



Bylaws for Tri-M® Local Chapters  
**CHAPTER 7731**  
FRANKLIN ACADEMY HIGH SCHOOL  
PEMBROKE PINES FL, 33332

All Tri-M chapters function under the governing policies of the Tri-M Program Guidelines. Only NAFME staff can amend the Tri-M Program Guidelines. These bylaws have been written in accordance with the Tri-M Program Guidelines. Each chapter is expected to amend, revise, and amplify their bylaws in simple, direct language with information and procedures pertinent to the chapter's operation. When complete, chapter bylaws should define the limits of authority for the organization and give a sense of both order and purpose to the chapter's activities.

### Preamble

*We, the members of the Franklin Academy Pembroke Pines High School 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 known as:

**Tri-M Music Honor Society Chapter 7731 at Franklin Academy PPHS**

### Article II—Division

This chapter will be a **Senior (HS)** chapter of the Tri-M Music Honor Society. Members will be **Senior (HS)** division members of Tri-M.

### Article III—Purpose

The purpose of this chapter will be to:

- Provide an appropriate method for recognizing the academic and musical achievements of our members
- Strengthen the music program at our school and support music education in the community through service projects
- Help our members reach their full musical potential through worthwhile projects and performances
- Afford our members the opportunity to develop leadership and collaboration skills
- Inspire and challenge our members musically and academically





## Article IV—General Powers

The Tri-M chapter participants are limited to the powers vested to them by 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 7731 at Franklin Academy PPHS will act by majority vote of those present at any annual, regular, or special meeting.

As a program of Franklin Academy PPHS, 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 V—MEMBERSHIP

### Section One—Membership Classes

Members shall be either **Candidate**, **Active Member**, **Alumni**, or **Honorary**.

#### *A. Active Membership*

Active Members shall meet the following requirements yearly to remain in good standing:

- They must have enrolled in a music class for the current school year at Franklin Academy PPHS.
- They must exhibit leadership, service, and character in their activities while at school.
- They must have maintained for the previous semester at least an A average grade in music with at least a B average grade or equivalent in other academic subjects.
- They must achieve the required amount of Honor Points set by the Executive Board for the year. The amount may change depending on yearly circumstances.
- They must not exceed the three absences permitted for the year. Late arrivals and leaving meetings/rehearsals early are considered absences.

### Section Two—Candidate Requirements

#### *A. Application Requirements*

Candidates for active membership shall be chosen by the Chapter Advisor.

Candidates for active membership shall be chosen from those students enrolled in the music department at Franklin Academy PPHS.





Candidates, at the time of their application and selection, shall meet the following requirements:

- Applicants must have enrolled in a music class for the current school year at Franklin Academy PPHS.
- Applicants may not be Seniors (grade 12) or in middle school (grades 6-8).
- Applicants must exhibit leadership, service, and character in their activities while at school.
- Applicants must have maintained for the previous semester at least an A average grade in music with at least a B average grade or equivalent in other academic subjects.
- Applicants must have submitted the proper application, teacher recommendations, and membership fee.

#### *B. Public Notice*

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

#### *C. Induction*

All Member Candidates who complete the candidate requirements throughout the year and remain in good standing throughout the year will qualify for the Induction Ceremony at the end of the year. The Induction Ceremony usually takes place in May. The Induction Ceremony can be a chapter-only ceremony or joined with other honor societies in the school.

Induction Requirements are as follows:

- Candidates must be enrolled in a music class for the entire school year.
- Candidates must have attended a majority of the meetings scheduled for the year.
- Candidates must have maintained for the year an A average grade in music with at least a B average grade or equivalent in other academic subjects.  
*\*For any Member Candidate, lower grade averages can be considered acceptable and approved by the Executive Board should the candidate have demonstrated outstanding dedication to the chapter and music education in the school community throughout their candidate year.*
- Candidates must have received all Honor Points required for the year, as set by the Executive Board by the time of Induction.
- Candidates must not exceed the three absences permitted for the year. Late arrivals and leaving meetings/rehearsals early are considered absences.





### Section Three—Membership Dismissal

#### *A. Dismissal with Option to Reapply*

Members and their eligibility for Tri-M membership shall be reviewed on an annual basis to consider their continued participation in the Tri-M program. These reviews shall be done at the end of each semester by the chapter advisor. The review shall confirm the member's enrollment in a Franklin Academy PPHS music class for the current school year and that the member has maintained for the previous semester at least an A average grade or equivalent in music, with at least a B average grade or equivalent in other academic subjects. Member attendance is reviewed regularly and held to the highest expectation.

