee of three or more to review the appeal. The same rules that would be used for a disciplinary appeal in the school district shall apply.

Section Three – Alumni Membership

Upon graduation, active members shall become alumni members. Alumni members shall have no voice or vote in chapter affairs.

Section Four – Honorary Membership

The chapter advisor may award honorary memberships in recognition of achievement and/or outstanding service rendered to the chapter in keeping with the purpose of the Tri-M Music Honor Society. Honorary membership may be awarded to guest clinicians, school officials, principals, teachers, Tri-M advisors, adults, or students with disabilities who are unable to fully meet the active member criteria. Other students are not eligible for honorary membership. Honorary members have no voice or vote in chapter affairs.

Article V – Executive Committee

Section One – Committee Members

The executive committee of this chapter will consist of a chapter advisor and four student officers.

Section Two – Chapter Advisor

The chapter advisor shall be a teacher in the music department at WHS. This chapter will not have co-advisors appointed by the advisor to assist with chapter operations, unless approved by the active membership.

Section Three – Student Officers

The student officers of this chapter will include a President, Vice President, Communications Coordinator, and Treasurer.

Section Four – Quorum Requirement

A majority (at least 50%) of members and officers must be present for any voting procedures.

Article VI – Duties of the Executive Committee

Section One – Chapter Advisor

The advisor of this chapter will act as supervisor, guide, and counselor in all matters pertaining to chapter operations. The advisor will attend all executive committee and chapter meetings and will help officers fulfill their respective duties, including maintaining chapter records and submitting chapter fees with the proper forms.

Section Two – President

The chapter president will lead the members toward the attainment of the goals of this chapter and of the Tri-M Honor Society. The president will create the agenda for and preside at all meetings of the chapter and of the executive committee. The president and the other officers will conduct the induction ceremony for new members and will hold an election with the help of the advisor to appoint new officers to preside the following year.

Section Three – Vice President

The vice president of this chapter will preside at all meetings of the chapter in the absence of the president, and it will be their duty to assist the president. If programs, special projects, or activities are planned in addition to the induction ceremony, the vice president will also serve as program chairperson. The vice president will keep an accurate record of attendance and service hours.

Section Four – Communications Coordinator

The communications coordinator of this chapter will be responsible for all correspondence of the chapter and will keep accurate meeting minutes. The coordinator is responsible for maintaining the chapter's social media account.

Section Five – Treasurer

The treasurer of this chapter , with the assistance of the advisor, will keep an accurate record of all monies received and disbursed, membership fees paid to the honor society (if any), and all membership pin emblems, cards, certificates, and insignia items secured from the national office. The treasurer will report at each meeting the receipts, disbursements, and cash balance on hand. The treasurer will also serve as the charitable donations and grant chairperson.

Article VII – Nomination and Election of Officers

During the spring, all active members will be invited to complete an Executive Officer application. Applications will be collected and organized by the advisor. The candidates will be elected by a majority vote via electronic ballot. All active members are eligible to vote. New officers for the coming year will be installed before the close of the school year in which the election takes place.

Article VIII – Vacancies on the Executive Committee

Vacancies occurring on the executive committee during the school year will be filled on a temporary basis with chapter members selected by the chapter advisor. Temporary executive committee assignments are valid only until the next meeting of the chapter, when an election will be held to fill such vacancies. Depending on the time of year when the vacancy occurs, the advisor and executive committee may agree, by unanimous vote, to leave a position vacant until the next annual election cycle.

Article IX – Meetings

Section One – Planning

The executive committee will confer in advance to outline scheduled meetings and create meeting agendas.

Section Two – Times

Regular meetings during the school year shall occur during the school day when possible and be on days designated by school administration in accordance with school policy and regulations.

Section Three – Frequency

Meetings will be held monthly, September through May. In the event of a scheduling conflict, the advisor will determine the best option for making up or canceling the meeting in question.

Section Four – Voting

All members may attend scheduled meetings. No meeting may be held unless the chapter advisor is present, or a substitute for the advisor has been secured. Only the chapter advisor and active student members have a voice or vote in chapter affairs.

