



## **PENN TRAFFORD HIGH SCHOOL ALUMNI HALL OF FAME BYLAWS and CONSTITUTION**

### **ARTICLE I: NAME**

The name of this organization shall be the Penn Trafford High School Alumni Hall of Fame (hereinafter “Hall of Fame” HOF”), a program under the jurisdiction of the HOF Board committee.

### **ARTICLE II: PURPOSE**

The Hall of Fame was organized in 2018 as a way of maintaining the rich heritage and tradition of successful achievements of the Penn Trafford High School Alumni and supporters. The Hall of Fame will serve as a means of recognizing, preserving and honoring individuals living and deceased who made significant contributions to academics, arts, sciences, humanity, community, athletics, vocations, technology and business. The Hall of Fame honors the contributions and accomplishments of these individuals who are worthy of recognition as examples for others to emulate.

### **ARTICLE III: EXECUTIVE BOARD / COMMITTEE**

#### **A. Elections**

Elections for membership into the Hall of Fame shall be made by the Hall of Fame Board which is governed by the following rules:

1. Voting Membership of the Board

The Hall of Fame shall be governed by a Hall of Fame Executive Board. The Board shall consist of not less than seven (7) or more than eleven (11) members and under the leadership of the executive director and executive secretary and aided by the assistant director, executive treasurer and board members at large. Board officials will be elected by the Committee majority.

- The committee terms of office shall be for one (1) and two (2) years in a staggered format and can be reappointed. The first election of Board appointment shall be for two (2) years, except for year one (1). To ensure continuity, one third of the board will be elected for one (1) year terms. At the end of year one (1) these members can be appointed to a two (2) year term. All appointments after year one (1) will be for two (2) years to keep continuity within the Hall of Fame.

- Election of officers will be conducted in the first meeting of September.
  - Voting process for electing officers will be by paper ballot.
2. The Board shall include the following representatives from the Penn Trafford School District:
    - Penn Trafford High School Graduates.
    - Retired Penn Trafford School Teachers.
    - Retired Penn Trafford School Administrators.

## **B. Meetings**

1. The Committee will meet throughout the year as deemed necessary by the executive director and executive secretary in addition to the annual organization meeting. A quorum shall consist of a simple majority of boards current membership. For example, if the committee contains nine (9) members, a quorum of five (5) member would be necessary to conduct official business.

## **C. Executive Board duties and responsibilities of the Hall of Fame shall be as follows:**

1. Evaluate and update the policies and operational procedures annually.
2. Appoint the Selection Committee.
  - A minimum of two (2) members at large will be assigned to examine and interview each Nominee applicant and perform appropriate background research on the finalists.
3. Approve final applicants per **ARTICLE V** procedures of this document.
4. Plan and organize annual recognition banquet. (Including advertisement.)
5. Organize and raise funds to operate Hall of Fame.
6. Recognize and publicize fund donors.
7. Establish and maintain bank checking account.
  - Executive Treasurer and Executive Director or board member signatures required on bank checking account. Two (2) signatures required.
  - Executive Treasure will maintain accurate account ledger of all funds.

## **ARTICLE IV: SELECTION COMMITTEE REQUIREMENTS AND PROCEDURES FOR NOMINATION REQUIREMENTS**

**The duties and responsibilities of the Hall of Fame Selection Committee shall be as follows:**

1. Attend regularly scheduled selection meetings.
2. Evaluate the nomination of individuals submitted that fulfill the requirements for consideration.
3. Validate and approve all worthy candidates for induction into the Penn Trafford High School Hall of Fame. This is to be done under the parameters as set forth in **ARTICLE V** of this document.
4. Keep all action of the Selection Committee confidential.

**A. Nominees**

1. Nominees must exemplify the highest standards of ethical conduct and moral character.
2. All candidates will be judged on their significant and/or long-term contributions.

**B. In order to maintain the integrity of the Hall of Fame, a nominee must meet the criteria in one of the following categories:**

1. Distinguished Alumni
2. Athletic Achievement:  
Any former Penn Trafford School athlete who distinguished themselves in the field of Athletics. Must be a graduate and out of school for at least twenty (20) years. Nominees must be or have been a credit to their family, country and city. The inductee may be either living or deceased.
3. Professional Achievement:  
Any former Penn Trafford school district student who distinguished themselves with excellence and acknowledged leadership in their chosen field. Must be a graduate and out of school for at least twenty (20) years. Nominees must be or have been a credit to their family, country and city. The inductee may be either living or deceased.
4. Humanitarian Achievement:  
Any former Penn Trafford school district student who distinguished themselves with excellence and acknowledged leadership in service to the community. Must be a graduate and out of school for at least twenty (20) years. Nominees must be or have been a credit to their family, country and city. The inductee may be either living or deceased.

