



## **Proposed Bylaws – August 26, 2009**

### **Preamble**

We, the members of the East Bridgewater 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, and accept these bylaws for the establishment and operation of our Tri-M Music Honor Society chapter.

### **ARTICLE I.**

#### **Chapter Name, Location, and Division**

- Section 1. The name of the chapter shall be the East Bridgewater High School Chapter of the Tri-M Music Honor Society (EB Tri-M). The three “M” initials stand for “Modern Music Masters”.
- Section 2. This will be a Senior Division Chapter of the Tri-M Music Honor Society. Members will be Senior Division Members of Tri-M.

### **ARTICLE II.**

#### **Purpose**

The purpose of this chapter will be to:

- Provide an appropriate method for recognizing the musical achievements of our members,
- 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 the same goal,
- Inspire and challenge our members, and
- Focus public attention on our school’s music program through community service.

**ARTICLE III.  
General Powers**

- Section 1. The Tri-M chapter participants are limited to the powers vested to them by MENC, the Tri-M Program Guidelines, and these bylaws.
- Section 2. 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 at East Bridgewater High School will act by majority vote of those present at any annual, regular, or special meeting.
- Section 3. As a program of East Bridgewater High School this Tri-M Chapter understands that the principal and school administration shall reserve the right to approve all activities and decisions of the chapter.
- Section 4. The principal of East Bridgewater High School and the Director of Music shall appoint the chapter advisor and approve the members of the faculty council.
- Section 5. Only MENC has the power to amend or revise the Tri-M Program Guidelines.

**ARTICLE IV.  
The Faculty Council**

- Section 1. The faculty council shall consist of the members of the music staff at East Bridgewater High School including the Chapter Advisor, Music Director, Instructor of Marching Band, Instructor of Choral Activities, and Instructor of Jazz Band.
- Section 2. The faculty council shall meet at least once a year to select members. The faculty council may also meet to consider cases of probation and dismissal.
- Section 3. The Chapter Advisor will oversee the faculty committee.

**ARTICLE V.  
Faculty Advisor**

- Section 1. The chapter advisor:
- Shall be a member of the music faculty at East Bridgewater High School.
  - Is encouraged to be a full, active member of MENC.
  - Shall receive all communication from MENC and the Tri-M national office.
  - Shall regularly confirm that MENC has current contact information for the advisor and his or her chapter.
  - Shall be responsible for the actions of these designated co-advisors.
  - Has no term limit for being Tri-M advisor.

- Section 2. The chapter advisor shall be responsible for the direct, day-to-day supervision of the chapter and act as liaison between faculty, administration, students, and community.
- Section 3. The chapter advisor shall oversee chapter officers in maintaining, files on membership, chapter history, activities, and financial transactions.
- Section 4. The chapter advisor shall attend all chapter executive committee and chapter meetings.
- Section 5. The chapter advisor shall submit a previous year member count to MENC on the chapter activation form.
- Section 6. The chapter advisor shall regularly review the actions of each member to ensure compliance with Tri-M standards and obligations.
- Section 7. The chapter advisor shall help the chapter officers understand and carry out their duties.
- Section 8. The chapter advisor shall stimulate membership growth in the chapter.

#### **ARTICLE VI. Attendance Records**

Attendance records will be required as part of the application process. Students must adhere to the school's attendance policy.

#### **ARTICLE VII. Membership Classes**

Members shall be Active, Alumni, or Honorary.

#### **ARTICLE VIII. Active Membership Selection and Eligibility**

- Section 1. Candidates for active student membership shall be chosen by a music faculty committee (see Article VI, Section 1).
- Section 2. Candidates for active student membership shall be chosen from those students enrolled in the music department at East Bridgewater High School. Candidates, at the time of their election, shall meet the following requirements:
- Membership in this chapter shall be based upon *musicianship, scholarship, service, leadership and character*.
  - Candidates shall be enrolled in a music ensemble class (Concert Band or Concert Choir) for at least one semester of the current school year at East Bridgewater High School.
  - Candidates eligible for election to the chapter have been enrolled in a music ensemble class (Concert Band or Concert Choir) for at least one year at East Bridgewater High School.
  - Candidates shall have spent at least one-half semester at East Bridgewater High School, unless a transfer is made from another chapter of Tri-M Honor Society.

- Candidates eligible for election to the chapter shall have a cumulative music class average of **90.00%** on the academic level weighted scale, (which is equal to **3.60** on the weighted scale.) in all music classes taken the previous year.
- Candidates eligible for election to the chapter shall have an overall cumulative scholastic rating of **75.00%** on the academic level weighted scale, (which is equal to **3.00** on the weighted scale.)

