

Charter and Chapter Officer Presentations

Not all chapters will find this script appropriate for their membership style, but it can serve as an example for a Charter Presentation and/or Chapter Officer Ceremony. Chapters are welcome to develop their own chapter ceremonies that best fit their school and community. If using this script, fill in the spaces with the appropriate information.

Charter Presentation

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.

Chapter Officer Ceremony

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 NAFME 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.