



# **2017-20XX**

## **STEM NAfME Tri-M Music Honors Society**

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### **Chapter Bylaws**

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*Authored by National Association for Musical Education Tri-M Chapter President,  
Krishna Kumar — October 29, 2017  
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The mission of this Tri-M chapter is to publicize and popularize the importance and thorough recognition of academic and musical achievement of our students in the school and beyond. As a chapter, we hope to be able to spread the influence and knowledge of music past the boundaries of our school and into as many people as possible. This chapter wishes to educate people on the utilities of real-world approaches to music and music education; our team believes that to promote a culture which appreciates music, we need to adjust the way people see music. We will build on themes of respect, high standards, and character development, and integrate a wide range of community and business assets to achieve goals.



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## Letter from a Founder

Hi!

I'd like to tell you a little about Tri-M, who we are, and why we're here. When I was in the High School Vocal Ensemble being taught by Dr. Cannady, he explained that the US has one of the only cultures in which music is so strictly rigid. We sing standing at attention, shoulder to shoulder in our choirs. Other cultures don't do that. Music is a dynamic, ever changing way of life.

I didn't truly understand what he meant by this until later when I went on the school trip to France. I was standing in the town center of Lille and I started singing an Italian song that we had been learning in the ensemble. One passerby knew it and started to chime in. Some others came up and wanted to learn it. One couple even started dancing.

This is what I wish for our school. That's what music *should* be about: connecting one another; feeling the music; participating, rather than sitting idly and expecting every note to be perfect. We as a community are far past times in which music is only for the upper class and we should all be able to enjoy its beauty and power together without feeling that you have to understand a certain amount of music theory, or technique. Anybody can do music. Anybody can be a musician. You just need to want it.

That is what Tri-M is about. Pressing this culture into the school and allowing students a relaxed place to hang out with friends, learn about music through their peers. Not having to worry about how much or how little they know. I would definitely would not have grown so much as a musician if I it weren't for my friends. A culture of relaxed participatory music, automatically promotes an interest for the theory. I learned guitar so I could play for some of my pop songs. I learned how to use the Ableton Push so I could DJ for a school event. I learned to write songs with some of my friends. They showed me the differences of tones of a violin. They taught me how to use various percussion instruments. Even teaching others the little that I knew about piano theory helped me to understand it better. Simply having this environment changed the course of my life and I hope that Tri-M may do the same for you.

Have Fun,

Krishna A. Kumar  
Tri-M Alumnus



## STEM NAfME Tri-M Honors Society Leadership 20XX/XX

### **STEM Tri-M President**

John Doe  
[example.address@s.stemk12.org](mailto:example.address@s.stemk12.org)

### **STEM Tri-M Vice President**

Name  
[Email](#)

### **STEM Tri-M Secretary**

Name  
[Email](#)

### **STEM Tri-M Treasurer**

Name  
[Email](#)

### **STEM Tri-M Historian**

Name  
[Email](#)

### **Chapter Advisor**

Richard Clarke  
[richard.clarke@stemk12.org](mailto:richard.clarke@stemk12.org)



## **Representational Conduct**

Though the specific rules for conduct and the consequences of disobeying them may vary, members of the Tri-M Musical Honors Society are representing their chapter and the STEM School and Academy student body. All members are expected to be respectful of his or herself, their peers and their surroundings.

### **Representing Our Chapter to the Student Body**

When representing our chapter to the student body, it is necessary to appear organized and respectful at all times. When spending time with other students in a capacity where you will be associated with this chapter, all unprofessional and disruptive behavior will be dealt with appropriately.

### **Representing Our Chapter to Guests of the School**

When representing our chapter to guests of the school, all members will be respectful, especially when interacting directly with guests of the school. Any complaints about members received by leadership will be placed under serious review.

### **Representing Our Chapter to the Public**

When representing our chapter to the general public, all members will be respectful of his or her self, others, and the environment.



## Interpersonal

Interpersonal relationships are a huge part of musical culture. The interaction between members of Tri-M It is important that we maintain these in a respectful and healthy manner. Using obscene, insulting, threatening, derogatory, or inflammatory language is not appropriate and almost always detracts from the message being presented.

