



*“It’s no ordinary society.
It’s the only national honor society for student musicians in the country.”*
– National Association for Music Education

* “Tri-M” is a registered trademark of the National Association for Music Education (NAfME).

Whereas the following is stated in Article IV of the Guidelines published by the National Office of Tri-M Music Honor Society:

1. “Each chapter shall write Bylaws to amplify sections of the Tri-M Program Guidelines and to clarify the operating procedures of the chapter. Bylaws should be amended/updated when necessary. Bylaws do not need the approval of Tri-M or NAfME but must be consistent with the Guidelines.”
2. “Chapter Bylaws shall contain information concerning the election and duties of officers, the schedule of meetings, member obligations, dues, and the like.”
3. “Bylaws and any amendments or updates to those Bylaws should be accepted by a vote of the chapter.”

The following document shall thus serve as Bylaws governing Chapter 5275 of Tri-M Music Honor Society.

I. Chapter Mission Statement

The following are general guidelines concerning what it means for Chapter 5275 to be a part of Tri-M:

- Tri-M stands for *Modern Music Masters* (as that was the original name of the society when it was founded in 1983).
- Tri-M Music Honor Society is sponsored and supervised by the National Association for Music Education (NAfME), which “shall have, hold, and administer all property, funds, and affairs of Tri-M.”
- Chapter 5275 of Tri-M Music Honor Society is sponsored by the Ranney Upper School and complies with all regulations and procedures put forth by the National Office and the Ranney School Handbook.

It is the purpose of Chapter 5275 of Tri-M Music Honor Society to provide an outlet for dedicated music students and scholars to share their talents and inspire music appreciation within and outside of the school community.

It is our goal as an active chapter of Tri-M Music Honor Society to promote music awareness and participation in music in our school and our greater community, and to provide opportunities for scholar-musicians to lead honorably and contribute meaningfully through service.

II. Chapter Administration

The administration of Chapter 5275 shall consist of the Chapter Advisor and the Student Executive Board; the responsibilities of both parties are outlined below.*

* As outlined by the *Tri-M Program Guidelines*, but amended/adapted specifically to fit this Chapter.

2.1 Responsibilities of the Chapter Advisor

1. The Advisor is responsible for the direct, day-to-day supervision of the chapter and acts as a liaison between the chapter and the Performing Arts Dept., the Upper School Faculty and Administration, and the Ranney Community as a whole.
2. The Advisor shall oversee the Board in maintaining files on attendance/service records, chapter history/activities, and financial transactions; the Advisor should help the Board understand and carry out their duties.
3. The Advisor should attend all general meetings and Board meetings (unless there is a conflict that takes precedence).
4. The Advisor shall regularly review the actions of each member to ensure compliance with community standards and obligations.

2.2 Responsibilities of the Executive Board (Outlined for Each Position) *

* A general prerequisite for all Board positions is that anyone who runs for a Board position must have already been a Chapter member for at least one year. Additional prerequisites are listed per position when necessary.

1. **PRESIDENT/CO-PRESIDENTS:** The officers who represent Tri-M in front of the faculty and administration as well as at chapter events, and who lead weekly meetings. They lead chapter meetings and prepare the agendas for those meetings, and (along with the Advisor) help prepare the Chapter Summary Report to be submitted at the beginning of May. Co-presidents should be strong leaders who inspire all of the other chapter

members and lead by example, including by attending all events (when they can) and always having a positive attitude.