- Section 3. Candidates for active membership shall be elected once a year. Sophomores shall be eligible for membership in the spring.
- Section 4. The advisor to the Tri-M Honor Society shall notify candidates, who have achieved the required averages of **90.00%** (music) and **75.00%** (overall), of their eligibility. It shall be the candidate's responsibility to obtain from the advisor any necessary forms for admission. These forms must be obtained, completed, and returned to the advisor within seven days following the eligibility notification.
- Section 5. The faculty council will review the candidate's information forms on the basis of outstanding *musicianship, character, leadership and service*. Students who are not accepted into the chapter will be given written notice.
- Section 6. 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.

### **ARTICLE IX. Alumni Membership**

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

### **ARTICLE X. Honorary Membership**

- Section 1. 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.
- Section 2. 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.
- Section 3. Other students are not eligible for honorary membership
- Section 4. Honorary members have no voice or vote in chapter affairs.

**ARTICLE XI.**  
**Installation Procedures and Ceremonies**

- Section 1. New members must be inducted into the chapter at a public ceremony. The date of the induction shall be determined and made available to members and inductees early in the spring.
- Section 2. In the event of extenuating circumstances, attendance at the formal induction ceremony may be waived, and replaced by an informal induction ceremony with the principal and director of music. A joint decision of the advisor, director of music, and the principal will determine this, and any such decision shall be final.
- Section 3. The members shall determine the theme of the induction.
- Section 4. The officers and the members of the chapter, under the direction of the advisor, shall conduct the induction ceremony.

**ARTICLE XII.**  
**Executive Committee**

- Section 1. The executive committee of this chapter will consist of the chapter advisor and student officers (president, vice president, secretary, treasurer, student senate representative, and historian.)
- Section 2. The officers of the chapter shall in the highest manner exemplify the four qualities of scholarship, service, leadership and character and will lead the members toward the attainment of the goals of this chapter and of the Tri-M Music Honor Society. Mandatory officers' meetings will be held periodically to best serve the needs of the chapter. The officers will conduct the induction ceremony for new members and will hold an election to appoint new officers to preside the following year.
- Section 3. The **president** of the chapter shall
- Aid the advisor in directing the affairs of the chapter.
  - Preside at all meetings of the chapter and of the executive committee.
  - Produce and distribute to the members and the advisor an agenda for each meeting. This agenda should be distributed five days before the meeting.
  - Attend and present a chapter report at all meetings held by the EBMPA.
  - Officiate at all chapter activities.
- Section 4. The **vice president** of the chapter shall
- Serve in the absence of the president.
  - Assist the president in directing the affairs of the chapter.
  - Be responsible for recording attendance at all meetings and functions.
  - If programs, special projects, or activities are planned in addition to the membership presentation ceremony, the vice president will also serve as program chairperson.

- Participate in the induction ceremony.

Section 5. The **secretary** of the chapter shall

- Record the minutes of all meetings.
- Announce the time and place of each meeting.
- Tend to clerical duties, enlisting the help of other members as necessary.
- Act also as social chair.
- Participate in the induction ceremony.

Section 6. The **treasurer** of the chapter shall

- 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.
- Report the financial status of the chapter at each meeting.
- Work with the director of music on banking needs.
- Collect dues from members and report missing dues payments to the advisor.
- Serve also as membership chairperson.
- Participate in the induction ceremony.

Section 7. The **historian** shall

- Keep a comprehensive record of all programs presented by the chapter and its members, including pictures and news clippings.
- Serve as publicity chairperson.
- Be responsible for compiling the chapter's entry for Chapter of the Year.

Section 8. The **student senate representative** shall actively represent the Tri-M Music Honor Society at student senate meetings.

Section 8. If, in the opinion of the advisor, an officer does not or cannot carry out his/her assigned duties in an acceptable manner, the advisor shall initiate a four step process where (1) the advisor and the officer meet to discuss remedies to the problem (2) the advisor meets with the executive committee (minus the offending officer) for a vote on recalling the officer (3) the membership votes on the recall of the officer (4) the faculty council meets to formally remove the officer from the position. The four-step process will continue to the next step through a simple majority of votes cast at the meeting.

Section 9. If the president cannot fulfill the duties of the office, the vice president shall assume the office. All other positions will be filled by an election.

