



Tri-M[®] Music Honor Society

a program of MENC: The National Association for Music Education



Chapter Manual



Printed Fall 2010
www.menc.org/tri-m

TRI-M MUSIC HONOR SOCIETY



MENC MENC MENC
The National Association for
MUSIC
EDUCATION

The contents of this manual supersede all previous Tri-M® manuals.

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If additional information is needed, contact the Tri-M staff at:

Tri-M Music Honor Society
MENC: The National Association for Music Education
1806 Robert Fulton Drive
Reston, VA 20191-4348
Telephone 800-336-3768 or 703-860-4000
Fax 703-860-2652
www.menc.org/tri-m

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WELCOME!

MENC and the Tri-M® Music Honor Society welcome you. We look forward to your success in recognizing and motivating outstanding music students through your chapter activities!

If you want to get right to it, turn to pg 2 for the Tri-M® Program Guidelines. These Guidelines are the only thing in this manual that every Tri-M chapter is expected to abide by. The rest of the manual content is optional and here to assist you in operating your chapter.

START HERE:

1. Activate your chapter: Forms are available online at www.menc.org/tri-m under “activate your chapter” or by calling the MENC student programs staff at 800-336-3768.

2. Select your members using Tri-M criteria:

Music Participation—enrolled in a school-sponsored music ensemble and/or class for at least one semester.

Academic Achievement—at least a B grade average in music courses and at least a C grade average in other academic subjects.

Character Strength—demonstrates leadership, service, and character in their activities. (These minimum requirements may be raised at the discretion of the chapter advisor.)

EASY MEMBER SELECTION

The National Honor Society (NHS) and National Junior Honor Society (NJHS) use many of the same criteria as Tri-M. An easy way to establish your chapter is to simply identify NHS or NJHS students that are in the music program as your candidates for Tri-M. Other students may be considered if they meet the criteria outlined in the Tri-M Program Guidelines.

3. Elect chapter officers to assist with chapter duties. (See Article XIII, pg 7.)

4. Order membership materials: Order pins and member cards for new members and certificates for continuing members through the Tri-M catalog. Additional tokens of membership such as graduation cords, tassels, insignia items, etc., are also available. Copies of the Tri-M catalog may be obtained from the MENC student programs staff at 800-336-3768 or online at www.menc.org/tri-m.

5. Plan a chapter service project and have all members participate. If your music program is ever threatened by budget cuts, your service could rally the support of your community. Get your students involved and promote their activity every way possible!

6. Encourage members to take on leadership projects: Invite Tri-M members to run sectionals, lead a small ensemble, perform as soloists, give lessons to peers or feeder program students, chair project committees, etc.

ENJOY YOURSELF: Once your program is set up, let the students do the work! Few things will bring you more satisfaction than working with these exceptional students.

Tri-M[®] Program Guidelines (Revised 2010)

A. PROGRAM DESCRIPTION

Article I—Name, Purpose, and Governance

Name—The name of this organization shall be the Tri-M Music Honor Society (Tri-M). The three M initials stand for Modern Music Masters.

Purpose—The purpose of this organization is to inspire music participation, create enthusiasm for scholarship, stimulate a desire to render service, and promote leadership in the music students of secondary schools.

Governance—Tri-M is under the sponsorship and supervision of MENC: The National Association for Music Education (MENC), 1806 Robert Fulton Drive, Reston, VA 20191. MENC shall have, hold, and administer all property, funds, and affairs of Tri-M.

Registered—The words “Tri-M” and The Tri-M Music Honor Society insignia (see Article VI or pg 19) are registered trademarks of MENC: The National Association for Music Education.

Article II—Chapter Classifications

Divisions—Tri-M is composed of Senior chapters and Junior chapters.

Senior Division—Grade levels for Tri-M Senior chapters are 10, 11, and 12.

Junior Division—Grade levels for Tri-M Junior chapters are 6, 7, and 8.

9th grade—May be included in either a Senior or Junior chapter depending on the school structure.

Article III—Local Chapters

Eligible Schools

Public—Any secondary public school is eligible to charter a local chapter.

Nonpublic—Any nonpublic secondary school accredited or approved by a state department of education is eligible to charter a local chapter.

Home School—A school offering an alternative form of education (commonly known as home school) will only be considered eligible to charter a Tri-M chapter if its academic curriculum, including its music curriculum, is considered functionally equivalent to the education provided by public schools according to applicable state and local laws. The Tri-M advisor must be the music teacher. Documentation may be requested to verify state or local equivalency.

Chapter Boundaries—A local chapter shall be associated with a single school and consider its division either Junior or Senior, according to its grade level. Schools with grades 6–12 in one building may house

both a Junior chapter and a Senior chapter, but both Junior and Senior chapters must be registered to have all grades participate. Once a Senior or Junior Tri-M chapter is established and activated, all music students from those grade levels designated as eligible in the local chapter bylaws should be considered for candidacy. Tri-M member consideration should not be limited to any one segment of a music program (such as band, chorus, etc.).

Charter—A chapter will become chartered upon the school’s initial activation with MENC.

Activation Fee—Each chartered chapter shall pay an annual activation fee determined by MENC. Activation fees will be listed on the current activation form.

Individual Member Fees—MENC does not collect individual Tri-M member fees. Individual Tri-M member fees collected by chapter or state affiliates, if any, shall not exceed \$20 inclusively.

Rosters—Chapter rosters shall be kept and maintained by the local chapter. Copies need not be sent to MENC.

Requirements—Duly chartered local chapters shall conform to all elements of these Tri-M Program Guidelines set forth by MENC. Failure to do so may result in the loss of the charter.

Article IV—Local Chapter Bylaws

Intent—Each chapter shall write bylaws to amplify sections of these Tri-M Program Guidelines and to clarify the operating procedures of the chapter. Bylaws should be updated when necessary. Bylaws do not need the approval of MENC or Tri-M but must be consistent with these Tri-M Program Guidelines (see example, pg 35).

Contents—The local chapter bylaws shall contain information concerning the election and duties of officers, the schedule of meetings, member obligations, dues, and the like.

Acceptance—Bylaws and any amendments of those bylaws should be accepted by a vote of the chapter and by the school administration.

Article V—State Associations

MENC State Affiliates—Tri-M does not have state associations. MENC has state affiliates, and each state affiliate is expected to designate a Tri-M state chair to promote the program and to help organize regional activities that increase the value of Tri-M membership for students in their state.

State Memberships—MENC state affiliates may offer a student membership to that state association and include Tri-M students as potential members. For this membership, MENC state affiliates are expected to offer services and opportunities specifically designed to benefit the student members.

Tri-M Obligation—MENC state affiliates may not mandate that Tri-M students or chapters join a state affiliate’s association solely based on that student or chapter’s participation in Tri-M.

Fees—Individual Tri-M member fees collected by chapter or state affiliates, if any, shall not exceed \$20 inclusively (as stated in Article III, Local Chapters, Individual Member Fees).

Article VI—Official Insignia

Official Insignia—Tri-M shall have official insignia selected by MENC.

Design—Tri-M Music Honor Society official insignia include a musical triplet in the shape of the letter M with the numeral 3 above it, representing the three initials of Modern Music Masters, the name from which Tri-M was derived. The design includes a music staff, a lyre, and a manuscript scroll representing proficiency and service in the field of music.

Senior Division—The gold key pin with bronze background is the official insignia of the senior division.

Junior Division—The gold pin with bronze background and the abbreviation “Jr.” above the triplet is the official membership insignia of the junior division.

Alumni—The gold key pin is the official membership insignia for alumni members.

Advisor—The gold key pin with a diamond-like jewel is the official membership insignia for Tri-M advisors.

Honorary—The gold key pin with a ruby-like jewel is the official membership insignia for honorary members.

Availability—Pins are only available to members of an active Tri-M chapter. Pins can be purchased through the Tri-M catalog, available from MENC.

Distribution—The distribution of insignia and the rules for use shall be under the exclusive control of MENC.

Entitlement—Each active, alumni, or honorary member shall be entitled to wear this insignia.

Forfeiture—Any member who resigns or is dismissed due to flagrant violation of school rules or criminal law shall surrender the insignia to the chapter advisor. (If a member simply does not meet the academic or music criteria from one year to the next, he or she need not forfeit the insignia while not a member.)

B. CHAPTER ACTIVATION AND MEMBERSHIP

Article VII—Chapter Activation

Charters—Eligible secondary schools (see Article III) may charter a chapter and activate by submitting a completed Tri-M Chapter Activation form and appropriate fee to MENC.

Renewal—Once chartered, chapters are expected to activate annually by submitting a completed Tri-M Chapter Activation form and appropriate fee to MENC. Chapters become inactive at the end of the school year and remain inactive until an activation form and appropriate fee is received by MENC. Only active chapters are eligible to order Tri-M insignia merchandise.

Reactivation—Chapters that have lapsed more than one year may reactivate at any time by submitting a completed Tri-M Chapter Activation form and appropriate fee to MENC. If a school is unsure if it has a Tri-M charter, it may contact MENC for direction.

Deadlines—Deadlines will be indicated on current activation forms.

Membership Materials—Once a chapter is activated, the members may purchase membership materials and insignia items through the Tri-M catalog, available from MENC.

Article VIII—Membership

Categories—Tri-M membership categories include active, alumni, and honorary.

Active—Active members are any students accepting membership in a currently active Tri-M chapter. Membership is either Senior or Junior, depending on the chapter's classification (see Article II). Active members have a voice and a vote in chapter affairs.

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

Honorary—Chapters shall reserve the right to bestow honorary membership 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 membership is awarded by the chapter advisor 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 members have no voice or vote in chapter affairs.

Article IX—Active Member Selection

Selection Responsibility—The Tri-M advisor is responsible for candidate selection. Advisors may coordinate a faculty committee to designate Tri-M student candidates, or they may make the selections alone.

Selection Procedure Notice—A written description of the selection procedure shall be made available in a timely fashion to all music students and their parents prior to candidate consideration. The selection procedure shall be consistent with articles of these Tri-M Program Guidelines.

Candidate Eligibility—To be eligible for membership, the candidate must be a member of those classes designated as eligible in the local chapter bylaws. Candidates must have been in attendance at the school for the equivalent of one semester. The semester rule may be waived for a transfer student if the advisor receives a positive recommendation from the student's previous music teacher.