If a current member does not or cannot meet the academic, attendance, or musical criteria necessary to remain a candidate or member in good standing, his or her membership will be considered for dismissal with the option to reapply as a candidate member the following year. Members dismissed with the option to reapply will have the option to reapply the following year, but will be reduced to a candidate status. Any membership fees previously paid to the chapter will be forfeited and will not be reimbursed.

#### *B. Permanent Dismissal*

Permanent dismissal is a permanent revocation of Tri-M membership without the option of reinstatement unless overturned by an appeal.

Permanent dismissal is warranted by flagrant violation of school rules or criminal law. A member may be dismissed permanently without warning. A written documentation of the dismissal procedure shall be available to interested parties.

Any member who is dismissed permanently shall surrender all Tri-M insignia items to the chapter advisor. Any membership fees previously paid to the chapter will be forfeited and will not be reimbursed.

### Section Four—Graduation Regalia

Any Senior (grade 12) member who wishes to receive the Graduation Regalia at the end of the year must be an Active Member throughout their entire senior school year and have met all the requirements for an Active Member as listed in Article V: Section Three.

*\*Students who participate in Dual Enrollment or Early Admission are not eligible to participate in Tri-M their senior year, thus will not qualify for graduation regalia.*





## Section Five—Alumni Membership

Upon graduation, active members in good standing shall automatically become alumni members. Alumni members shall have no voice or vote in chapter affairs. Alumni members may be invited to participate in chapter activities at any capacity approved by the chapter advisor.

## Section Six—Honorary Membership

### A. Honorary Members Guidelines

In alignment with national guidelines, the honorary member category exists to recognize individuals who may not meet the regular membership criteria but still have made significant contributions to music, the program, or the school community. *For chapter 7731, student honorary membership is reserved only for **seniors** who have demonstrated a high level of musicianship and dedication to the music program and who were **not eligible** for active membership prior to their senior year.*

These honorary members are nominated by the chapter membership and approved by a vote. They are not inducted in the same way as active members, and they may not vote or hold office. Honorary members can include administrators, teachers, community musicians, or students whose circumstances make regular membership inappropriate or impossible.

### B. Honorary Member Criteria

Voting criteria for any candidate for honorary membership being considered must include at least two of the following criteria:

#### *Special Circumstances (Required)*

A senior who wasn't eligible earlier (schedule conflicts, GPA, transfer student) but was part of the music program and enrolled in music classes for at least two years prior to their senior year.

#### *Significant Service to the Music Program*

A senior who gave extraordinary time, leadership, or support to the music program for more than 2 years prior to their senior year. *Support* may not singularly include participating in music classes. The definition of *support* must be voted upon by the general membership during the year where a student honorary member candidate is in question.

#### *Musical Excellence*

A senior who excelled in performance, composition, or other musical contributions for more than 2 years prior to their senior year. Musical





excellence may include taking more than one music class in a year or maintaining a section leader or class MVP status for a period of time.

*Program Ambassadorship*

A senior who represented the music program positively in the community, as a musician for 2 or more years prior to their senior year. The *community* is defined as performing music outside of the school setting.

## Article VI—Executive Board

### Section One—Executive Board Officers

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

### Section Two—Chapter Advisor

The chapter advisor of this chapter shall be a teacher in the music department at Franklin Academy Pembroke Pines High School. This chapter may have co-advisors appointed by the advisor to assist with chapter operations but the co-advisor must be another music teacher at the same school.

### Section Three—Student Officers

The student officers of this chapter will include a president, vice president, secretary, treasurer, and public relations officer.

### Section Four—Executive Board Quorum Requirement

A majority of the officers and the chapter advisor constitute an Executive Board quorum. A quorum is needed in order for all Executive Board decisions and votes to be approved and committed to chapter plans.

## Article VII—Duties of the Executive Board

### Section One—Chapter Advisor

The advisor of this chapter will act as supervisor, guide, and counselor in all matters pertaining to chapter operations. The Chapter 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. The Chapter Advisor reserves the right to appoint student officers to the Executive Board via application process in lieu of a student-run election process.