- **Prerequisites:** (At least one candidate, if co-presidents) Must have previous experience as a Board member.
2. **VICE PRESIDENT (Only if one President is elected):** This officer's responsibilities mirror that of the resident as he/she is considered the President's "right hand." Additionally, this person would be responsible for running the meetings or would have to be present at Chapter events in the President's absence.
 - **Prerequisites:** Must have previous experience as a Board member.
 3. **SECRETARY:** The officer responsible for all clerical work for the chapter, including taking notes/minutes during meetings (and sharing them with other members), sending emails for the Chapter (at least when the Presidents cannot), and maintaining the *Tri-M Member Log* with attendance and service records for each member (and making sure that the other members have access to that document/spreadsheet via the shared Chapter Google Drive folder).
 4. **TREASURER:** The officer responsible for maintaining the Chapter's financial records, including counting money, budgeting, and fundraising; he/she must complete a Treasurer's Report for the chapter at the end of every month.
 5. **MEDIA OFFICER:** The officer responsible for maintaining the Chapter Website, which includes a blog and updates about upcoming chapter events, as well as documentation of the chapter's daily activities by chapter members to be submitted as part of the Summary Report at the end of the school year; he/she must keep up to date with posts and Chapter activities. This officer may also maintain a social media facet of the chapter (through platforms such as Twitter, Snapchat, Facebook, Instagram, etc.) that may help members stay informed of Chapter events, but the Website comes first in terms of priority.
 - **Prerequisites:** Must be knowledgeable with (or be willing to learn) how to manage and edit the Tri-M website, and update the aforementioned website regularly.
 6. **EVENT COORDINATOR:** The officer in charge of organizing and setting/cleaning up for Chapter events. This position involves technical support setup for sound and lights, always being available to help move equipment (stands, chairs, instruments, microphones, etc.), managing stage crew, and more.

- **Prerequisites:** Must be knowledgeable with (or willing to learn) technical support and setup, and be present at the vast majority (if not all of) the Chapter or Chapter-sponsored events during the school year.

7. **ENSEMBLE REPRESENTATIVES (BAND, CHORUS, AND ORCHESTRA):**

These positions are filled on a “need-to-have” basis in a second round of elections, based on if there is an over/underrepresented ensemble on the Board (i.e. if most of the Board is already in one ensemble, there may not need to be a representative for that ensemble). Some positions, such as Media Officer and Event Coordinator, might also need more assistance or none at all depending on the year.

2.3 Electing the Executive Board

1. During the first meeting following the Induction Ceremony, the current Board and any members present will select a day for the election of the Board for the following school year. Any members who are interested in running for any of the following positions: **President or Co-presidents*, Secretary, Treasurer, Media Officer, or Event Coordinator**, may fill out the Petition to be nominated for office, which will be sent out following the meeting and updated to reflect the dates for the current school year. Members can also indicate that they would like to run specifically for **Vice President** as well, but if Co-Presidents are elected, they will not get the chance to run in the second round of elections (see below in Bylaw 2.3.3). It is the responsibility of the candidate to be aware of the prerequisites of his/her chosen position, to obtain any necessary signatures for the Petition, and to return a Petition and a brief personal statement (detailed below) to the Chapter Advisor by the Friday before the election is scheduled to take place.

* Members may run alone or as a pair for the Chapter presidency.
2. At the election meeting, ALL CHAPTER MEMBERS (except for senior members who are not on the current Board) MUST BE PRESENT (if possible), and all members who have handed in a Petition and are running for any of the positions mentioned in Bylaw 2.3.1 must present a brief personal statement (two minutes or less) on why they feel that they are fit for their chosen position. After all of the personal statements have been heard, the Chapter Advisor will send out a Google Form for voting as well as a copy of each candidate’s personal statement. The results will be checked either once everyone has cast their ballot, or when the form is set to close (at noon the next day).
3. Once voting is complete, if only one President has been elected (as opposed to two Co-presidents), then a Vice President will be elected. Members who were not elected during the first round of elections, as well as those members who indicated that they

would like to run specifically for Vice President on their Petition can run. Also, at this time if it is deemed that an ensemble is underrepresented on the Board, the aforementioned candidates may opt to run to be an **Ensemble Representative** of their respective ensemble. Voting for any ensemble reps if necessary will be limited to members of the representative(s)'s respective ensemble only.

4. The newly-elected Board members will assume their responsibilities following the completion of the current school year.