Membership Criteria—Candidates are selected from school music students that exhibit exceptional scholarship, leadership, service, and character. Tri-M member consideration should not be limited to any one segment of a music program (such as band, chorus, etc.). The following criteria may be raised at the discretion of the chapter advisor.

- **Music Participation**—Candidates must have been enrolled in a school-sponsored music ensemble and/or class for at least one semester of the current school year.

- **Academic Achievement**—Candidates 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. Local chapters may raise these minimum requirements at the discretion of the chapter advisor.
- **Leadership**—Leadership roles in both school and community may be considered as long as they can be verified.
- **Service**—Service roles in both school and community may be considered as long as they can be verified. Service activities include any actions undertaken by the student that are done with or on behalf of others without any direct financial or material compensation to the individual performing the service.
- **Character**—For Tri-M consideration, character may be considered, but judgment should be free of speculation and rumor. One description of character is a person who demonstrates respect, responsibility, trustworthiness, fairness, caring, and citizenship. Chapters are encouraged to take this model and modify it to meet their local needs. Any definition used for candidate selection should be written into the chapter's local bylaws and referred to often.

Non-Selection—Tri-M membership is an honor bestowed upon a student as a privilege, not a right. Special efforts should be made to explain the selection process to those music students who are academically eligible yet not selected for candidacy.

Selection Review—Tri-M and MENC shall not review the judgment of the chapter advisor or any committee involved regarding selection of individual members.

Article X—Lapsed Membership

Lapsed membership is not a permanent dismissal.

Annual Review—Members and their eligibility for Tri-M membership may be reviewed on an annual basis. When and how these reviews are done shall be clearly outlined in the local chapter bylaws and shall be made available in a timely fashion to all members and their parents. 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.

Lapsed Member Rights—Lapsed members are allowed to retain all insignia items earned during the year or years that they met all Tri-M criteria. They retain the right to claim Tri-M membership during that year or those years of membership for the purposes of college applications, resumes, or other such documents.

Reinstatement—Lapsed members shall be reinstated upon once again meeting all Tri-M membership criteria established in these Tri-M Program Guidelines and outlined in any local chapter bylaws.

Article XI—Dismissal

Dismissal is a permanent revocation of Tri-M membership without the option of reinstatement.

Dismissal Responsibility—The chapter advisor, in compliance with these Tri-M Program Guidelines, shall determine the procedure for dismissal. Written documentation of the dismissal procedure shall be available to interested parties.

Dismissal Criteria—Dismissal is warranted by flagrant violation of school rules or criminal law. A member may be dismissed without warning.

Insignia Surrender—Any member who is dismissed due to flagrant violation of school rules or criminal law shall surrender all Tri-M insignia items to the chapter advisor.

Dismissal Appeal—A member who has been dismissed may appeal the decision. The 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.

Review of Appeal—Tri-M and MENC shall hear no appeals in dismissal cases.

C. CHAPTER PERSONNEL

Article XII—The Chapter Advisor

Primary Advisor—The primary chapter advisor:

- Shall be a member of the music faculty or the principal of that 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
- Has the option to designate co-advisors to assist with the operation of the chapter
- Shall be responsible for the actions of these designated co-advisors
- Has no term limit for being Tri-M advisor

Co-advisors—Co-advisors are selected by the primary advisor and can be any adult willing to help with the operation of the chapter. There is no limit to the number of co-advisors a chapter may have, but only the primary advisor will be listed with MENC.

Advisor Duties

- The chapter advisor shall select candidates for membership or oversee a faculty committee to select candidates for membership.
- 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.
- The chapter advisor shall maintain, or oversee chapter officers in maintaining, files on membership, chapter history, activities, and financial transactions.
- The chapter advisor shall attend all chapter executive committee and chapter meetings.
- The chapter advisor shall submit a previous year member count to MENC on the chapter activation form.
- The chapter advisor shall regularly review the actions of each member to ensure compliance with Tri-M standards and obligations.
- The chapter advisor shall help the chapter officers understand and carry out their duties.

Article XIII—Chapter Officers (positions may be modified or added at the discretion of the advisor)

Function—Chapter officers should act as chapter leaders, serve as role models for chapter members, and assist the advisor in the management of chapter affairs and activities.

Selection—The chapter officers may be nominated and elected by the chapter members, selected by the advisor, or selected by any other means decided by the chapter. Any method for chapter officer selection should be clearly outlined in the local chapter bylaws.

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. The job description of the chapter president may be edited or enhanced to meet chapter needs and should be clearly outlined in the local chapter bylaws.

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. The job description of the chapter vice president may be edited or enhanced to meet chapter needs and should be clearly outlined in the local chapter bylaws.

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 job description of the chapter secretary may be edited or enhanced to meet chapter needs and should be clearly outlined in local chapter bylaws.

Treasurer—The chapter treasurer shall keep an accurate record of all monies 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. He or she 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. The job description of the chapter treasurer may be edited or enhanced to meet chapter needs and should be clearly outlined in the local chapter bylaws.

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. The job description of the chapter historian may be edited or enhanced to meet chapter needs and should be clearly outlined in the local chapter bylaws.

Other Officers—Chapters may have additional officer positions if their chapter members or the chapter advisor deem it appropriate and necessary. The job descriptions of other officers should be clearly outlined in the local chapter bylaws.

Article XIV—Chapter Executive Committee

Composition—The chapter executive committee shall consist of the chapter officers and the chapter advisor.

Duties—The chapter executive committee shall supervise chapter affairs between business meetings, make recommendations to the chapter, and determine and perform other duties as specified in the local chapter bylaws.

Accountability—All actions and recommendations of the chapter executive committee shall be subject to the review of the chapter membership.

Responsibilities—The chapter executive committee shall be responsible for ensuring that chapter activities and procedures follow school policy and regulations.

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

D. CHAPTER ACTIVITIES

Article XV—Meetings

Times—Each chapter shall have regular meetings during the school year on days designated by the executive committee and in accordance with school policy and regulations.

Frequency—The frequency of the meetings (e.g., weekly, monthly, bimonthly) shall be designated in the local chapter bylaws.

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

Meeting Decorum—Chapters shall conduct meetings according to Robert's Rules of Order, Newly Revised (Perseus Publishing) in all points not expressly provided for in these Program Guidelines or the local chapter bylaws.

Article XVI—Local Activities

Chapter Projects—MENC recommends, but does not mandate, that each chapter determine one or more service projects for each year.

Chapter Participation—All members shall regularly participate in any chapter project(s).

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

Member Projects—MENC recommends, but does not mandate, that each member select a leadership project to complete during the current school year.

Member Project Examples

- 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 to the chapter utilizing a unique musical interest or talent.
- Lead a small ensemble in performance or perform as a soloist.
- Work on other advisor-approved music leadership projects.

Publicity—Each chapter shall publicize any projects in a positive manner through local, state, and national media where appropriate.

Article XVII—Regional Activities

Production—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.

Host Responsibility—A local chapter’s school, a school district, a state MEA, or other like entity must be designated as the host for any regional activity and be liable for all activities involved.

Promotion—All promotion of regional activities shall include the name of the Regional Activity Host responsible for the event. Regional activities may be listed as Tri-M activities as long as the responsible Regional Activity Host is listed in the title (e.g., “Kansas MEA Tri-M Conference”). Complete and submit a Tri-M Event Responsibility Form found on pg 50.

Liability—Unless MENC and Tri-M produce and manage an event, they shall not be held accountable for anything associated with that event.

Article XVIII—Liability

Insurance—Each Tri-M local chapter or Regional Activity Host is expected to confirm that their institution or organization maintains appropriate and sufficient levels of insurance to protect everyone involved in any Tri-M event for acts, omissions, and injuries arising directly or indirectly from their operations.

Accountability—MENC or Tri-M shall not assume or be liable, responsible, or accountable for damages or errors in judgment by Tri-M local chapters or by Regional Activity Hosts.

Binding Agreements—Tri-M local chapters or Regional Activity Hosts cannot make Tri-M or MENC an agent, legal representative, subsidiary, joint venture associate, partner, employee, or similar entity for any purpose whatsoever without the express written consent of Tri-M and MENC.

Obligations—Tri-M local chapters or Regional Activity Hosts are not authorized to make any contract, agreement, warranty, or representation; incur any debt or obligation on behalf of or in the name of Tri-M or MENC; or obligate MENC in any way without the express written consent of Tri-M and MENC.

E. NATIONAL, DIVISION, AND STATE CHAIRS

Article XIX—National Tri-M Advisory Council

Composition—The National Tri-M Advisory Council is an ex officio council comprising a national chairperson, an immediate past national chairperson, a national chair-elect, a division chairperson from

each of the MENC geographic divisions, and a state chairperson from each of the federated state music educators associations.

Purpose—The National Tri-M Advisory Council shall:

- Promote and encourage the participation by secondary schools and their students in the Tri-M Music Honor Society
- Support the continued growth of the Tri-M Music Honor Society
- Develop an agenda for council meetings to interpret the Tri-M Music Honor Society's goals and objectives as they apply to members and implement processes with which the council can accomplish its mission
- Act as liaison between local chapters, state MENC affiliates, MENC headquarters staff, and the MENC National Executive Board
- Implement a system that enhances communication between Tri-M participants
- Plan and coordinate activities at state, division, and national conferences for the promotion of the Tri-M Music Honor Society and the recognition of its members

Article XX—National Chairperson

Term—The national chairperson serves a two-year term in conjunction with the MENC president as the advisor of the Tri-M Music Honor Society and a consecutive two-year term as immediate past national chairperson.