## **ARTICLE XIII.**

### **Elections**

- Section 1. One meeting prior to the last meeting that includes seniors, 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 (which will be the last meeting involving seniors). Nominations may also be made by the floor at this meeting.
- Section 2. Elections will be held each spring at the meeting after the seniors have graduated. Those nominated will have their names placed on the ballot. Members will vote for five officers: president, vice president, secretary, treasurer and historian. The top two vote getters will become the president and vice president, respectively. The remaining three positions will be filled by consensus of the five, according to the talents and interests of those elected.
- Section 3. The student senate representative shall be elected after the officers are announced. A majority of hand votes cast by those present at the meeting will elect the rep.
- Section 4. New officers for the coming year will be installed before the close of the school year in which the election takes place.
- Section 5. 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.

## **ARTICLE XIV.**

### **Meetings**

- Section 1. The executive committee will meet during the second week of the school year to outline scheduled meetings and prepare a building use form with the chapter advisor.
- Section 1. Official meetings are those that have been announced through the calendar issued in the fall, or those that are scheduled with two weeks notice.
- Section 2. Members must attend all official meetings. Failure to do so will result in probation and/or possible dismissal. (Article XV)
- Section 3. Meetings begin at 1:50 and last until 2:15 unless otherwise scheduled. Members are expected to attend the entire meeting. Members who have other commitments may leave a meeting in progress at 2:15 without penalty. Members who arrive late, or leave early without permission, and miss 15 minutes of the meeting will be considered absent.
- Section 4. Members who cannot attend a meeting due to extra help sessions or make-up work may be excused from a Tri-M Music Honor Society meeting by providing the advisor or an officer a written verification of the academic necessity of the absence. This verification must be presented on the same day as the meeting.
- Section 5. 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 XV.**  
**Probation and Dismissal**

Section 1. Academic Probation

- All members must provide the advisor with a copy of their grades within three days following the issuance of report cards.
- Students who fail to maintain the **90.00% / 75.00%** will be notified by the tenth school day after report cards are issued that they are on probation. A letter will also be sent to parents. These students will have the remaining term to raise their grades to meet the **90.00% / 75.00%** minimum. Students who raise their term grade to at least **90.00% / 75.00%** will be given an additional term to raise their total average to **90.00% / 75.00%**.
- Students who fail to meet the minimum **90.00% / 75.00%** by the end of the term will be referred to the faculty council for a dismissal hearing. These students will be invited to attend the faculty council hearing. Parents will also be notified. The decision of the faculty council is final.

Section 2 Disciplinary Probation

- Students are subject to dismissal if they fail to maintain the standards of leadership, service and character that were used as a basis for their selection. Flagrant violations of school rules or laws require a dismissal hearing to be held by the faculty council.
- The faculty council may by majority vote, put the student on a period of disciplinary probation, or recommend dismissal from the chapter. The student has the right to address the faculty council and have parents present. Voting by the council will be done privately.
- While on probation the offending member will be expected to rebuild confidence in his/her character, service and leadership qualities. At the end of the probationary period, the faculty council will meet again to determine if the student meets the necessary criteria for continued membership in the Tri-M Music Honor Society.
- Students must attend meetings and functions of the Tri-M Music Honor Society while on probation.
- **Offenses that will automatically result in disciplinary probation** include but are not limited to:
  - Two unexcused absences from meetings per year
  - Failure to participate in at least one Tri-M sponsored activity each year
  - Cheating
  - Any act that reflects poorly on the Tri-M.
- **Offenses that will automatically result in a dismissal hearing include:**
  - Infractions resulting in suspension
  - Involvement with the law
  - An act, which results in the second disciplinary probation of a member.

- Section 3. Dismissal from the East Bridgewater chapter of the Tri-M Music Honor Society, in keeping with the national guidelines is a permanent condition. Students, therefore, will have the right to appeal the decision of the faculty council through the same process used throughout the high school: first with the principal, then the superintendent and finally the school committee.
- Section 4. 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.