III. Requirements for Chapter Membership

3.1 Primary Requirements

1. Upon induction, all members must have a weighted cumulative GPA of 90 or greater. This applies first when selecting candidates for induction, but current members must maintain their GPAs at 90 or above in order to remain members of this Chapter.

* If a member's GPA drops below 90, then that member becomes inactivated until it is 90 or higher once again. Per the *Tri-M Program Guidelines*, they can't claim Tri-M membership in the years that they are inactive.

2. All members must be presently enrolled in one of the Upper School ensemble classes (i.e. Orchestra, Jazz Band, or Chorus), have already been a member of that ensemble for at least two full semesters, and have earned the recommendation of their respective ensemble director.**

** If a member drops his/her ensemble class, then that member can remain a member of Tri-M until add/drop ends unless he/she adds an ensemble class back into his/her schedule; if that member doesn't add an ensemble class back into his/her schedule before add/drop ends, then his/her membership will be inactivated. A member inactivated for such reasons *can be reactivated* if they do rejoin an ensemble class for a succeeding school year on the basis that they were formerly a member in good standing; however, per the *Tri-M Program Guidelines*, they still can't claim Tri-M membership in the years that they are inactive.

3. All inductees must be in good standing within the Ranney Community and have no major disciplinary infractions.***

*** Per the *Tri-M Program Guidelines*, a member who loses Tri-M membership for disciplinary reasons is not inactivated; rather that member's membership is *rescinded*. As a result, that member will not be able to claim that he/she was ever a member of Tri-M; his/her membership *cannot be reactivated*.

3.2 Requirements for Continuing Membership*

* In addition to having already met all of the requirements outlined in Bylaw 2.1

1. In order to continue as a member of Chapter 5275, a member must have attended at least 10 weekly chapter meetings. A date and time for weekly meetings will be set at the first full meeting of the school year and approved by the Board and Advisor.**

** If the Chapter Advisor cannot be present at a meeting because of a class, the Board can still choose to hold the meeting anyway if the Advisor approves, although it is preferable that the Advisor is always present.

2. In order to continue as a member of Chapter 5275, a member must accumulate at least 10 service hours and 2 service performance credits.***

*** See Bylaw IV for more details regarding the allocation of service hours (and service performances) and how to earn them.

3. A member must meet all of the requirements mentioned in Bylaw 3.2 (this bylaw) AS WELL AS BYLAW 3.1 by the final event of the current school year in order to continue as a member of this chapter for the following school year. Otherwise, their membership will be *permanently inactivated* for failure to meet the necessary requirements. Members who are inactivated for this reason can still claim Tri-M membership up to the end of the current school year, but they *cannot be reinstated*.****/*****

**** AT THE DISCRETION OF THE BOARD AND ADVISOR: Anyone who has surplus hours can convert them to service performances or vice versa at the end of the school year if they are in need of service performances or service hours (this does not work both ways), at an exchange rate of 2 hours for 1 service performance. Meetings are earned independently of service performances and service hours and thus can't be converted.

***** Senior medallions will be granted to senior members who have met all of the membership requirements by the final event of the school year; seniors who do not meet the requirements for continuing membership will not be recognized as Tri-M members at Graduation.

IV. Defining What Constitutes as Service

4.1 “What is Service?”

Chapter 5275 defines service as “working with or on the behalf of others without being paid or materially rewarded.” Chapter service opportunities aim to benefit/enrich Ranney School, the Ranney Performing Arts Dept., our chapter, and the community as a whole.