Qualifications

- Full, active member of MENC
- Elected national chair-elect two years prior to taking office
- Individual who is or has been a successful Tri-M chapter advisor
- Fully acquainted with the Tri-M Music Honor Society and its structure, activities, and programs
- Interested in the growth of Tri-M as an essential facet in the recognition of student achievement

Responsibilities

- Serves as the chairperson of the National Tri-M Advisory Council
- Serves as a member of the MENC National Assembly
- Acts as a liaison with the national president of MENC
- Plans and implements functions of the Tri-M Music Honor Society in coordination with the MENC national office
- Maintains communication with the other chairpersons of the council, MENC staff, and chapter advisors
- Serves as the nominating committee chairperson for the election of the national chair-elect
- Develops the agenda and presides at the meeting of the National Tri-M Advisory Council held during the MENC National In-Service Conference
- Plans and coordinates the activities of the Tri-M Music Honor Society for the next MENC national conference

Article XXI—National Chair-Elect

Term—The national chair-elect is elected by the National Tri-M Advisory Council and serves a two-year term, in conjunction with the MENC president-elect, in preparation for a two-year term as the national chairperson and ultimately a two-year term as the immediate past national chairperson. This position

is a six-year commitment and follows the consecutive terms of the MENC president's obligations. Upon taking office, it is advised that the chairelect resign any other Advisory Council positions he or she holds at that time.

Qualifications

- Full, active member of MENC
- Able to assume the duties and responsibilities of the national chairperson in the event that the national chairperson is unable to fulfill his or her duties and responsibilities
- Division or state Tri-M chairperson within two years prior to holding office
- Individual who is or has been a successful Tri-M chapter advisor
- Fully acquainted with the Tri-M Music Honor Society and its structure, activities, and programs
- Interested in the growth of Tri-M as an essential facet in the recognition of student achievement

Responsibilities

- Serves as advisor to the national chairperson
- Acts as a liaison with the national president-elect of MENC
- Assists in planning and implementing functions for the Tri-M Music Honor Society in coordination with the MENC national office including possible activities during an MENC national conference or event
- Maintains communication with the other chairpersons of the council, MENC staff, and chapter advisors
- Serves on the nominating committee for the election of the national chair-elect
- Accepts other duties and responsibilities as assigned by the National Tri-M Advisory Council and the national chairperson
- Verifies the election results of the incoming national chair-elect.

Eligibility—Division and State Tri-M Chairpersons serving within two years prior to the election are eligible to hold the office of national chair-elect.

Nominating Committee—The outgoing national chairperson, national chair-elect, immediate past chairperson, and the division chairpersons shall act as the nominating committee for the election.

Nomination Process—The MENC national office shall distribute a list containing the names of the division and state chairpersons to the nominating committee on or before January 15th of the election year. Each member of the nominating committee shall return a first, second, and third choice for nomination to be received by MENC no later than February 28th of the election year. The chairpersons receiving the most nominations are informed prior to the election for their consent to run.

Voting—The process shall be conducted by a method consistent with MENC National election practices. An election is determined when a candidate receives the majority of votes. The elected candidate shall be declared the new national chair-elect for the coming biennium. According to the MENC Constitution and Bylaws, Robert's Rules of Order, Newly Revised governs all MENC national business meetings.

Article XXII—Immediate Past National Chairperson

Term—The immediate past national chairperson serves a two-year term in conjunction with the MENC immediate past president as an advisor to the Tri-M Music Honor Society.

Qualifications

- Full, active member of MENC
- Previous national chairperson

- Individual who is or has been a successful Tri-M chapter advisor
- Fully acquainted with Tri-M Music Honor Society and its structure, activities, and programs
- Interested in the growth of Tri-M as an essential facet in the recognition of student achievement

Responsibilities

- Serves as ex officio advisor to the National Tri-M Advisory Council
- Acts as a liaison with the immediate past national president of MENC
- Assists in planning and implementing functions for the Tri-M Music Honor Society in coordination with the MENC national office
- Maintains communication with the other chairpersons of the council, MENC staff, and chapter advisors including possible activities during an MENC national conference or event
- Accepts other duties and responsibilities as assigned by the National Tri-M Advisory Council and the national chairperson
- Serves on the nominating committee for the election of the national chair-elect

Article XXIII—Division Chairpersons

Term—Each division chairperson is appointed by his or her MENC division president to serve a two-year term in conjunction with the appointing president. The division chairperson serves as advisor and coordinator for the state chairpersons and state activities within his or her division while providing continuity and communication between the state and national levels.

Qualifications

- Full, active member of MENC
- Individual who has served as a state chairperson
- Individual who is or has been a successful Tri-M chapter advisor
- Fully acquainted with the Tri-M Music Honor Society and its structure, activities, and programs
- Interested in the growth of Tri-M as an essential facet in the recognition of student achievement

Responsibilities

- Serve as members of the National Tri-M Advisory Council
- Promote and coordinate activities of the Tri-M Music Honor Society at the division level
- Work with their MENC division president to further Tri-M within the division
- Assume responsibility for planning and implementing the activities and sessions for Tri-M members at division conferences
- Encourage leadership training for chapter advisors in the division to ensure proper operation and development of Tri-M Music Honor Society chapters
- Provide information concerning division activity of Tri-M to the national chairperson and MENC
- Encourage the formation of chapters within the division
- Serve on the nominating committee for the election of the national chair-elect
- Maintain a follow-up program, establish personal contact, and offer encouragement and assistance to all chapters in the division
- Encourage the appointment of qualified state chairpersons within the division

Article XXIV—State Chairpersons

Term—Each state chairperson is appointed by his or her state music educators association president to serve a two-year term in conjunction with the appointing president. He or she serves as advisor and coordinator for the chapter advisors and Tri-M activities within his or her state and provide continuity and communication between the chapter and state levels.

Qualifications

- Full, active member of MENC
- Individual who is or has been a successful Tri-M chapter advisor
- Fully acquainted with the Tri-M Music Honor Society and its structure, activities, and programs
- Interested in the growth of Tri-M as an essential facet in the recognition of student achievement

Responsibilities

- Serve as members of the National Tri-M Advisory Council
- Promote and coordinate activities of the Tri-M Music Honor Society at the state level
- Work with the state music educators association president to further Tri-M within the state
- Assume responsibility for planning and implementing the activities and sessions for Tri-M members at state conferences
- Encourage leadership training for chapter advisors in the state to ensure proper operation and development of Tri-M Music Honor Society chapters
- Provide information concerning state activity of Tri-M to division chairpersons and board of directors of the state music educators associations
- Encourage the formation of chapters within the state
- Maintain a follow-up program, establish personal contact, and offer encouragement and assistance to all chapters in the state
- Submit chapter news, articles, and reports concerning the Tri-M Music Honor Society to state journals and MENC
- Visit local chapters whenever possible

F. AMENDMENTS

Article XXV—Amendments

MENC and its executive staff may alter or amend these Tri-M Program Guidelines at any time.

For chapter fundraising ideas, please visit www.menc.org/tri-m.

Frequently Asked Questions

- ***Does our chapter have to pay an activation fee every year?***
Yes. Tri-M® chapters are expected to renew annually and update contact information.
- ***When must I renew my chapter?***
Tri-M chapters must renew their activation annually prior to the school year or in the fall of that school year.
- ***How do chapters obtain the funding for Tri-M fees and member materials?***
 - Chapters should request support from the school activity fund first. The Tri-M chapter activation fee should be considered on the same basis as organizations like NHS or NJHS. Member materials such as pins and certificates are often purchased through the school activity fund on the same basis as athletic letters.
 - Community organizations (PTA, Rotary, Kiwanis, or Lions Club, for example) sometimes provide funds for exceptional activities such as Tri-M.
 - Local businesses and parents may also donate tax-exempt funds for Tri-M through the Tri-M donor program (see information on the Tri-M activation form).
 - In a school where no financial provision is made, individual member fees may be collected, but shall not exceed \$20 (see Article III of the Tri-M Program Guidelines, pg 2).
- ***Does our chapter have to register our members' names with the national office every year?***
 - No. Member rosters are to be documented by each local chapter, but the national office will not maintain member names. Current chapter contact information is documented and is collected from chapter activation forms.
- ***What recognition items should members receive?***
 - All Tri-M members should have a Tri-M membership pin and membership card. In years after receiving a pin, members receive Tri-M member certificates and other Tri-M insignia items in recognition of their continuing membership. All membership materials are available through a current Tri-M catalog sent to all active chapters.
- ***How can I get a Tri-M catalog if I do not have one?***
 - Download the Tri-M catalog at www.menc.org/tri-m or call MENC at 800-336-3768 and request one from the Tri-M staff.
- ***I do not have a current Tri-M manual. How can I get one?***
 - All chapters should receive a Tri-M manual after activating. If you activate your chapter and do not receive a Tri-M manual, contact the Tri-M staff for your copy. Call MENC at 800-336-3768 to request a Tri-M catalog or download one from www.menc.org/tri-m.
- ***How many Tri-M manuals should I have?***
 - A chapter only needs one manual to reside with the advisor, but chapters may request or download additional copies to offer to co-advisors, the principal, assistant principals, the superintendent, the school system's legal counsel, or the chairperson of the local school board.

- ***How does the national office keep track of the total number of Tri-M members?***
 - The national office requests the previous year's member count of all renewing chapters on the chapter activation form. MENC determines a national average based on this information and the average is then applied to the number of active chapters for an estimated total member count. Due to privacy issues, individual student information is not collected.
- ***Who selects chapter members?***
 - The Tri-M advisor is responsible for candidate selection. Advisors may coordinate a faculty committee to designate Tri-M student candidates, or they may make the selections alone. (See Article IX of the Tri-M Program Guidelines, pg. 5)
- ***How can members be selected without controversy?***
 - NHS or NJHS students meet all the criteria of Tri-M membership if they participate in a music ensemble or class for at least one semester. Advisors may use these criteria for automatic candidacy. Other music students may be considered if they meet the minimum requirements stated in the Tri-M Program Guidelines and any local chapter bylaws (see Article IX of the Tri-M Program Guidelines, pg. 5).

- ***What are the minimum requirements for Tri-M candidate consideration?***

As the Tri-M Program Guidelines state, Tri-M members must maintain three criteria:

1. Music Participation—enrolled in a school-sponsored music ensemble and/or class for at least one semester.
2. Academic Achievement—at least a B grade average in music, and at least a C grade average in other academic subjects.
3. Character Strength—have demonstrated leadership, service, and character in their activities.

These minimum criteria outlined in the Tri-M Program Guidelines may be raised at the discretion of the chapter advisor and should be outlined in any local chapter bylaws. Refer to Article IX.

