

# Bylaws for Tri-M Chapter T-8626

Correia Middle School Chapter

## Preamble

We, the members of the Correia Middle School music department, accept these bylaws to establish and operate our Tri-M Music Honor Society chapter, to inspire music participation, create enthusiasm for scholarship, stimulate a desire to render service and promote leadership in our school's music students.

## Article I—Chapter Name and Location

The name of this chapter will be known as

Tri-M Music Honor Society Chapter T 8626 at Correia Middle School.

## Article II—Division

This chapter will be a Junior chapter of the Tri-M Music Honor Society. Members will be Junior division members of Tri-M.

## Article III—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 by helping students reach their full musical potential
- Motivate and recognize our members' musical and personal achievements, credits, and grades
- Recruit a diverse group of members and encourage them to work together toward a common goal
- Inspire and challenge our members with goals and cooperation
- Focus public attention on our school's music program through community service and contributing to our community
- Create a safe, equitable, and inclusive environment to develop the next generation of leaders in our musical community

# 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 T 8626 at Correia Middle School will act by a majority vote of those present at any annual, regular, or special meeting.

As a program of Correia Middle School, this Tri-M chapter understands that the principal, school administration, and CIMA Board 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 Active, Alumni, Honorary, or At Large Members.

## Section Two—Active Membership

### A. Requirements

Candidates for active student membership shall be chosen by the Tri-M Chapter T 8626 student members at **Correia Middle School** and approved by the chapter advisors. Candidates, at the time of their selection, shall meet the following requirements:

1. They must have enrolled in a music ensemble and/or class for at least one semester of the current school year at Correia Middle School)
2. They must exhibit leadership, service, and character in their activities while at Correia Middle School
3. They must have maintained an A average music grade for the previous semester, with a 3.0 average grade or equivalent in other academic subjects.
4. You must have an M average citizenship grade in other academic subjects.
5. Chapter Advisor(s) have the final say in your ability to participate in Tri-M.

## B. Public Notice

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

## C. Lapsed Membership

Members and their eligibility for Tri-M membership **shall** be reviewed annually to consider their continued participation in the Tri-M program. These reviews shall be done after the Semester 1, Progress Report 1 grading term by the advisors of Chapter T 8626. The review shall confirm the member's enrollment in a **Correia Middle School Music Ensemble** for at least one semester of 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 3.0 average grade in other academic subjects. Students must maintain appropriate citizenship grades to be determined by the chapter advisor(s)

If a current member does not or cannot meet the academic, appropriate citizenship grades or music criteria necessary to be considered a Tri-M member, their membership will lapse in good standing, OR the member will be placed on probationary status until the music and academic criteria are again met.

The chapter advisor shall determine when a lapsed member is reinstated based on proof that membership criteria have been met again.

## 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. Written documentation of the dismissal procedure shall be available to interested parties.

Any dismissed member 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 cost of the original item.

## E. Dismissal Appeal

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

## Section Three-At Large Membership

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

1. They must be enrolled in a music ensemble and/or class for at least six weeks of the current school year at Correia Middle School
2. They must exhibit leadership, service, and character in their activities while at Correia Middle School.
3. They must have maintained for the previous semester at least an A average grade in music with at least a 3.0 average grade or equivalent in other academic subjects.
4. You must have an M average citizenship grade in other academic subjects.
5. Chapter Advisor(s) have the final say in your ability to participate in Tri-M.

## 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, administrators, teachers, Tri-M advisors, adults, or students with disabilities who cannot 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 VI—Executive Committee

The executive committee of this chapter will consist of a chapter advisor and shall include the President, Vice President, Treasurer, Secretary, Assistant Secretary, and Student Officers.

## Section One— Student Officers & Committee Members

The student officers of this chapter will include a historian, webmaster, recruitment officer, and fundraising officer (list additional officers or heads of committees you'd like to include).

## Section Two—Chapter Advisor

The chapter advisor shall be a teacher in the music department at Correia Middle School. The advisor will also appoint co-advisors to assist with chapter operations.

## Section Three—Quorum Requirement

A majority of the officers and the chapter advisor constitute a quorum.

# Article VII—Duties of the Executive Committee, Officers, and Committee Members

## Section One—Chapter Advisor and Co-Advisors

This chapter's advisor and Co-Advisor(s) will act as supervisors, guides, and counselors in all matters of chapter operations. The advisor will attend all executive committee and chapter meetings and help officers fulfill their duties, including maintaining chapter records and submitting chapter fees with the proper forms.