## Interpersonal Conduct

As per the STEM handbook, members of Tri-M are expected to be respectful and responsible in all settings. This is especially important for behavior with other members in this chapter. This chapter is compliant with the conduct rules in the STEM Handbook and members are expected to follow these rules as well.

## Reporting Incidents

If you would like to report an incident involving a Tri-M member's behavior towards you or another, you must report the incident by contacting an officer with whom you are comfortable or by speaking to the chapter advisor directly. The chapter advisor will determine the appropriate course of action for any incidents reported.



## Attendance

Officers and members of Tri-M are required to uphold the attendance policy laid out to them. There is a different attendance policy for the members and officers. Officers of Tri-M will be held to a stricter attendance policy. On weeks in which a meeting on Monday cannot occur, members are required to attend the alternate meeting on Friday.

## Officers

Officers of Tri-M are required to attend both meetings and events regularly and without absences. Officers may be absent from meetings or events so long as their absence is excused and other officers are notified in advance. For information on the absence policy, see the "Excused Absences" section below.

## Members

Members of Tri-M are required to attend all meetings regularly. Members may be absent from a meeting if their absence is excused beforehand. Members of Tri-M are also required to attend one Tri-M event per semester, there are no exceptions and the excused absences policy does not apply to missing the one required event. For information on the absence policy, see the "Excused Absences" section below.

## Excused Absences

In certain situations, members and officers can be excused from a meeting or event without penalty or reprimand. The following are valid for excused absences: A medical problem including but not limited to doctors' appointments, illnesses and medical emergencies; prolonged absence such as family vacations and school trips; academic reasons including but not limited to field trips and expos. All absences must be reported to the chapter secretary a week in advance with the exception of emergencies. If the chapter secretary is going to be absent, they must notify all other officers a week in advance in order to avoid unjustified immunity to the policy. Excuses that will not be accepted include but are not limited to forgetting and unreported absences.



## Absence Penalties

Attendance is a serious matter for officers. Any officer with two unexcused absences will be given a warning. With a third such absence, the officer will lose his or her title. A fourth unexcused absence from an officer will cause their membership to be revoked. For members, the penalty and requirements are less severe. Members may only miss up to 4 meetings without excusing their absences before their membership will be re-evaluated. If a member does not attend at least one Tri-M event per semester, they will have their membership revoked before the first meeting of the following semester. Members and officers may ask for an appeal from Tri-M leadership to re-instate them. Losing Tri-M membership entails the loss of the certificates, cards, pins, and graduation cords that Tri-M members receive.





## Voting Rules

Because holding an officer position carries so much responsibility, it is important that their elections are held properly. It is also important that when voting on things in the chapter, members, officers, and advisers are not not in disagreement as to how the voting process should work or what can be change via voting.

## Officers

The procedure through which officer elections will be held has two variations. If there are only 2 candidates running for an officer position, the voting will be held via majority rule, as would be typical of any election with 2 candidates. However, when there are more than 2 candidates running for a position, we will be using a voting system called "Borda Count" where each voter completes a ballot with the candidates ordered from most preferable to least. With  $n$  candidates, for each ballot the top candidate receives  $n-1$  points, second place gets  $n-2$  points, and so on to the  $n^{\text{th}}$  candidate who receives  $n-n$  (or zero) points. This system is preferable to plurality because in plurality, with 3 candidates you may have candidate A win with 34% (vs. 33% and 33%) when candidate B was the second choice for all candidate C voters. The Borda Count system ensures that the most preferred candidate wins the election each time.

## Recording Changes

Any minor changes in schedule, events, or rules should be voted on and then communicated via email to all members and officers either a week in advance or the preceeding meeting. If, due to circumstance, an email can not be sent out a week in advance or during the meeting that precedes the event, all members are exempt from any repercussions that might have resulted in not following the update schedule, event, or rules.

\*All major changes or changes to this document should be made using the amendment policy.



## Reevaluations

In order to ensure that officers are doing their assigned jobs (detailed job descriptions are written in the "Officer Job Description" section), a quarterly opinion survey will be conducted of all members to evaluate their leaders. If any individual officer receives a majority of unfavorable notions, this officer will be placed under reevaluation by the rest of the officers. During the reevaluation process, officers and board members will assess the performance of the officer in question and note if he or she has made any severe violations of the rules set down in this document. If the officer in question is found to be guilty of doing such, their title will be revoked. If not, the officer will no longer be under evaluation and they are deemed fit to retain their title. The general members however may decide to overrule the decision of the Board by holding a secondary vote. If 75% of the registered Tri-M members unanimously vote that this officer has not performed to par, their title will be revoked after a probationary period.