## **ARTICLE XVI. Activities and Projects**

- Section 1. All members must be active contributors to all major Tri-M projects, events, and fundraisers.
- Section 2. The East Bridgewater High School Chapter of the Tri-M Music Honor Society will complete a minimum of one (1) service project per year.
- Section 3. Chapter project characteristics:
- Fulfill a need within the school or community.
  - Have the support of the administration and the faculty.
  - Are appropriate and educationally defensible.
  - Are well-planned, organized, and executed.
- Section 4. Each member must select a member leadership project to complete during the current school year.
- Section 5. Member leadership project examples include, but are not limited to:
- Accept any nomination for a leadership position within the chapter.
  - Give music lessons or rehearse music ensembles for peers or younger musicians in school feeder programs.
  - Chair a committee for a chapter project.
  - Give an informative presentation or arrange for a presentation to be given to the chapter utilizing a unique musical interest or talent.
  - Lead a small ensemble in performance or perform as a featured soloist at East Bridgewater High School.
  - Work on other advisor-approved music leadership projects.
  - Maybe completed in conjunction with NHS service requirements.
- Section 6. Each chapter shall publicize any projects in a positive manner through local, state, and national media where appropriate.

Section 7. Tri-M chapters are encouraged to offer regional (e.g., citywide, district, county, state, divisional, etc.) activities, sessions, conferences, and leadership opportunities for area Tri-M students.

## **ARTICLE XVII.**

### **Dues**

Section 1. Annual dues will be \$20.00 and be payable to the treasurer by the end of the first semester. Sophomores inducted into Tri-M in the spring are to pay dues by the end of second semester.

Section 2. The advisor shall have the right to waive a student's dues under extenuating circumstances.

Section 3. Members, who are able to pay their dues, but fail to do so, will not receive the honor chord for graduation or be allowed to sit in the section reserved for Music Honor Society members.

## **ARTICLE XVIII.**

### **Revisions**

Section 1. The faculty council may make revisions in the bylaws.

Section 2. The membership shall be presented the proposed changes to the bylaws.

## **ARTICLE XIX.**

### **Recognitions and Scholarships**

Section 1. The Tri-M Music Honor Society member recognition and scholarships were developed specifically to offer opportunities to spotlight outstanding Tri-M members and chapters. Only active chapters of the Tri-M Music Honor Society and their members are eligible to participate in the Tri-M Music Honor Society member recognition program.

Section 2. The East Bridgewater High School Chapter of the Tri-M Music Honor Society will participate in the program by:

- Recognizing chapter members for their exemplary musical talents, leadership skills, and service.
- Inspiring music students to achieve common goals.
- Increasing awareness of their school's music program.
- Providing models of achievement for other Tri-M chapters.
- Contributing to the growth of the Tri-M Music Honor Society.

Section 3. **The National Chapter of the Year Program** is designed to motivate and reward chapters that develop active service projects, encourage chapter officers to perform their duties properly, and bring about more awareness and interest in what other Tri-M chapters are doing. The East Bridgewater High School Chapter of the Tri-M Music Honor Society will submit a National Chapter of the Year Point Evaluation by April 30<sup>th</sup> of each year. The chapter that accumulates the highest number of points for the year in either the Senior or the Junior divisions is named National Tri-M Chapter of the Year. Summer music scholarships are awarded to the winner and the two runners-up in the Senior and Junior divisions.

Section 4. The chapter advisor will select student members to receive the summer music scholarships if awarded. Students selected to receive the scholarship must be members of Tri-M. The chapter advisor may divide the scholarship among selected recipients.

Section 5. The advisor to the East Bridgewater High School Chapter of the Tri-M Music Honor Society will validate the leadership qualities of the most active and accomplished members by presenting official Tri-M Member Recognition Patches. These patches are for exceptional musicianship, leadership, service, or honor ensemble participation.

Section 6. The Tri-M Member Recognition Patch categories include:

- **Master Musician** – recognition for the Tri-M member who is a prominent leader for school, chapter, and community organizations and activities in addition to his or her involvement with music. Candidates need not be award-winning musicians to be considered.
- **Tri-M Leadership** – recognition for the Tri-M member who is a prominent leader for school, chapter, and community organizations and activities in addition to his or her involvement with music. Candidates need not be award-winning musicians to be considered.
- **Tri-M Outstanding Service** – Recognition for the Tri-M member who has demonstrated exceptional examples of service through school, chapter, and community organizations and activities in addition to their involvement with music.
- **Honor Ensemble Participation** – Recognition for the Tri-M member who is selected to represent their school in a music honor ensemble such as Southeast District, All-State, and/or SEMSBA.

Section 7. The East Bridgewater High School Chapter of the Tri-M Music Honor Society will continue to honor and celebrate the successes of their Alumni members. The chapter advisor and members will nominate and vote upon one Tri-M alumni per year to receive the Tri-M Alumni Achievement medallion and certificate. Presentation is not mandatory and some years there may not be a nominee. Presentation of this recognition will take place at the annual induction ceremony. This ceremony will be promoted locally and reported to the national office.