Section Five – Special Meetings

The chapter president or other designated student leaders may call special meetings approved by the executive committee.

Section Six – Meeting Decorum

Meetings shall be conducted according to Robert's Rules of Order, Newly Revised (Perseus Publishing) in all points not expressly provided for in the Tri-M Program Guidelines or these chapter bylaws.

Article X - Community Service

Section One - Purpose of Community Service

The organization recognizes the importance of community engagement and aims to encourage active participation in service projects that directly benefit the local community. Community service is an essential aspect of the organization's mission and serves to foster a spirit of volunteerism, responsibility, and leadership among its members.

Section Two - Community Service Requirements for Active Members

A. Annual Hours Requirement

Each active member is required to complete and document a minimum of 3 hours of community service annually. These hours must be recorded and submitted to the organization for verification before the end of each calendar year.

B. Exclusivity of Hours

Hours served for Tri-M-related community service shall not be counted toward fulfilling the requirements of any other organization, group, or service club. Hours logged must be specific to the Tri-M community service requirement and cannot overlap with other obligations outside of this organization.

C. Music Performance Requirement

At least one of the 3 hours of community service must involve a music performance, contributing to the organization's focus on music education and outreach. This may include, but is not limited to:

1. Participation in the **Salvation Army Red Kettle Campaign**, through musical performances at public locations.
2. **Public performances** at a local church, nursing home, or community event, where the members provide musical entertainment for community members.

3. **Performance at a Tri-M induction ceremony**, providing musical contributions as part of the event's program.

D. Additional Community Service Opportunities

Members are encouraged to explore a variety of community service opportunities, including but not limited to:

1. Volunteering at local food banks or shelters.
2. Assisting in fundraising events for local charities or non-profit organizations.
3. Mentoring younger students in music or other educational fields.
4. Engaging in clean-up or improvement projects within the community.

Section Three - Documentation and Verification

A. Service Log

Each active member must submit documentation of all community service hours completed, including a brief description of the activity, the date, and the total number of hours spent. Failure to meet the annual requirement may result in review and potential consequences, including but not limited to suspension of membership privileges (*see Article IV C*).

Article XI - Charitable Donations

Section One - Purpose of Donations

The purpose of donations made by the organization shall be to support and enhance the well-being of the community, with particular emphasis on fostering growth and development in local organizations and music programs. These donations shall be directed exclusively to community-based entities, such as non-profit organizations, educational institutions, and local music programs, which align with the organization's goals of community engagement and support.

Section Two - Restrictions on Beneficiaries

Donations made by the organization shall not be directed towards individuals or any entities in which active members of the organization have a direct financial interest. Active members of the organization are prohibited from benefiting financially from these donations, either directly or indirectly. The intent is to ensure that charitable contributions are made exclusively for the betterment of the community, without personal gain for any member.

Section Three - Donation Approval Process

A. Eligibility of Recipients

To be eligible to receive a donation, the recipient must be a registered non-profit organization, a recognized local community initiative, or a music program within the community.

B. Approval by Members

Any proposed donation must be approved by a majority vote of the members in accordance with quorum requirements outlined in Article V.

Article XII – Induction Ceremony

This chapter will hold one public induction ceremony each school year as planned by the executive committee.

Article XIII – Bylaw Ratification

Bylaws must be approved by the chapter advisor and school administration and receive a two-thirds affirmative vote from chapter members to be ratified as law of the organization.

Article XIV – Amendments

The chapter shall regularly review these bylaws and amend or revise them if they do not meet the current needs of the chapter. Any amendment or revision must be consistent with the Tri-M Program Guidelines.

Any member may submit minor revision drafts to the Executive Committee for consideration. A specially appointed bylaws revision committee shall draft major revisions or complete bylaw rewrites. Revision proposals must be passed by an Executive Committee majority vote to be presented to the chapter membership for a vote.

When the Executive Committee passes a revision proposal with a majority vote, that revision proposal shall be presented to the chapter in written form prior to a chapter vote for adoption as chapter law. Proposed amendments or revisions require a two-thirds affirmative vote by chapter membership and school administration approval for adoption.