## Section Two—President

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

## Section Three—Vice President

The vice president of this chapter will preside at all meetings in the president's absence and will assist the president as necessary. The vice president will also serve as program chairperson if programs, special projects, or activities are planned in addition to the membership presentation ceremony. Vice President also has the responsibility to watch over other committees.

## Section Four—Secretary & Assistant Secretary

### A. Secretary

The secretary of this chapter will be responsible for all correspondence and will keep an accurate record of attendance, minutes, and all transactions and meetings.

### B. Assistant Secretary

The Assistant Secretary will serve all of the roles and responsibilities of the Secretary in their absence and they will assist the Secretary as needed. The Assistant Secretary also serves as social chairperson.

## Section Five—Treasurer

The treasurer of this chapter will keep an accurate record of all monies received and disbursed and maintain an inventory of all membership pin emblems, cards, certificates, and insignia items secured from the national office. At each meeting, the treasurer will report the receipts, disbursements, and cash balance. The Correia Instrumental Music Association Treasurer shall audit the Tri-M treasurer's records at the end of each year. The treasurer will also serve as membership chairperson.

## Section Six - Committees

### A. Historian

The historian committee shall keep a comprehensive record of all programs presented by the chapter and its members, including pictures and news clippings; serve as publicity chairperson; and be responsible for compiling the chapter's entry for Chapter of the Year.

### B. Web Designer

The chapter web designer will actively update and change the Tri-M website and will be in charge of the Tri-M Google Classroom, Tri-M Google Drive Documents, website, and Tri-M Gmail.

## C. Recruitment

The recruitment committee is a crucial asset to our Tri-M chapter because it allows for our legacy to continue. The committee is responsible for going to lower grades and inspiring them to stay in music and go into leadership by joining Tri-M. The group also strives to inspire the seventh graders at Correia Middle School to continue or join music classes in the 8th grade and throughout high school. The recruitment committee is essential to Tri-M and will strive to ensure our organization only improves. This Committee organizes and runs the PL Cluster Instrument Petting Zoo.

## D. Fundraising

The fundraising committee's purpose is to raise money for the Tri-M chapter. They do this through planned fundraising events offered throughout the year. Fundraising collaborates with the treasurer and sometimes the community and school events committee to set up events focusing on fundraising in our school and community.

## E. Schools & Cluster

The School & Cluster Events Committee organizes events for Correia Middle School and coordinates to assist with events at our cluster schools. For example, they provide volunteers for school and cluster events and help direct student volunteers. They connect with the PL Cluster Schools to assist them in any projects or events they have planned.

## F. Community Outreach

The Community Outreach Committee is a bridge between our program and our community. This committee is responsible for collaborating with organizations, both professional and volunteer, in the Point Loma area. The group ensures that these organizations can effectively communicate with Tri-M easily and are aware of our activities. This committee oversees many tasks, such as public speaking, communication, and helping Tri-M connect with the community. Our goal in this chapter is to properly announce upcoming events, build connections, and clarify everything Tri-M has done and is scheduled to do.

## G. Social Committee

[Pending Board Approval]

## Article VIII—Nomination and Election of Officers

During the March meeting, the Executive Board will propose a slate of officers for the coming year and present it at the April meeting. Nominations may also be made from the floor. The candidates will be elected by a majority ballot vote due at the May meeting. New officers for the coming year will be installed before the close of the school year in which the election takes place.

## Article IX—Vacancies on the Executive Committee

Vacancies occurring on the executive committee during the school year will be filled temporarily with chapter members selected by the chapter advisor. Temporary executive committee assignments are valid only until the chapter's next meeting when an election will be held to fill such vacancies.

## Article X—Meetings

### Section One—Planning

The executive committee will meet in advance to outline scheduled meetings. Meeting dates will be planned at the beginning of the year to be the first Wednesday of the month, though it can be altered when facing conflicts.

### Section Two—Times

Regular meetings during the school year shall be on days designated by the executive committee and in accordance with school policy and regulations.

### Section Three—Frequency



There will be at least **ten** scheduled meetings of this chapter per year and determined by the chapter advisor.

## Section Four—Voting

All members may attend scheduled meetings. No meeting may be held unless the chapter advisor is present. 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 leader 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 XI—Induction Ceremony

This chapter will hold one public induction ceremony each school year as planned by the executive committee. All induction ceremonies will be held after school hours, with parents, friends, school officials, faculty members, and other students in the music department invited to attend.

## Article XII—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 the law of the organization.

## Article XIII—Amendments

The chapter shall regularly review these bylaws and amend or revise them if they do not meet its current needs. 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, it shall be presented to the chapter in written form before it can vote to adopt it as chapter law. Proposed amendments or revisions require a two-thirds affirmative vote by chapter membership and school administration approval for adoption.