## Acting Upon Reelections

New positions are effective immediately from the time of voting being concluded. Any appeals to be made of the changes are to be addressed one meeting from the time of initial decision. All appeals to change the outcome of an election must be seconded and voted upon before the actual re-election begins.



## Officer Job Descriptions

### President

The chapter president will lead the members toward the attainment of the goals of the 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 hold an election to appoint new officers to preside the following year.

### Vice President

The chapter vice president shall 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, he or she will also serve as program chairperson.

### Secretary

The chapter secretary is 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. The secretary is also responsible for reporting chapter activities in the Chapter Summary Report.

### Treasurer

The chapter treasurer shall keep an accurate record of all money received and disbursed, any membership fees paid to the honor society, and all membership pins, cards, certificates, and insignia items secured from the national office. She or he 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.



## Historian

The job of the Historian is to document and record events of the chapter. An in-depth analysis and evaluation must be started prior to event to explain predictions. The evaluation must be completed afterwards to keep a proper record of events. This evaluation must include expectations and an explanation of the event, as well as improvements to be made further.



## Amendment Policy

This document is an integral part of the operations of the STEM School and Academy Musical Honors Tri-M Chapter. It is essential it can be updated, and improved. However, because it plays such a crucial part in the happenings of the Chapter, it is also important that there are rules for how and why it can be changed.

First an amendment must be proposed on the official [Amendment Document](#). Each proposal in the amendment document must include the following: A generalized title for the notion, who proposed the notion, the date that the notion was proposed, a description of what it would change and why, a tally of how the officers voted for it, and whether or not the clause passed. If a clause is passed, additional information must be added to the document. This information detailed as the following: The date of approval, and the date added to the Official Bylaws document.

People holding officer positions will act as a representative congress of the Tri-M chapter and amending it will require a majority, or 3 out of the 5 officers, to agree to this. During the voting process, all officers reserve the right to abstain or remain neutral. These amendments must be announced to the remaining members at the next available meeting. If the members of the chapter feel that the officers have acted incongruently with the mission of Tri-M, they may call for a repeal vote. For this to pass, at least three fourths of the general Tri-M populous must agree to repeal. Otherwise the amendment is as stands. If the officers are unable to come to an agreement on any amendment clause, the vote shall open up to the general populous of Tri-M. The Tri-M members would follow a simple first-past-the-post voting system (If a majority is in favor of the notion, it will be passed). If this results in a tie, the Chapter Advisor will act as the final tie breaker. The "Clause Passed" section of the amendment document will be expanded to not only whether or not the clause passed, but also to indicate how it was passed.



## Resignations

In order to resign officers and members must abide by the following procedure. Any member failing to do so will be dealt with in the manner outlined in the "Additional" clause.

### Officers

For officers to resign, all current officers must be notified beforehand. An announcement of resignation must be made at the last meeting that the officer attends. That officer position will go to the person who won second place in the election after the officer that has abdicated. If there is no candidate left or if the candidate was the only one to run, an election for just that position will be held. If no member is willing to run, the other officers have to make up for that spot until someone is. The chapter adviser will be the tie breaker in all decisions during this time.

### Members

For a member to resign, a clearly worded email must be sent to the president and secretary about the member's intention of leaving. This is to ensure that the member's name is taken off the roster. Upon leaving, the member must give up their Tri-M pin and certificate.

### Additional

If a member quits and does not follow the aforementioned procedure, their name will be taken off the roster after the fourth unexcused absence and their Tri-M membership will be revoked.



## Recognition of Our Chapter Alumni

| Name              | Graduating Class Of | Titles  |
|-------------------|---------------------|---|
| Brandon Greet     | 2017                | Member (2015-2017)  |
| Adriana Feliciano | 2018                | Secretary (2016-2018)<br>Member (2015-2018)   |
| Krishna Kumar     | 2018                | President (2016-2018)<br>Public Relations Manager (2015-2016)<br>Member (2015-2018) |