4.2 Accumulating Service Hours

1. Per Bylaw 3.2.2, a minimum of 10 hours of service per school year is required in order to maintain membership in Tri-M Chapter 5275.
2. All upcoming opportunities to earn service hours will be discussed/decided/scheduled during weekly meetings.
3. Events / service opportunities are open to ALL chapter members regardless of membership in a certain ensemble.
4. If a single event has more than one task for volunteering (e.g. running the bake sale vs. volunteering on stage crew at a coffee house), each task will be led by an appointed chapter member or officer. All tasks will be supervised by the Event Coordinator. The appointed leader for each event must:
 - a. Send out a volunteer sign-up form (when applicable).
 - b. Meet with any volunteers to discuss/explain the plan of action for the task.
 - c. Supervise the task and determine if all volunteers have actively completed it as previously determined and discussed.
 - d. Provide a summary of the task (including service hours earned) to the members of the Board once the event is complete.
5. The number of service hours awarded for each event or task during an event will be discussed with and determined by the Board and Advisor prior to the event. The Secretary will add any service hours to the *Tri-M Member Log* following the event. Members who did not fulfill their responsibilities will not be awarded service hours.

4.3 Accumulating Service Performances

1. Chapter 5275 defines a service performance as a nonmandatory ensemble or group performance that is not part of an ensemble class's curriculum. Per Bylaw 3.2.2, a minimum of 2 service performances per school year is required in order to maintain membership in Tri-M Chapter 5275.
2. Upcoming service performance opportunities are discussed / decided on by the members in weekly meetings. They can also be sought out / arranged by any member, the Chapter Advisor, or any of the Performing Arts faculty; therefore, each service performance can be exclusively available to a different group or ensemble depending on need, or to all members.*

* If a service performance is organized by selected chapter members, it must be in collaboration with one of the Performing Arts faculty. The faculty advisor/organizer) will verify which Tri-M

members took part in the performance so that the Board can allot any necessary credits in the *Tri-M Member Log*.

3. Depending on the school year, it is possible that certain ensembles will not be offered a sufficient number of service performance opportunities. In such a case, the Board and Advisor may grant exemptions from the service performance requirement to the members of those ensembles.
4. Service performances may also include setup, breakdown, and possible rehearsals, in which case only the actual performance will earn service performance credits, and setup, breakdown, and hours spent rehearsing will earn service hours.

V. Chapter Awards

5.1 Outstanding Service Award

“To receive the Outstanding Service Award, you must demonstrate exceptional examples of service, working with or on behalf of others, without being paid or materially rewarded. Those receiving this award are involved with music, but are particularly active in school, chapter, and community organizations and activities.”

– *Tri-M Program Guidelines*

1. This award should be granted to the top 5 members who have accumulated the most service during the school year. The Board and Advisor will tally all service hours and service performances a week before the award is given. When calculating total service for each member, the total amount of service performances should be doubled and added to the total amount of service hours (i.e. 1 service performances is equivalent to 2 service hours).
2. The award recipients’ service hours should stretch throughout the entire year and be earned from a variety of different events, rather than being earned at one event only (e.g. volunteering at Ranney Summer Institute).
3. The recipients of this award should not only be active members in the Chapter, offering their help as much as possible, but *it must also be confirmed that they have already met their service requirement and are continuing members for the following school year.*

5.2 Master Musician Award

“The Master Musician excels in music, is a highly qualified performer with a basic knowledge of music theory, has achieved success in the performance field by earning many honors locally and

in district or state contests, and is particularly active in performing in school or community functions.”

– Tri-M Program Guidelines

1. The recipient(s) of this award must be an exceptional musician who always comes to class prepared, practices their music, and always gives their best effort, executing everything with passion and drive. He/she contributes meaningfully to class discussions and helps peers understand frustrating topics (for example, music theory), and acts respectfully toward their classmates and ensemble director.
2. The recipient(s) of this award should also participate in the co-curricular activities offered by the Performing Arts Dept. (i.e. Chamber Music, Jazz Combo, Electric Bow Fusion, Vocal Jazz, or Rock Band). *This also includes service performances. Candidates for this award must have at least one service performance.*
3. The recipient(s) of this award should also demonstrate passion for the performing arts and independently seek performance opportunities in and outside of school. This ideally also includes having a strong desire to be a part of a musical ensemble(s) outside of school, if not already.
4. Ideally, one member from each ensemble should receive this award. Each ensemble director will meet with the Tri-M Advisor to nominate candidates. The Advisor will then ensure that the student has met the requirements for continuing membership Tri-M as outlined in Bylaw 3.2.
5. This award should primarily be given to junior and senior members of Tri-M, but it can be awarded to a sophomore if no junior or senior is deemed worthy of nomination.