In addition to:

5. Contributor

Any person who has been a loyal and devoted supporter of the Penn Trafford High School athletics or academics for a minimum of twenty (20) years. This category might include assistant coaches, staff, scorers, or media people. The inductee may be either living or deceased.

6. Distinguished Educator Administrator, Coach, Teacher or supporters:

A nominee must have been an administrator, coach or teacher within the Penn Trafford school system for minimum of twenty (20) years and must have distinguished themselves by demonstrating exceptional leadership, character and achievement during their tenure in Penn Trafford. The inductee must be inactive to be eligible for consideration. The inductee may be either living or deceased.

## NOTE

If any inductee does not remain in good standing with the Hall of Fame's rich heritage and traditional values, the Board has the right to remove the inductee from the Hall of Fame, at its sole discretion. A majority of the Board is required to revoke Hall of Fame status and remove any inductee.

## C. Nomination Procedure

A nomination for induction into the Penn Trafford School Alumni Hall of Fame may be submitted by the selection committee, current faculty, administration, staff, by an alumnus, by the media or by the public.

1. All entries must be submitted on the official Penn Trafford High School Alumni Hall of Fame nomination form.
2. The nomination form shall be available through the, the main school office, district publications, district Web site and other means available.
3. The nomination form shall be completed and submitted to and received by the Hall of Fame committee along with appropriate support materials by October 1<sup>st</sup> for a candidate to be considered for induction in the next Hall of Fame class. All nominations received for consideration must contain active and current address and contact information for the nominee (or family, if deceased). Failure to supply support material will

result in invalidating the application; consequently, the nomination will not be considered.

4. In addition to the official nomination form, the following materials should be submitted for an individual's consideration:
  - A letter of recommendation from the person making the nomination, and other letters of support from appropriate individuals who can validate or substantiate pertinent information related to the nominee.
  - If available a limited number of newspaper clippings, magazine articles, copies of scorebooks and statistics may be included to help substantiate the accomplishments and contributions of the nominee.
  - If available, a suitable photograph, preferably black and white, for reproduction should be submitted.
  
5. Nominees will be reviewed for references and history to ensure satisfaction of Hall of Fame requirements and qualifications. Nominations need only be submitted once. Those not selected will be retained for future consideration.

### **Nominations are to be submitted to:**

#### **Penn Trafford High School Alumni Hall of Fame Executive Secretary**

Penn-Trafford School District  
1006 Harrison City/Export Road  
PO Box 530  
Harrison City, PA 15636  
Attn: Penn Trafford High School Alumni Hall of Fame

### **D. Size of Induction Class**

With the exception of the inaugural class, [maximum twenty (20) charter members] the class of inductees shall not number more than eight (8) per year. There shall not be a minimum number of selections. It shall be the objective of this project to identify, nominate and select appropriate representation of individuals, including those from previously under represented categories.

### **E. Induction**

1. Induction will be in the last week of March. Inductees will be honored at the annual HOF banquet.

2. A chairperson will be appointed for the banquet and induction ceremonies as the selection begins.
3. Inductees will be given a plaque to indicate their membership in the Hall of Fame.
4. The committee shall solicit for donations and raise funds for the banquet and other expenses.

## **ARTICLE V: ELECTION PROCEDURE FOR HALL OF FAME CANDIDATES**

**The voting procedures of the Hall of Fame Selection Committee shall be as follows:**

### **A. First Meeting:**

The Selection Committee shall review candidates based on information available at the time of the meeting. After the discussion, every selection committee member may vote for up to eight (8) nominees (each vote carries equal weight). The nominees with the fifteen (15) highest point totals will become finalists. The finalist will be submitted to the Board for final selection.

### **B. Second Meeting: Board Selection**

1. Discuss the fifteen (15) finalists.
2. Board members may vote for up to eight (8) nominees (each vote carries equal weight).
3. To move forward in the process, a nominee must have the majority [six (6)] of board members vote for them.
4. If the board cannot agree on the top eight (8), with the majority of members having voted for each one, then that is the number of inductees for that class???
5. The annual voting of the Board Selection will be confidential.
6. Inductees will be announced at a pre-determined time following the final selection process and after the individuals have been contacted and indicated that they will be present or represented at the induction ceremony.
7. Prior publicity concerning nominees is not appropriate. The Board shall release to the media pertinent information concerning the inductees.