- ***What rules should all Tri-M chapters follow?***
 - The Tri-M Program Guidelines (pp. 2-14) include regulations that the national office expects each chapter to abide by. For anything not covered in these guidelines, Tri-M chapters are expected to adopt local chapter bylaws to define their chapter operation.
- ***Does our chapter have to develop local bylaws?***
 - It is strongly encouraged that bylaws be written in accordance with the Tri-M Program Guidelines define the limits of authority for the organization and give a sense of both order and purpose to the chapter's activities. Sample bylaws may be viewed on pg. 35 of the Tri-M manual.
- ***With or without bylaws, who has the final say in chapter affairs?***
 - Refer to the Tri-M Program Guidelines first. Any adopted local bylaws are referred to next. If no local bylaws are in place, or if the concern is not covered by either the Tri-M Program Guidelines or by local bylaws, the chapter advisor will determine policy for the chapter, understanding that the principal or the school administration has the power to veto the decision of a local chapter advisor.

- ***Will the national office step in to resolve a local issue?***
 - The national office will refer to the Tri-M Program Guidelines and exercise every influence to see that these guidelines are being followed, but if the issue is not addressed in the Tri-M Program Guidelines, the national office will refer any inquiries back to the chapter advisor for resolution.

- ***Does our chapter have to participate in community service?***
 - It is not mandated that chapters participate in community service, but it is highly recommended. If your music program is ever threatened by budget cuts, your service could rally the support of your community. Get your students involved and promote their activity every way possible!

- ***Can we offer service in partnership with other school organizations?***
 - Yes. MENC encourages chapters to partner with other groups such as NHS or NJHS to minimize the time required of our busy student leaders and increase the success of those projects.

- ***Where can I find ideas for community service?***
 - Some ideas for community service are listed on the Tri-M Web site, www.menc.org/tri-m under Chapter Activities. A search of the Internet should bring up many other ideas as well.

- ***How can we contact other Tri-M or MENC collegiate chapters?***
 - Some Tri-M Chapter Web sites and MENC collegiate Web sites are listed on the Tri-M Web site at www.menc.org/tri-m under “contacts,” but this listing is not comprehensive. Request that your chapter be included. Chapter locations near you can be requested from the Tri-M staff at 800-336-3768.

- ***Does our chapter have to use any ceremony text printed in the Tri-M manual?***
 - No. Not all chapters will find these scripts appropriate for the style of their membership. These scripts are provided as examples for your consideration.

- ***Does the chapter advisor have to be an MENC member?***
 - Membership is highly recommended and encouraged since MENC is the only association that addresses all aspects of music education, but membership is not mandatory to become a Tri-M chapter advisor.

- ***What do the M’s stand for in Tri-M?***
 - Modern Music Masters.

Record Keeping

Each chapter is expected to have the following information on file and available for review:

- The most recent Tri-M® manual, including the Tri-M Program Guidelines
- Local selection procedure description, including all forms used in the selection process and a list of member obligations once selected
- Local policies and procedures relating to the discipline and dismissal of members
- Local chapter bylaws
- Chapter membership lists (both present and past)

In addition, it is recommended that chapter files also contain the following:

- A copy of the chapter charter
- A history of the chapter (founding date, explanation of the chapter name, names of advisors and the years they served, etc.)
- Induction ceremony scripts
- Service project records detailing projects undertaken for school or community by the chapter in past years
- A current copy of the Tri-M catalog

To facilitate the development of the chapter filing system, consider using the following list of topics for your files:

- Advisor Duties/Job Description
- Attendance Policies/Charts
- Bylaws, Local
- Calendar
- Chapter Goals
- Charter
- Collegiate Network, MENC
- Discipline Policies
- Dismissal Procedures
- Fund-Raising Projects
- Induction Ceremonies/Scripts
- Meeting Agendas
- Member Responsibilities and Obligations
- Mentoring Guidelines
- National Tri-M Materials
- Officer Job Descriptions
- Projects: Character Development
- Projects: Leadership Promotion
- Projects: Scholarship Promotion
- Projects: Service/Chapter
- Projects: Service/Individual
- Recognitions and Scholarships
- Selection Procedures
- State Tri-M Activities
- Tri-M Network/Other Chapters Nearby

Trademark Policy and Logo Usage

Official Insignia

The insignia for the Tri-M Music Honor Society have been used since 1983 when MENC adopted Tri-M[®] as a program, and in decades prior as it functioned as the Modern Music Masters. The Tri-M Music Honor Society official insignia include a musical triplet in the shape of the letter M with the numeral 3 above it, representing the three initials of “Modern Music Masters,” the name from which Tri-M was derived. The design includes a music staff, a lyre, and a manuscript scroll representing proficiency and service in the field of music. This insignia is utilized in the official design for both the Tri-M senior and junior division logos.

The distribution of Tri-M Music Honor Society insignia is controlled exclusively by MENC: The National Association for Music Education (MENC). Active chapters will be allowed to order merchandise through the advisor. All official insignia products are listed in the current Tri-M catalog sent to all member schools.

The Tri-M Music Honor Society insignia are registered with the United States Patent and Trademark Office and cannot be duplicated without the expressed permission of MENC. The name “Tri-M” and both junior and senior insignia designs are also registered trademarks.

Tri-M Trademark Policy and Logo Usage Guidelines

All local advisors are responsible for protecting the use of all Tri-M trademark items. The MENC policy concerning the use of trademark material follows.

Active Tri-M chapters and Tri-M chairs are permitted to use trademark items on printed materials, promotional pieces, and displays that are not sold without obtaining approval from MENC. Commercial vendors are not permitted to use Tri-M trademarks on any goods offered for sale or otherwise unless they have been licensed by MENC.

Web Site Logo Usage

For Internet/Web Site development, active chapters may utilize the Tri-M logo as long as the following conditions are met:

- a. The “®” (registered trademark) appears next to the Tri-M Music Honor Society logo or words “Tri-M” when they first appear on the page.
- b. A footnote is added to the page where the “®” appears stating: “The Tri-M Music Honor Society logo and words Tri-M are trademarks of MENC: The National Association for Music Education (MENC). Unauthorized copying or use of said trademarks is strictly prohibited.”
- c. A printout of the usage described in (a) and (b) above is emailed to the national office at tri-m@menc2.org.

Web Site Links

Local chapters may establish links to the national Tri-M site at www.menc.org/tri-m. Please email the Tri-M staff at tri-m@menc2.org if your chapter has its own home page/Web site so that you can be included in the Tri-M chapter links on the Tri-M Web site.

Purchasing Membership Insignia Items

Membership insignia items are often purchased through the school activity fund on the same basis as athletic letters and presented to new members at the induction ceremony. Community organizations (the PTA, Rotary, Kiwanis, or Lions Club, for example) sometimes provide funds for the purchase of membership insignia items if school funds do not allow. Local businesses and parents may also donate tax-exempt funds for Tri-M membership insignia items through the Tri-M Donor Program (see information on the Tri-M activation form). In a school where no financial provision is made, individual members may purchase membership insignia items through the advisor.

The title to the membership insignia items remains with the chapter until the member has graduated. Any member who resigns or is dismissed due to flagrant violation of school rules or criminal law shall surrender the insignia to the chapter advisor. (If a member simply does not meet the academic or music criteria from one year to the next, he or she lapses in good standing and need not forfeit Tri-M insignia while not a member.) If the dismissed member refuses to surrender his or her insignia, that individual should be reported through normal school disciplinary channels. If the member paid for the membership insignia items, the chapter will reimburse the student for the original cost of the items.

A current Tri-M catalog with complete instructions for ordering supplies is sent to each chapter annually. Only current order forms should be used when ordering official membership insignia items. Chapters that do not have a current Tri-M catalog may obtain one by contacting the Tri-M staff at 800-336-3768, or through the Tri-M Web site, www.menc.org/tri-m.

Acceptance Form for Tri-M[®] Student Membership

(An additional option for member criteria—to be used at the discretion of the chapter advisor)

Instructions: Chapter advisors, if you opt to use this additional criterion for membership, photocopy this form for each candidate and complete Section A. Candidates read Section A, complete Section B, and return this form to the chapter advisor by the indicated date. Advisors may edit or embellish this form to reflect the candidate criteria listed in their local bylaws. Include the accompanying Tri-M Student Membership Acceptance Letter found on page 22 when using this form.

Section A: To Be Completed by Chapter Advisor

Return this completed form by _____ (date) to _____ (Chapter Advisor)

Section B: To Be Completed by the Candidate for Tri-M Student Membership

Name _____ Grade in School _____

Address _____

Member of: (Check all boxes that apply.)

Band Orchestra Chorus Other _____ (specify)

I understand that the minimum national criteria for Tri-M candidate consideration include: participation in a music class or ensemble at least one semester of this school year, a B grade or better in music and a C grade or better overall, and continued character strength that includes demonstration of service, leadership, and cooperation. I agree to maintain these minimum national criteria, and any other criteria this chapter determines, and I understand that my membership can lapse if any of these criteria are not maintained. _____ (student initials)

Are you considering teaching music as a career? Yes No

New Member Assignment — Each candidate for student membership is required to either:

1. Perform an approved vocal or instrumental solo, duet, or perform in a larger ensemble before the fellow chapter members.
2. Prepare an oral or written report on a musical topic in lieu of a performance.

As my new member assignment, I agree to: (Check the appropriate box.)

Perform a solo ~~—or—~~ Perform in an ensemble (specify ensemble type) _____

Title _____

Composer _____

Accompanist _____

Prepare an oral or written report

Musical Topic _____

Sources _____

I understand my acceptance as a member of the Tri-M chapter at _____ (school) is subject to returning this form to the chapter advisor and completing the assignment I have chosen above.

Signature of Applicant _____

Signature of Parent _____

(retain for chapter records)

An electronic version of this form is available upon request.

Sample Tri-M[®] Student Membership Acceptance Letter

(for parent notification and signature)

Instructions: Personalize this letter by replacing the text in parentheses with the appropriate information, and give the letter to the parent or guardian of each candidate for student membership along with an Acceptance Form for Tri-M Student Membership found on pg 21.

