CHS Activities Handbook Changes for 2016-2017

- Update Year
- Update Table of Contents
- Add the following statements to the fundraising Authorization form:
    - Breakfast Sale: Yes / No Lunch Sale: Yes / No
    - Per Item Sale Price: _____
    - Will a cashbox be needed for startup funds? If so, in what denominations (1's, 5's, quarters, etc.)?
- Add Tri-M Music Honor Society Constitution (see next page)

Club Name: **Modern Music Masters (Tri-M)**

Preamble

We the members of the Campus 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 this constitution 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 902 at Campus High School.

Article II: Division

This Chapter will be a senior chapter of the Tri-M Music Honor Society. Members will be senior 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.
- Help our members fulfill their full musical potential.
- Motivate and recognize our members' musical and personal achievements, credits and grades.
- Inspire and challenge our members
- Focus public attention on our school's music program through community service.

Article IV: General Powers

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

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 902 at Campus High School will act by majority vote of those present at any annual, regular, or special meeting.

As a program of Campus High School, 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 1: Membership Classes

Members shall be Active, Alumni, or Honorary.

Section 2: Active Membership

A. Requirements

Candidates for active student membership shall be chosen by the chapter advisor. Candidates for active student membership shall be chosen from any students enrolled in Campus High School's music department. Candidates, at the time of their selection shall meet the following requirements.

- They must have enrolled in a music ensemble/class for at least one semester of the current school year at Campus High School.
- They must exhibit leadership, service, and character in their activities while at Campus High School.
- They must have maintained for the previous semester at least a B average grade or equivalent in music with at least a C average grade or equivalent in other academic subjects. (These are the minimal requirements that appear in the Tri-M Program Guidelines. The local chapter has the option to raise these minimal requirements at the discretion of the chapter advisor.)
- The member must attend at least one meeting per semester.
- The member must pay for membership insignia items.

B. Public Notice

A written description of the selection procedure shall be made available to all music students and their parents/legal guardian prior to 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 on an annual basis to consider their continued participation in the Tri-M program. These reviews shall be done during the last 9 weeks of the school year by the chapter advisor(s). The review shall confirm the member's enrollment in a Campus High School music ensemble and/or class for at least one semester of the current school year and that the member has

maintained for the previous semester at least a B average grade or equivalent in music, with at least a C average grade or equivalent in other academic subjects.
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 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. A written documentation of the dismissal procedure shall be made available to interested parties.

Any member who is dismissed must 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 is dismissed may appeal a decision. A 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 3: Alumni Membership

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

Section 4: 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 VI: Executive Committee

Section 1: Committee Members

The executive committee will consist of the chapter advisor and student Tri-M officers.

Section 2: Chapter Advisor

The chapter advisor shall be a teacher in the music department of Campus High School. This chapter will have co-advisors appointed by the advisor to assist with chapter operations.

Section 3: Student Officers

The Student Officers of this chapter shall include a President, Vice President, Secretary, Treasurer and a Historian.

Section 4: Quorum Requirement

A majority of officers and chapter advisor constitute a quorum.

Section 5: 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.

Section 6: 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.

Article VII: Duties of Executive Committee

Section 1: 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 2: 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. The president will 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 to appoint new officers to preside the following year.

Section 3: 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 his or her duty to assist the president. If programs,

special projects, or activities are planned in addition to the membership presentation ceremony, the vice president will also serve as program chairperson.

Section 4: Secretary

The secretary of this chapter will be responsible for all correspondence of the chapter and will keep an accurate record of attendance, minutes, and all transactions and meetings of the chapter. The secretary will also serve as social chairperson.

Section 5: Treasurer

The treasurer of this chapter will keep an accurate record of all money received and disbursed, membership fees paid to the honor society, 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 chapter advisor should make an audit of the treasurer's records at the end of each semester. The treasurer will also serve as membership chairperson.

Section 6: Historian

The chapter 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; and be responsible for compiling the chapter's entry for Chapter of the Year.

Article VIII: Meetings

Section 1: Planning

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

Section 2: 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 3: Frequency

There shall be at least 4 scheduled meetings of this chapter per year and determined by the chapter advisor.

Section 4: Voting

All members may attend scheduled meetings. No meetings 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 5: Special Meetings

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

Section 6: 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 this chapter constitution.

Article IX: Induction Ceremony

This chapter will hold at least one 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 X: Constitution Ratification

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

Article XI: 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

Article XII: Graduation Cords

Upon graduation, active members of Tri-M shall be rewarded with a pink Tri-M honor cord.