5.3 Outstanding Leadership Award

“Members who earn the Outstanding Leadership Award should be prominent leaders in school, chapter, and community organizations and activities, in addition to being involved in music. They do not have to be award-winning musicians, but they must be great leaders.”

– Tri-M Program Guidelines

1. The recipient(s) of this award should be a member of the Executive Board who demonstrates exemplary leadership skills within the Chapter. This award may be given if the Advisor and the Performing Arts Department deem it necessary to recognize the individual(s).

2. The recipient(s) of this award should be a role model for other members of the Chapter. This includes communicating respectfully with all members of the community, maintaining an open mind, and dealing with problems professionally.
3. This award should not be limited to a person in a specific Board position. It can be given to any Board member(s) who successfully delegate(s), plan(s), and attend(s) meetings and activities/events/performances sponsored by or related to the Chapter.
4. This award can be given to a Board member(s) who did more than successfully fulfill their own position-specific duties, such as stepping up to do work for other Board members.

5.4 Honor Ensemble Award

“The Honor Ensemble Award recognizes Tri-M members selected to represent their schools in an honors ensemble during a state, division, or national conference.”

– Tri-M Program Guidelines

1. This award recognizes chapter members who through an audition process are selected into an honors ensemble. For example, anyone who is accepted into the All-Shore Jazz or Chorus, CJMEA Regional Jazz Band, Chorus or Orchestra, and/or any New Jersey All-State ensemble during the school year will be recognized with this award.

VI. Amending the Bylaws

The following constitutes the procedure to amend existing bylaws or add new bylaws (as of May 1, 2019).

1. Concerns about amending or adding a bylaw should first be sent to the Advisor and Co-Presidents (or President/VP) via email at least 24 hours prior to the next meeting so that the amendment is incorporated into the meeting agenda. Concerns should either reference the bylaw in question and provide a brief summary of how and why it should be updated, or provide a brief abstract of the new bylaw to be added and why it should be added.
2. The meeting will open with a discussion to debate the proposed amendment (maximum 10 minutes, assuming that there will be other topics on the meeting agenda), led by the person who proposed the amendment.
3. Following the conclusion of the discussion, there will be a vote among everyone (general members and Board members) present at the meeting. Eyes will remain open during the

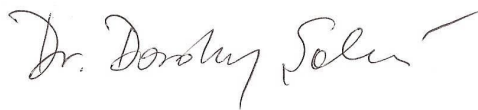
voting process, and there must be a majority in order for the amendment process to continue.**

** If a member misses the discussion, then they will not be able to vote at this time.

4. If the vote passes, then the Board will draft an amended bylaw (or the new bylaw, if it is a matter of an addition) at a subsequent Board meeting (to be scheduled following the vote) or meetings.
5. Once the draft of the amendment is complete, the Board will present it to the rest of the chapter at the next meeting. A Google Form will then be sent out with the amendment draft to all members to be voted upon (it will close the following day at noon). A majority will be necessary for the amendment or addition to be incorporated into the Bylaws, indicating that a majority of members have agreed upon the wording of the new or updated bylaw. If the vote doesn't pass, then the amendment will be revised time and again until the vote does pass.

VII. Affirmation

By signing below, the Co-Presidents and Advisor of Chapter 5275 of Tri-M Music Honor Society for the 2018-2019 school year (the year in which this document was first composed) do affirm and ratify the above Bylaws governing the procedures and operations of this chapter, granted that a majority of members and the rest of the Executive Board have also consented to ratify this document (by means of a Google Form). Upon ratification, these Bylaws shall take effect immediately.



Dr. Dorothy Sobieski, Advisor



Jacob Egol and Brielle LoBello, Co-Presidents