(Date)

Dear *(Parent/Guardian)*:

The Tri-M[®] Music Honor Society is an international program dedicated to the recognition of exceptional music students in grades 6–12 that meet the music, academic, leadership, and character criteria asked of every Tri-M member. Tri-M is a program of MENC: The National Association for Music Education, which is the largest arts education association in the world.

You will be pleased to know that *(name of student)* has been selected by the music faculty, chapter advisor, and student officers of Tri-M Music Honor Society Chapter *(number)* at *(school)* as a candidate for Tri-M student membership.

To become a member of the *(school)* Tri-M Music Honor Society, a candidate must fill out and return the enclosed acceptance form. The student's completed acceptance form will be given to the chapter advisor for approval and confirmation, at which time the student will become a member. Once achieving Tri-M membership, each student is expected to continue to meet the Tri-M criteria, or membership will lapse until those standards are once again met.

Each candidate for student membership is instructed in the aims, purposes, and programs of the honor society. After completing the acceptance form, the candidate will be inducted into the honor society as a new member at a formal membership presentation ceremony to which you and your friends will be invited. At that time, official Tri-M membership cards, pin emblems, and certificates will be presented to our members.

The enclosed acceptance form must be returned to the chapter advisor by *(date)*.

Sincerely,

(Chapter Secretary)
(Chapter Advisor)

An electronic version of this letter is available upon request.

Induction Ceremonies

The induction* of new members into the Tri-M® Music Honor Society, whether public or private, is an important event for the students, the chapter, and the school. Although each chapter's induction program will vary with local traditions and procedures, each chapter should stress music, scholarship, service, leadership, and character at its induction ceremony. The officers and members of the local chapter usually conduct the ceremony, but in the case of an initial induction, members of a nearby school may do so.

Planning Steps to Consider

Step 1: **Plan**

Schedule a meeting of the student officers and chapter advisor to plan the induction ceremony. Discuss everything from the notification of the inductees through the cleanup of the ceremony space. Allocate duties to current chapter members throughout the entire process.

Step 2: **Location**

Set the date, time, and place for your induction ceremony and reserve space. Traditionally, chapters schedule their ceremonies for after-school hours. Publish the information in your school and music department calendar.

Step 3: **Invitations**

Send invitations to school administrators, board members, faculty, parents, students, community officials, and local media to attend your prestigious event. Formal Tri-M invitations are available through the Tri-M catalog, but order them well in advance to assure delivery in time for invitations to be completed and delivered to your guests.

Step 4: **Tokens Of Membership**

Order Tri-M insignia items well in advance from the Tri-M catalog to assure delivery by your induction date. Traditionally, membership pin emblems and membership cards, along with other Tri-M insignia items, are presented at induction ceremonies. A formal printed program produced by your chapter will also be a favored keepsake for students and parents alike.

Step 5: **Guest Speakers**

Invite a school administrator, a school board member, and/or some other prominent member of your school or community to speak and to assist with your presentation. Give special recognition to these guest speakers by making them honorary members of your chapter during your ceremony. Tri-M Honorary Member packets are available through the Tri-M catalog.

Step 6: **Music**

Plan to include a musical program within your ceremony or include your ceremony as part of a music department concert. This is an excellent way to increase the exposure of Tri-M in your school and community.

*"Induction Ceremony" is preferred to "initiation" to assure that hazing, blackballing, or the like are not implied.

Step 7: History

Chapter history is a very appropriate segment of any induction ceremony. Local history, such as how long the chapter has been in existence and names of accomplished graduate members, can be blended with national Tri-M program history. Tri-M Alumni Achievement Recognition may be presented during this segment to honor any former members. (See pg 27 of this manual for more information on the Tri-M Alumni Achievement Recognition. To order an official Alumni Achievement medallion and certificate for presentation, see the current Tri-M catalog for details.)

Step 8: Rehearsal

As with any performance, rehearsal is vital for a successful ceremony. Rehearsal guarantees confidence in the presenters and assures the avoidance of any unnecessary glitches or time-consuming mistakes.

Step 9: Refreshments

Food is a great unifier. Groups that would otherwise be strangers can be brought together through refreshments. Parents and students can contribute, or local food establishments might make a donation in return for recognition in your program. A reception following your ceremony provides the chance to congratulate the inductees and allows time for visitors to find out more about your chapter.

Step 10: Records

Keep records of your induction ceremonies each year. Write out the scripts and maintain files. Many schools repeat the same ceremony each year; others choose to provide a new service at each induction. In either case, the written program may serve as a most appropriate gift to a new advisor at a neighboring school who does not know where to begin in developing a new ceremony.

Step 11: Promotion

Have your chapter historian write a news release, accompanied by photographs, about your chapter's induction ceremony to offer to school media, local media, and to the national office to publish. See the sample news release and photo consent form on pgs 33 and 34.

When preparing for your induction ceremony, the following list of past ceremony files or papers may be helpful to have on hand:

- Programs from past inductions
- Memos to inductees detailing responsibilities of inductees (to be handed out at a pre-induction information session)
- Details of the induction ceremony for all participants, including the custodians
- Order of the ceremony: a chronology of the event
- Map of the room in which the induction will take place detailing decorations, lecterns, sound system, etc.
- Past guest speaker's speeches (just in case they cannot find the time to develop their own!)
- Advisor's comments (for the same reason)
- Supply list
- Sign-up sheets for ceremony committees (e.g., refreshments, parent volunteers, etc.)
- Master list of all the documents needed for the occasion (a checklist for the ceremony organizers)

Tri-M[®] Member Recognitions & Scholarships

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.

Chapters that participate in the program will:

- Recognize chapter members for their exemplary musical talents, leadership skills, and service
- Inspire music students to achieve common goals
- Increase awareness of their school's music program
- Provide models of achievement for other Tri-M chapters
- Contribute to the growth of the Tri-M Music Honor Society

NATIONAL CHAPTER OF THE YEAR

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. All active chapters are eligible to participate.

For the 2010–2011 school year, the Chapter of the Year will have different guidelines for submission than in the past years. This submission process is under revision. Look for the new guidelines to appear online in Fall 2010. Each Tri-M chapter should continue to keep track of activities, service projects, etc., for inclusion in their Chapter of the Year submission.

National Chapter of the Year Scholarships

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. The scholarships are as follows:

<u>Chapter Winner</u>	<u>Senior Division</u>	<u>Junior Division</u>
Chapter of the Year	\$1,000.00	\$800.00
1st runner-up	\$800.00	\$600.00
2nd runner-up	\$600.00	\$400.00

The Tri-M National Chapter of the Year (Senior and Junior) also receives an engraved permanent service plaque.

The following procedure was developed by MENC:

- Deadline: April 23, 4pm EST. The submission process is under revision and new guidelines will be announced in Fall 2010.
- Points earned are subject to approval or confirmation by the national office.
- Activities from May 1 of the previous year may be included in the National Chapter of the Year application, but only if the Tri-M chapter was active last year as well as this year.
- Winners are notified as soon as possible.
- Chapter advisors from the winning chapters select student members to receive the summer music scholarships. Students selected to receive the scholarship must be members of Tri-M. The chapter advisor may divide the scholarship among selected recipients.
- By June 2nd, the national office must receive the following from each student scholarship recipient:
 1. A completed National Chapter of the Year Scholarship Recipient Resume (see pg 29),
 2. A copy of the music camp application*
 3. A photograph to be used in news releases
- A chapter that has been named National Chapter of the Year for two consecutive years may compete the following year but cannot win. If a chapter has the most total points for three years in a row, they will receive a National Chapter of the Year certificate, but will not be eligible for scholarships or plaques. After a one-year interim, that chapter will again be eligible to win National Chapter of the Year scholarships or plaques.

* Private music instruction may be substituted for a music camp with the approval of the chapter advisor and the national office.

STATE RECOGNITION

MENC State affiliates are strongly encouraged to recognize exceptional Tri-M chapters from their state. Any state recognition or scholarships would be at the option of MENC state affiliates and is not required by MENC. The process to select exceptional Tri-M chapters for recognition will be determined by that state affiliate, but in doing so, MENC recommends that states utilize National Chapter of the Year criteria.

Following selection of the National Chapter of the Year, MENC will forward a state list of participants to the state president and Tri-M chair to assist their recognition efforts. This list will be in rank order according to National point evaluation forms submitted for the year. Each state affiliate may consider or disregard this list when seeking to recognize their finest Tri-M chapters.

TRI-M MEMBER RECOGNITION PATCHES

Tri-M advisors have the opportunity to validate the leadership qualities of their most active and accomplished members by presenting official Tri-M Member Recognition Patches. Patches for exceptional musicianship, leadership, service, or honor ensemble participation are available for purchase from the current Tri-M Catalog. Following is the criteria each advisor should consider when selecting students to receive a Tri-M recognition patch.

Master Musician – Recognition for the Tri-M member who excels in music; is highly qualified as a performer with a basic knowledge of music theory; has achieved success in the performance field; and has been particularly active in performing in school and community functions.

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.

TRI-M ALUMNI ACHIEVEMENT

Most Tri-M members continue on to great success after high school. They become influential leaders and role models in their profession bringing great distinction and pride to their former Tri-M chapter and school.

MENC encourages every Tri-M chapter to publicly celebrate the successes of their Tri-M alumni. Doing so promotes the exceptional qualities and potential of Tri-M student members and the value of the Tri-M program to school and community.

The current advisor of the chapter will determine which Tri-M alumni are to receive the official Tri-M Alumni Achievement medallion and certificate. The advisor should consider recommendations from former advisors, chapter members, community leaders, and school officials to make their decision, but the final selection will be left to the current advisor.

A specially designed Tri-M Alumni Achievement medallion and certificate packet is available for purchase through the current Tri-M catalog. A formal presentation of these items should take place during an induction ceremony, in conjunction with another school event, or as a stand-alone presentation. This ceremony should be promoted locally and reported to the national office.

See a sample Alumni Achievement invitation letter on pg 30.

HONORARY MEMBERSHIP

Chapters shall reserve the right to bestow honorary membership 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 membership is presented by the chapter advisor in recognition of achievement and/or outstanding service rendered to the chapter in keeping with the purpose of the Tri-M Music Honor Society.

A specially designed Honorary Member gold key pin, certificate, and card are available for purchase through the current Tri-M catalog. A formal presentation of these items should take place during an induction ceremony, in conjunction with another school event, or as a stand-alone presentation. This ceremony should be promoted locally and reported to the national office.