## Section Two—President

The chapter President will lead the members toward the attainment of the goals of this chapter and of the Tri-M Music Honor Society. He or she will preside at all meetings of the chapter and of the executive board and will plan the meeting and rehearsal agendas before each meeting and/or rehearsal. The President and the other officers will conduct the induction ceremony for new members. He or she does not vote for matters of the chapter, he or she may only break a tie in the case the chapter's votes are evenly split.

The President serves as Activities Chair for all programs, concerts, special projects, ceremonies or other activities. The President is in charge of the chapter Calendar and will design appropriate dates and deadlines for members and officers. He or she will make sure all activities are planned thoroughly and are appropriate to the goals of the chapter. The President must prepare all Activities forms for the Chapter Advisor to send to the school Activities Director and/or Business Manager.

The President will make sure the chapter is as visible as possible to the school and community. He or she will work with the public relations officer on chapter event promotion via flyers, posters, school-wide announcements, and social media promotion.

The President will make sure all musical selections and parts are assigned before musical rehearsals and will secure and set up the rehearsal space(s) beforehand.

The President will attend all school meetings and functions where honor society or student organization representation is required. The President will communicate with outside organizations on behalf of the chapter.

The President can host a committee.

## Section Three—Vice President (also Activities Chair)

The Vice President of this chapter will closely assist the President in all endeavors and will preside at all meetings of the chapter in the absence of the President.

The Vice President is in charge of Community Service hours for the membership. The Vice President's biggest goal is to research, design, and implement community service projects so that the members are able to get as many approved community service hours as possible. It is the Vice President's job to work with the advisor and school counselor(s) on getting community service projects approved and scheduled. He or she will keep a master ledger of all community service hours for each member and submit the final count of community service hours for seniors at the end of the year when requested from the school administration.





The Vice President is in charge of the Virtual Tutoring program. He or she will keep all records and monitor documentation and videos for the Virtual Tutoring program hours achieved. He or she will draft an email to be sent to music parents about tutoring each quarter with updates on the tutor contact information and their hours of availability.

The Vice President will take meeting minutes in the secretary's absence.

The Vice President will work with the Public Relations Officer to secure materials for the Tri-M Honor Society wall.

The Vice President will secure all contact information of outside organizations to be provided for the president.

The Vice President can host a committee.

#### Section Four—Secretary

The Secretary of this chapter is responsible for completing the official meeting minutes for each chapter meeting and saving a pdf of the minutes to their officer folder. He or she must communicate with the other officers and committee chairs to have all report items entered into the minutes before the start of the meeting.

The Secretary will be responsible for all correspondence of the chapter and will keep an accurate record of attendance, minutes, materials/donations, fee payments, and all transactions and meetings of the chapter. He or she will keep a public record of all Induction Points and attendance records on a google spreadsheet.

The Secretary will create and update regularly a Google calendar for all meeting and event dates, along with reminders to be sent out to the membership a week and a day before. He or she must also set reminders for the officers on Google calendar to communicate their report items for the official meeting minutes for the next chapter meeting.

The Secretary is in charge of updating the information on the Tri-M Music Honor Society chapter page of the Franklin Academy HS Band & Orchestra site.

The Secretary will communicate regular reminders of all the calendar dates and deadlines to all members via email, Remind101, or personal text groups.

The Secretary will keep and regularly update the Alumni Contact Record. He or she will send regular (at least semesterly) emails and texts to the alumni inviting them to attend concerts, participate in fundraisers, and share reports of the conditions and achievements of the chapter.

The Secretary can host a committee.







#### Section Five—Treasurer

The Treasurer of this chapter will keep an accurate record of all membership fees, and all membership pin emblems, honor society shirts, and insignia items secured from the national office. He or she will report at each meeting the receipts, disbursements, and cash balance on hand. The Treasurer must communicate with individual members pertaining to fees and collect a list of needed shirts, pins, and graduation cords needed for that year to be ordered.

The Treasurer will keep and update ledgers of required material donations that are assigned and collected from the members for fundraisers and other events.

The Treasurer is responsible for designing and implementing at least one fundraiser per quarter.

The Treasurer can host a committee.

#### Section Six—Public Relations Officer

The chapter Public Relations Officer shall keep a comprehensive media record of all activities presented by the chapter and its members, including pictures, videos, flyers, posters, ticket samples, and news clippings. The Public Relations Officer will take pictures and videos at fundraisers, concerts and other events for the website and end-of-the-year compilation video.