See a sample Honorary Member invitation letter on pg 31.

National Chapter of the Year

SCHOLARSHIP RECIPIENT RESUME

(Only necessary for National Chapter of the Year scholarship recipients.)

Instructions:

Photocopy this form for each student selected to receive a Chapter of the Year scholarship. **Send completed form**, a **copy of the music camp application** (if used), and **photograph** of each student by June 2nd to the Tri-M® national office. Students receiving scholarship monies should send a **description of their summer music activities** to the Tri-M national office no more than one week after the conclusion of study.

To be filled out by Student Recipient:

Summer Music Scholarship Information:

Pay to the order of _____

(Give complete name of institution, instructor, or parent to whom the check is to be made payable — check cannot be paid to student.)

Camp Attending or Private Instructor Name _____

Address _____

(Where check should be sent: institution's, instructor's, or parent's address)

City _____ State _____ Zip _____

Student Recipient Information:

Name _____ Year in School _____

School _____ Chapter No. _____

City _____ State _____

To be filled out by Chapter Advisor: (required)

Indicate scholarship amount to be sent to above address \$ _____

Reasons student was selected to receive scholarship: _____

Chapter Advisor (Sign)

Chapter Advisor (Print)

(Date)

Advisor Work Phone _____ Advisor Work E-mail _____

List any additional pertinent information on another sheet of paper.

Sign and send to:
MENC: Tri-M Chapter of the Year
1806 Robert Fulton Drive
Reston, VA 20191-4348

Sample: Tri-M[®] Alumni Achievement Invitation

Instructions: Personalize this letter to meet your chapter's needs and replace text in parentheses with appropriate information. Give this letter, or one like it, to each alumni member your chapter wishes to include.

(Date)

Dear *(Alumni Member)*:

The Tri-M[®] Music Honor Society, a program of MENC: The National Association for Music Education, is proud that most graduating Tri-M members continue on to great success after high school. Tri-M alumni become influential leaders and role models in their profession bringing great distinction and pride to their former Tri-M chapter and school.

MENC encourages every Tri-M chapter to publicly celebrate the successes of their Tri-M alumni. Doing so promotes the exceptional qualities and potential of Tri-M student members and the value of the Tri-M program to school and community.

Because of your continued career success and inspiration to our student musicians at *(school)*, the members of Tri-M Chapter *(number)* are proud to offer you the Tri-M Alumni Achievement medallion and certificate. We would like to present this recognition at our next induction ceremony on *(date)* at *(time)* in *(place)*.

Please consider our request and, whether or not your schedule permits you to be with us, we hope you will allow us to use your name as part of our program. Your response by *(date)* will be appreciated.

Sincerely,

(Chapter Secretary)

(Chapter Advisor)

An electronic version of this sample invitation is available upon request.

Sample: Honorary Membership Invitation

Instructions: Personalize this letter to meet your chapter's needs and replace text in parentheses with appropriate information. Give this letter, or one like it, to each honorary member your chapter wishes to include.

(Date)

Dear *(Honorary Member)*:

The Tri-M® Music Honor Society, a program of MENC: The National Association for Music Education, recognizes music students for their efforts and accomplishments in music on the basis of musicianship, scholarship, character, leadership, and service to their school and community. The organization's high standards serve to challenge students to greater effort and achievement and to encourage the pursuit of excellence.

Tri-M encourages chapters to grant honorary membership to dedicated adults who are active in furthering the cause of music and music education and who have contributed to local, national, or international musical culture. Throughout Tri-M's more than fifty-year history, a number of impressive musicians, music supporters, and music enthusiasts have become honorary members.

Because of your dedication to music, and as an inspiration to our student musicians at *(school)*, the members of Tri-M Chapter *(number)* are proud to offer you Honorary Tri-M Membership in our chapter. We would like to present this membership at our next induction ceremony on *(date)* at *(time)* in *(place)*.

Please consider our request and, whether or not your schedule permits you to be with us, we hope you will allow us to use your name as part of our program. Your response by *(date)* will be appreciated.

Sincerely,

(Chapter Secretary)

(Chapter Advisor)

An electronic version of this sample invitation is available upon request.

Tri-M[®] News

The *Tri-M News*, a newsletter for and about members of the Tri-M Music Honor Society, is published twice annually (Fall and Spring) by MENC: The National Association for Music Education.

This publication communicates information about chapter activities, current Tri-M events, and subjects of interest to Tri-M members.

Chapters are encouraged to send articles, reports, and photographs promoting their chapter's activities and members' accomplishments to the MENC national office. All materials sent to the national office should be approved by the chapter advisor and clearly identified with the following labels:

1. Names of members involved
2. School name
3. School address
4. Chapter number
5. Caption and photo credit/photographer's name (for photographs)

The deadlines for submissions for the *Tri-M News* are August 15 for the Fall issue and January 9 for the Spring issue.

Send materials to:

Tri-M News

MENC: The National Association for Music Education

1806 Robert Fulton Drive, Reston, VA 20191-4383.

Fax to 703-860-9404 or e-mail Tri-MNews@menc2.org.

Tri-M E-News

The *Tri-M E-News* is a monthly e-newsletter which includes a featured article, current news and events, helpful tips, and chapter spotlights.

Chapters are encouraged to send (electronically) articles, reports, and photographs promoting their chapter's activities and members' accomplishments to MENC headquarters. All active Tri-M advisors may receive this online publication to share with their chapter members. As this is an ongoing newsletter, there is no deadline throughout the year for submissions to *Tri-M E-News*. Send submissions to Tri-MNews@menc2.org.

Sample: News Release

Chapters are encouraged to provide news releases to school, community, state, and national media on a regular basis. News releases provide information about the exceptional activities of Tri-M® chapters and the Tri-M Music Honor Society. This publicity offers Tri-M chapters the opportunity to receive well-earned recognition for their achievements.

This sample news release is an example of how to introduce your chapter to the public.

For Immediate Release, *(date)*

Contact: *(chapter advisor)*

Phone: *(number)*

Music Honor Society Launched at *(school)*

The Tri-M® Music Honor Society, the honor society for secondary school music students, announces the chartering of a new chapter at *(school)* in *(city)*, *(state)*, under the leadership of *(chapter advisor)*.

The formation of this chapter signifies the school's recognition of the importance of the arts in the development of a comprehensive educational program. The Tri-M Music Honor Society provides a means of recognizing the efforts and achievements of music students who volunteer their time and share their musical talent with others. Since 1952, almost 5,000 Tri-M chapters have been chartered in the United States and abroad, and current membership exceeds 50,000.

The goal of the Tri-M Music Honor Society is to foster greater interest in band, orchestra, and choral performance and to provide more opportunities for personal musical expression. Students are selected for membership in the honor society on the basis of musicianship, scholarship, character, leadership, and service to their school and community. The organization's high standards serve to challenge students to greater effort and achievement and to encourage them in the pursuit of excellence.

In 1983, the Tri-M Music Honor Society became a program of MENC: The National Association for Music Education. MENC, among the world's largest arts education organizations, is the only association that addresses all aspects of music education. Through membership of more than 75,000 active, retired, and pre-service music teachers, and with 60,000 honor students and supporters, MENC serves millions of students nationwide through activities at all teaching levels, from preschool to graduate school. Since 1907, MENC has worked to ensure that every student has access to a well-balanced, comprehensive, and high-quality program of music instruction taught by qualified teachers. MENC's activities and resources have been largely responsible for the establishment of music education as a profession, for the promotion and guidance of music study as an integral part of the school curriculum, and for the development of the National Standards for Arts Education.

For more information about Tri-M or MENC, visit the Web site at www.menc.org/tri-m or call the MENC office at 800-336-3768.

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An electronic version of this sample news release is available upon request.

Sample: Photo Consent and Release Form

Following is a sample photo release you may consider if your school does not already provide one. This version is developed for a minor, but could be adapted to use as an adult photo release as well.

I, _____, give consent to
(Parent/Guardian Name)

Tri-M Chapter # [chapter number] at [school name], or any party authorized by Tri-M Chapter # [chapter number] at [school name], to use (circle one) **my son's/my daughter's** photograph taken in connection with

_____ on _____ at _____
(name of event) (date) (location)

for any Tri-M purpose including, but not limited to, use in publications (periodicals, books, brochures, etc.), video and audio productions, advertising and promotional materials, or other media.

I release Tri-M Chapter # [chapter number] at [school name], from any and all liability that may arise in connection with such use.

I am the parent or legal guardian of the child named below and have the legal authority to execute this consent and release.

Signature of Parent/Guardian: _____

Relationship to Child: _____

Child's Name: _____

Date of Signature: _____

Sample: Bylaws for Tri-M[®] Local Chapters

All Tri-M chapters function under the governing policies of the Tri-M Program Guidelines (see PP. 2-14). Only MENC staff is allowed to amend the Tri-M Program Guidelines.

These sample bylaws have been written in accordance with the Tri-M Program Guidelines and may be used as an example by Tri-M chapters. Each chapter is expected to amend, revise, and amplify these bylaws in simple, direct language with information and procedures pertinent to the chapter's operation. When complete, these bylaws should define the limits of authority for the organization and give a sense of both order and purpose to the chapter's activities.

Preamble

We, the members of the _____ (*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 these bylaws 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 _____ (*number*) at _____
(*school*).

Article II—Division

This chapter will be a _____ (*Senior or Junior*) chapter of the Tri-M Music Honor Society. Members will be _____ (*Senior or 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
- 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
- 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 MENC, 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 _____ (*number*) at _____ (*school*) will act by majority vote of those present at any annual, regular, or special meeting.

As a program of _____ (*school*), this Tri-M chapter understands that the principal and school administration have the power to veto any local Tri-M decisions.

Only MENC has the power to amend or revise the Tri-M Program Guidelines.

Article V—Membership

Section One—Membership Classes

Members shall be Active, Alumni, or Honorary.

Section Two—Active Membership

A. Requirements

Candidates for active student membership shall be chosen by (*select one*) the chapter advisor/a faculty committee made up of _____ (*number*) faculty members appointed by _____ (*advisor/principal*). Candidates for active student membership shall be chosen from those students enrolled in the music department at _____ (*school*). Candidates, at the time of their selection, shall meet the following requirements:

- They must have enrolled in a music ensemble and/or class for at least one semester of the current school year at _____ (*school*);
- They must exhibit leadership, service, and character in their activities while at _____ (*school*); and
- 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.)

B. Public Notice

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.

C. Lapsed Membership

Members and their eligibility for Tri-M membership (*shall/shall not*) be reviewed on an annual basis to consider their continued participation in the Tri-M program.

(If reviewed annually) These reviews shall be done *(at what part of the school year)*, by *(advisor/committee of _____ (number) faculty/committee of _____ (number) students/other)*. The review shall confirm the member's enrollment in a _____ *(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 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. A written documentation of the dismissal procedure shall be available to interested parties.

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.

E. Dismissal Appeal

A member who has been dismissed may appeal the decision. The 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 Three—Alumni Membership

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

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, 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 One—Committee Members

The executive committee of this chapter will consist of a chapter advisor and student officers.

Section Two—Chapter Advisor

The chapter advisor of this chapter shall be a teacher in the music department at _____ (school). This chapter will (have/not have) co-advisors appointed by the advisor to assist with chapter operations.

Section Three—Student Officers

The student officers of this chapter will include a president, vice president, secretary, treasurer, historian, _____ (other).

Section Four—Quorum Requirement

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

Article VII—Duties of the Executive Committee

Section One—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 Two—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 Three—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 Four—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 Five—Treasurer

The treasurer of this chapter will 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. 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 Six—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—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.

Article IX—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 X—Meetings

Section One—Planning

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

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 _____ (number) scheduled meetings of this chapter per year as 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 at least _____ (number) public induction ceremony/ceremonies 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 law of the organization.

Article XIII—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 by chapter membership and school administration approval for adoption.

An electronic version of this sample bylaw text is available upon request.

Sample: Presentation of Charter and Installation of Chapter Officers

Not all chapters will find this script appropriate for the style of their membership, but it can serve as an example if a Presentation of Charter and/or Installation of Chapter Officers ceremony is held. If using this script, fill in the spaces with the appropriate information.

Presentation of Charter

New Chapters Begin Here

Administrator: _____ (chapter advisor), it is my pleasure to present to you, as chapter advisor, the Charter of Chapter _____ (number) of the Tri-M® Music Honor Society at _____ (school). It will be your responsibility as chapter advisor to guide the chapter in accordance with the Tri-M Program Guidelines in a manner consistent with the aims and purposes of the Tri-M Music Honor Society and of _____ (school).

Chapter Advisor: As chapter advisor of Chapter _____ (number) of the Tri-M Music Honor Society at _____ (school), I accept this Charter and my responsibility as chapter advisor.

Installation of Chapter Officers

Established Chapters Begin Here, New Chapters Continue

Chapter Advisor: _____ (president), please step forward. I hereby install you as president of the Tri-M Music Honor Society, chapter _____ (number). As president, you will lead the members toward the attainment of the goals of this chapter and the Tri-M Music Honor Society, preside at all meetings of the chapter and of the executive committee, participate in the induction ceremony for new members, and, along with fellow officers, hold an election to appoint new officers to preside the following year.

President: I, _____ (president), accept the responsibilities of the office of president.

Chapter Advisor: _____ (vice president), please step forward. I hereby install you as vice president of Chapter _____ (number). It will be your responsibility to preside at all meetings of the chapter in the absence of the president and assist the president in chapter leadership. If programs, special projects, and activities are planned in addition to the membership presentation ceremony, you as vice president will also serve as program chairperson.

Vice President: I, _____ (vice president), accept the office of vice president and assume the responsibilities of the office.

Chapter Advisor: _____ (secretary), please step forward. I hereby install you as secretary of Chapter _____ (number). As secretary, you will be responsible for all correspondence of the chapter, serve as social chairperson, and keep an accurate record of attendance, minutes, and all transactions and meetings of the chapter.

Secretary: I, _____ (secretary), accept the office of secretary with determination to fulfill my duties conscientiously and promptly.

Chapter Advisor: _____ (treasurer), please step forward. I hereby install you as treasurer of Chapter _____ (number). Your duties as treasurer will be to keep an accurate record of all monies received and disbursed, any membership fees paid to the honor society, and all membership pin emblems, cards, certificates, and insignia items secured from the national office. You will report at each meeting the receipts, disbursements, and cash balance on hand; be prepared to have the chapter advisor audit your records at the end of each semester; and serve as membership chairperson.

Treasurer: I, _____ (treasurer), accept the office of treasurer and will fulfill the duties of my office honestly and accurately.

Chapter Advisor: _____ (historian), please step forward. I hereby install you as historian of Chapter _____ (number). Your duties as historian will be to keep a comprehensive record of all programs given by your chapter and its members, including pictures and news clippings; serve as publicity chairperson; and compile the chapter's entry for Chapter of the Year.

Historian: I, _____ (historian), accept the office of historian and will strive to fulfill the duties of my office thoroughly and carefully.

Sample: Induction Ceremony— Traditional Version

Not all chapters find this script appropriate for the style of their membership, but it can serve as an example to consider if an Induction Ceremony is presented. Instructions are in brackets.

Induction Ceremony

Chapter Advisor: *[Rises and welcomes audience to ceremony. Introduces self, chapter president, and all other prominent individuals present at ceremony. Individuals rise when introduced. After introduction, all are seated.]*

President: *[Rises.]* Ladies, gentlemen, and fellow students, we welcome you to this important occasion. Today we will formally induct a number of students who have met the necessary Tri-M[®] criteria and have accepted invitations to become active members of the Tri-M Music Honor Society. We will also recognize the continuing members of our chapter and our graduating members as alumni of Tri-M. At this time, I wish to introduce the student officers of our chapter, _____ is the vice president, _____ is the secretary, _____ is the treasurer, and _____ is the historian. *[Each officer stands as his or her name is called. After the introduction, each officer sits.]*

I will now ask _____, our chapter treasurer, to present the candidates for student membership. *[Sits.]*

Treasurer: *[Rises.]* These music students have been carefully selected on the basis of scholarship, character, leadership, and service. Scholarship represents scholastic achievement and open-mindedness toward knowledge and truth. Character emphasizes a devotion to high ideals and recognizes no barriers between people of diverse backgrounds. Leadership guides us to greater undertakings, and service encourages assistance and kindness to others. *[Sits.]*

President: *[Rises.]* We will now describe the meaning of the name Tri-M for the candidates for student membership. *[Pauses while vice president and secretary rise.]*

The name Tri-M was derived from the original name of our honor society, Modern Music Masters. The vice president and secretary will speak of the first letter M, which signifies modern.

Vice President: That which is new in any age is called modern. It is only in looking back that descriptions such as old, classical, or romantic are given to those art forms that had formerly been accepted as modern.

Secretary: Let us remember that we should study the past to effectively plan our future. This is a youth organization, and with each succeeding year, its membership will be made up of young people such as you. Therefore, our society will never grow old, but will be eternally modern. *[Vice president and secretary take their seats.]*

President: The second letter M signifies music. The treasurer and historian will explain this second symbol. *[The historian and treasurer rise.]*

Treasurer: According to *The Random House Dictionary of the English Language*, “music is the art of sound that expresses ideas and emotions in significant forms through the elements of rhythm, melody, harmony, and color.”

Historian: Music was present even before there was written language, and from that time to the present, it has been a source of communication. Music is the universal language.
[Treasurer and historian take their seats.]

President: The third letter M signifies masters. In the art field, the custom has been to give the title of master to those who have achieved a high degree of proficiency. *[Looks at candidates.]* You have met the criteria as a Tri-M candidate for student membership. As “masters,” you now have increased your opportunities to serve your school and community.

A member of the Tri-M Music Honor Society is one who sets a good example, is always willing to assist those students who are striving to better themselves in the music department, and always remembers that real honor brings responsibility. May you accept this honor of membership and the responsibility that is now vested in you, and wear your pin emblem with pride. *[Turns to Treasurer.]* Please explain the meaning of the Tri-M membership emblem. *[Sits.]*

Treasurer: *[Rises and points to the Tri-M emblem, if available.]* The Tri-M emblem was designed to symbolize the function and purpose of the honor society. The music staff, the lyre, and the scroll represent the members’ proficiency and service in the field of music. The triplet figure in the form of an M symbolizes the three M’s in the name Modern Music Masters, from which the society’s name was derived. *[Junior division chapters add the following phrase: “The Jr. above the triplet figure designates the Junior division of Tri-M”.]* *[Sits.]*

President: *[Rises and looks at the candidates.]* Will all the candidates for student membership please rise and repeat the pledge to show your willingness to carry out the principles of the Tri-M Music Honor Society?

[Begin pledge.] We, the members of the _____ (school) music department, *[pause]* in order to foster a greater continued interest *[pause]* and a desire for excellence in music performance; *[pause]* to encourage appreciation and awareness in listening to music; *[pause]* to promote wider opportunities for sharing joy through music *[pause]* both within our school and within our community; *[pause]* to advance the spirit of good music and musical knowledge; *[pause]* and to enhance the reputation of our school as a center for musical enrichment; *[pause]* accept the honor now granted to us.

[End of pledge.]

It is my pleasure to present each of you with your Tri-M pin emblem and your membership card.

Secretary: *[Rises.]* The following candidates for student membership have qualified to become new members of the Tri-M Music Honor Society.

[Looks at the candidates for student membership.] As your name is read, please come forward to receive your membership pin emblem and card and then return to your seats. *[Reads the names of each candidate.]* Chapter advisor presents the pin emblems, and the president or treasurer presents the membership cards. The

secretary waits until each candidate has received his or her pin emblem and membership card before reading the next candidate's name.]

President: I now officially congratulate and welcome you as new members of Chapter _____ (number) of the Tri-M Music Honor Society. May you remember this occasion and strive to live up to the aims and ideals of this organization.

[New members return to their seats.]

President: I now ask our chapter advisor to come forward. *[Sits.]*

Chapter Advisor: *[Rises and addresses new members.]* It is a pleasure to read the congratulatory message from the Tri-M Music Honor Society national leadership to the new members of Chapter _____ (number).