The Public Relations Officer must plan, design a theme, and complete the Tri-M Wall. It is expected that a committee will be created for this purpose.

The Public Relations officer can request a small item donation from all members of the chapter in order to make sure the Tri-M wall is unique each year and stands out.

The Public Relations Officer will complete the end-of-the-year compilation video. It is expected that a committee will be created for this purpose.

He or she will design and create all flyers and posters for chapter events that need promotional materials. The Public Relations Officer will work with the President on promotional matters and provide him or her with the promotional materials needed.

The Public Relations Officer can host a committee.

#### Article VIII—Nomination and Election of Officers

During a spring meeting, the president will appoint a nominating committee of three who will propose a slate of officers for the coming year and present it at the following meeting. Nominations may also be made from the floor. The candidates will be elected by a majority ballot vote. New officers for the coming year will be installed before the close of the school year.



in which the election takes place. The Chapter Advisor reserves the right to appoint student officers to the Executive Board via application process in lieu of a student-run election process.

#### Section One—Vacancies on the Executive Board

Vacancies occurring on the executive board during the school year will be filled on a temporary basis with chapter members selected by the chapter advisor. Temporary officer assignments are valid only until the next meeting of the chapter, when an election or application process will be held to fill such vacancies. The Chapter Advisor reserves the right to appoint permanent student officers to the Executive Board via application process in lieu of a student-run election process.

### Article IX—Chapter Committees

Chapter Committees are created and ended yearly depending on the purpose of the committee. Any officer can host a committee to serve a specific purpose related to their officer responsibilities such as coordinating an event, fundraiser, project, or establishing correspondence or reporting. The officer who hosts a committee does not need to chair or attend the committee meetings. Committee reports are delivered by the officer or committee chair during their corresponding officer reports during chapter meetings.

#### Section One—The Committee Chairperson

The officer can choose to chair their committee themselves or appoint a committee chairperson. The appointed committee chairperson can be any active member of the chapter, including member candidates. An alumnus may not serve as a committee chairperson. The committee chairperson is the more appropriate person to deliver their committee's report during chapter meetings, but the hosting officer may also deliver the report.

#### Section Two—Committee Members

Members of committees can be any member of the chapter, including candidate members and alumni.

#### Section Three—Committee Meetings

The officer can choose to chair their committee themselves or appoint a committee chairperson. The appointed committee chairperson can be any active member of the chapter, including member candidates. An alumnus may not serve as a committee chairperson.





## Article X—Meetings & Rehearsals

### Section One—Planning

The executive board will meet in advance to outline scheduled meetings.

### Section Two—Days & Times

Regular meetings during the school year shall be on days designated by the chapter advisor and/or chapter president and in accordance with school policy and regulations. Most meetings will take place after school on the first Monday of the month. Meetings may serve as rehearsals when preparing for an upcoming performance.

### Section Three—Attendance

Attendance at all meetings and rehearsals is mandatory. Only **three absences** will be tolerated from any member for the year. If a fourth absence occurs for any member, they will be dismissed from the chapter with the option to reapply the following year as a candidate.

**Arriving late or leaving early** from a meeting or rehearsal is considered an absence.

### Section Four—Voting

All members may attend scheduled meetings. No chapter meeting may be held unless the chapter advisor is present, this includes virtual meetings. Only the chapter advisor and active student members have a voice or vote in chapter affairs.

### Section Five—Special Meetings or Rehearsals

The president, executive board, and chapter advisor may plan other meetings and/or rehearsals outside of the monthly meeting with sufficient notice to the members. Extra rehearsals are to be expected when preparing for a performance.

### Section Six—Meeting Decorum

Meetings may be, but are not required to 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 at the discretion of the chapter president.

## Article XI—Bylaw Ratification

Bylaws must be approved by the chapter advisor and receive a two-thirds affirmative vote from chapter members to be ratified as law of the chapter if proposed by a student member or executive officer. The Chapter Advisor reserves the right to ratify bylaws as law of the chapter. All bylaw ratifications must be updated in the chapter bylaws public document.





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## Article XII—Bylaw 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 approved by the Chapter Advisor. The Chapter Advisor reserves the right to amend bylaws as law of the chapter. All bylaw amendments must be updated in the chapter bylaws public document.



National Association  
for Music Education