Dear inductees, congratulations on your induction into the Tri-M Music Honor Society. Your nomination for membership is based on your musicianship, academic qualification, and demonstrated leadership. You may take great pride in this achievement, which unites you with thousands of other student members throughout the world. As you were instructed during the presentation ceremony, “We should study the past to effectively prepare for our future.” With that thought in mind, you are now in the unique position of being able to pass on the “torch of your musical knowledge” to colleagues and future beneficiaries of musical arts. May you wear your Tri-M pin with pride and dignity as you continue to demonstrate the value of music in your life and share your gift with your school and community. Welcome to the Tri-M family.

[Pauses, and then, if applicable, looks at the continuing members.] At this time, the continuing members of Chapter _____ (number) will be recognized for their dedicated service and for upholding the standards and ideals of the Tri-M Music Honor Society. We will now present certificates of continuing membership to the continuing student members of Chapter _____ (number). Will continuing student members please rise? *[Turns to secretary.]*

Secretary: *[Rises.]* The following students will continue their membership in the Tri-M Music Honor Society and will remain distinguished members of Chapter _____ (number). As your name is read, please rise and come forward to receive your certificate of continuing membership.

[Secretary reads the names of each continuing member. The chapter advisor presents the certificate to the continuing members. Secretary waits until the student has received his or her certificate before going on to the next name.]

Chapter Advisor: I now officially congratulate and recognize you as continuing student members of Chapter _____ (number). You have supported the ideals and aspirations of the Tri-M Music Honor Society through your continued community service and participation in solo and ensemble performance at _____ (school) and in our community. *[Sits.]*

The ceremony may continue with the following:

1. Recognize new honorary members and Alumni Achievement recipients (if not previously mentioned).
2. If the induction ceremony is part of a music department program, continue with the concert.

3. If the induction ceremony is a separate event, continue with any student musical performances. Give names of performers and selections.
4. Invite the audience to a reception given by the members of the chapter.

President: *[Rises.]* On behalf of the Tri-M Music Honor Society, I want to thank our chapter advisor, _____, the officers, and all who have made this induction ceremony such a great success. We also appreciate the attendance of parents and guests.

For chapter activities and community service ideas please
visit the Tri-M website at www.menc.org/tri-m

An electronic version of this script is available upon request.

Organizing Regional Tri-M[®] Conferences

(City, District, County, State, or Division)

Tri-M chapters are encouraged to offer regional (e.g., citywide, district, county, state, division, etc.) activities, sessions, conferences, and leadership opportunities for area Tri-M students. A local chapter's school, a school district, a state MEA, or other like entity must be designated as the host for any regional activity. That host is responsible for all aspects of the event including adequate insurance coverage. To be promoted as a Tri-M activity, all promotion for the event must include the name of the responsible host (e.g., "Kansas MEA Tri-M Conference"). Unless MENC and Tri-M produce and manage an event, they shall not be held accountable for anything associated with that event.

Tri-M regional event organizers should complete and submit a copy of the Tri-M Event Responsibility Form found on pg 50 of this manual to the MENC Student Programs Manager as soon as possible to update national office records. For liability concerns, please refer to the liability statement on pg 51.

Those who wish to organize a regional conference should consider what follows:

Good conferences include:

- A purpose and theme developed around a contemporary issue
- A well-organized schedule
- Quality presentations by speakers or panels
- Music performances
- Leadership training sessions
- Student-led discussion sessions on school and chapter issues
- Entertainment or tours to balance the business sessions
- Seminars on topics such as music careers, finance, officer duties, projects, induction ceremonies, and selection procedures
- Sessions for advisors

Organizing Conferences

Planning a successful conference, whether on the local, state, or divisional level, depends on the details. Set out to brainstorm with a planning committee, not just to find great speakers, but also to mentally walk through a conference from start to finish and think of all the detailed specifics of the meeting. To assist in planning an outstanding conference, here are some guidelines and suggestions.

What audience will be attending?

Students, advisors, faculty, parents? Each requires different programming. If the attendees are from two or more of these audiences, a wide variety of issues will need to be addressed.

What is the purpose of the conference?

Awards, education, recognition, networking, fun? Again, each purpose has specialized activities associated with it. A conference may include all of these—in fact, using several offers a sense of balance at a conference.

Develop a conference theme around the purpose and audience.

Try not to make the theme too “cute,” but do make it catchy. A theme should be short and intertwined throughout the conference so that it will be memorable.

Develop an appropriate, well-organized schedule.

Duration of a conference can be one to several days, during school or on weekends, or over a holiday. Determine which is the most effective for your situation.

Remember your audience when planning the schedule. Leave time between functions to change rooms, stretch, obtain meals or snacks, and use the restroom facilities.

Most conferences are held in high schools or other campus facilities. Special considerations must be made when working with a school. Make sure the proper steps are taken to secure the needed space and school support personnel for operation. If your conference is hotel-based, a contract will be an important part of your planning and will secure the services of a well-trained member of the hotel's staff to assist in all of the details of the meeting.

Take into consideration the rooms you will be using—their capacity, multi-media availability, and proximity to each other.

Make sure to plan enough rooms for the size audience you expect. Check the facility and rooms you will use to make sure there are enough chairs or desk space, eating facilities (if needed), restrooms, and other accommodations for special needs you may have.

Plan programming for the conference.

Again, remember your purpose and audience. Develop topics, speakers, training sessions, and discussion groups that fulfill your purpose and are directed toward your audience.

Workshop topics should be varied, ranging from serious to fun activities. If networking is one of the purposes, build it into the programming and also leave time for informal networking.

Presenters and speakers should be varied. Use both students and adults whenever possible. Students can share ideas and experiences that are valuable to other students and adults. Adults can offer expertise and guidance in specialized topics.

Develop an evaluation form to determine if the conference programming met the needs of the audience. This information will assist in reviewing the conference and also in planning the next.

Delegation of conference responsibilities.

A steering committee should be set up to oversee the planning and implementation of the conference. The steering committee is responsible for planning all of the items above.

Other sub-committees should be set up to cover the main portion of the conference. This will allow for more involvement, but more importantly, it will give more people the opportunity to give input and lessen the chance of an important detail being missed. The steering committee is ultimately responsible for the success of a conference and should carefully track the progress of each committee. Some conference responsibilities that could be delegated follow.

- **Registration**—Includes development of all registration related materials (tickets, name badges, etc.) and personnel for actual registration. Donations, such as pens, paper, candy, etc., from local businesses can be procured for inclusion in the registration packet.

- **Publicity**—Includes publicizing the event before, during, and after the conference with posters, signs, announcements, press releases, etc.
- **Program Committee**—The program committee develops a printed program that includes the conference schedule to be handed out at registration. The program can be copied or printed, bound or in a three-ring binder.
- **Food**—The food committee coordinates the procurement and delivery of food to the attendees. Many times either the school cafeteria can provide the food, or fast-food chains can be asked to donate lunch/dinner.
- **Housing**—If an overnight stay is planned, either host homes or a hotel facility must be procured. This can be a major undertaking and requires careful planning. With either option, special care should be taken to oversee and chaperone the students for their safety and well-being.
- **Transportation**—If an overnight conference is planned, transportation must be provided to and from the school. Also, transportation must be provided to off-site presentations. This can be coordinated through the school district of the host school.
- **Security/Medical**—A safe, secure atmosphere must be provided for the attendees. Personnel should be provided for security of the facility, and medical assistance must be available for any accidents or illnesses that may occur.
- **Insurance/Liability**—Sponsors of the meeting should check to see that the appropriate insurance has been arranged for staff and participants. Requirements vary by state and district, and proper steps should be taken in this area.

Stay flexible—Despite all the best plans and schedules, the conference planners will still need to improvise during the conference. Even with exact, precise planning, something will go wrong. You might as well count on it! The air conditioner goes out and it is 99 degrees; the speaker goes on for much too long and throws off your schedule. You cannot determine your emergency plan because you do not know what will go wrong. Don't panic—get your team to come up with a solution. Let the attendees know that there is a problem and present your emergency plan. Keep your cool—take care of the situation and the crisis will pass.

Tri-M® Event Responsibility Form

We appreciate your time and effort in organizing a regional (multi-chapter) event for the Tri-M members in your area. To protect all concerned (including Tri-M advisors), as mentioned on pg 51, MENC requires a host organization or school to be designated and liable for all aspects of any multi-chapter event not produced by MENC headquarters. Please complete and return this form with the following information about your event for our files.

Event Name: _____

Event Location: _____ Event Date(s): _____

Host organization or school responsible for this event: _____

Primary Contact for this event: _____

Primary Contact Signature: _____ Date: _____

Insurance Company Providing Coverage for Event: _____

Policy No.: _____

Return the completed form:

By fax:

703-860-9404, Attention: MENC Student Programs

By mail:

MENC Student Programs
1806 Robert Fulton Drive
Reston, VA 20191-4348

Thank you for bringing this additional benefit to the members of the Tri-M Music Honor Society in your area.

Liability for Tri-M[®] Activities

Tri-M chapters are encouraged to have meetings, activities, and events, but liability for any gathering under the Tri-M name rests with the Tri-M chapter's school. That school is expected to have appropriate and sufficient levels of insurance to protect everyone involved in any Tri-M event for acts, omission, and injuries arising directly or indirectly from their operations.

Tri-M chapters cannot make the Tri-M Music Honor Society and MENC an agent, legal representative, subsidiary, joint venture associate, partner, employee, servant, or similar entity for any purpose whatsoever.

Tri-M chapters are not authorized to make any contract, agreement, warranty, or representation or to incur any debt or obligation on behalf of or in the name of the Tri-M Music Honor Society or MENC or obligate MENC in any way without express written consent from the Tri-M Music Honor Society and MENC.

If there is a gathering of Tri-M chapters or Tri-M members for any reason, liability for that gathering shall be the responsibility of the host, whether that host is a school, an MEA conference, or other entity, and sufficient levels of insurance to protect everyone involved for acts, omission, and injuries arising directly or indirectly from their operations is the responsibility of that host organization.

The Tri-M Music Honor Society and MENC accepts no liability for any actions of a Tri-M chapter or Tri-M gathering without express written consent from the Tri-M Music Honor Society and MENC.

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