



City School District of Albany Hall of Fame **Bylaws**

ARTICLE I: NAME

The name of this organization shall be the City School District of Albany Hall of Fame (hereinafter “Hall of Fame”), a program under the jurisdiction of the HOF committee.

ARTICLE II: PURPOSE

The Hall of Fame is organized as a way of maintaining the rich heritage and tradition of successful academic and athletic programs of the City School District of Albany. The Hall of Fame will serve as a means of recognizing, preserving and honoring individuals who made significant contributions to the academic and athletic programs at our high schools, as well as our distinguished alumni who have excelled through their community involvement or in the business world. 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: REQUIREMENTS AND PROCEDURES FOR NOMINATION

REQUIREMENTS

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

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

Contributor

Any person who has been a loyal and devoted supporter of the City School District of Albany’s athletics or academics for a minimum of five (5) years. This category might include assistant coaches, staff, scorers, Albany Booster Club or media people, for example. The inductee may be either living or deceased.

Distinguished Alumni

Athletic Achievement: Any former Albany school district athlete who distinguished himself/herself in the field of athletics and lettered in a varsity sport. Must be a graduate and out of school for at least five (5) years. Nominees must be, or have been a credit to his/her family, country and Albany. The inductee may be either living or deceased.

Professional Achievement: Any former Albany school district student who distinguished himself/herself with excellence and acknowledged leadership in his/her chosen field. Must be a graduate and out of school for at least five (5) years. Nominees must be, or have been a credit to his/her family, country and Albany. The inductee may be either living or deceased.

Humanitarian Achievement: Any former Albany school district student who distinguished himself/herself with excellence and acknowledged leadership in service to the community. Must be a graduate and out of school for at

least five (5) years. Nominees must be, or have been a credit to his/her family, country and Albany. The inductee may be either living or deceased.

Distinguished Educator

Administrators, Coaches, Teachers: A nominee must have been an administrator, coach or teacher within the Albany school system for minimum of ten (10) consecutive years and must have distinguished themselves by demonstrating exceptional leadership, character and achievement during his/her tenure in Albany. The inductee must be inactive to be eligible for consideration. The inductee may be either living or deceased.

Nomination Procedure

A nomination for induction into the Albany school district Hall of Fame may be submitted by the selection committee, current faculty, administration, staff, members of the Albany Booster Club, by an alumnus(a), by the media or by the general public.

- A. All entries must be submitted on the official City School District of Albany Hall of Fame nomination form.
- B. The nomination form shall be available through the Director of Athletics' office, the main school office, district publications, district Web site and the HOF Web site.
- C. The nomination form shall be completed and submitted to and received by the Director of Athletics along with appropriate support materials by February 1 for a candidate to be considered for induction in the next school year. 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.
- D. In addition to the official nomination form, the following materials should be submitted for an individual's consideration:
 1. 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.
 2. 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.
 3. If available, a suitable photograph, preferably black and white, for reproduction should be submitted.
- E. Nominees may be reviewed for references and history to ensure satisfaction of Hall of Fame requirements and qualifications.

Nominations need only be made one time. Those not selected will be retained for future consideration.

Nominations are to be submitted to:

City School District of Albany Hall of Fame Committee
C/O Kathy Ryan
700 Washington Avenue
Albany, NY 12203

Size of Induction Class

With the exception of the inaugural class, (maximum 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 underrepresented populations.

Induction

- Induction will be during the fall sports season. Inductees will be honored at our annual HOF banquet.
- A chairperson will be appointed for the banquet and induction ceremonies as the selection begins.
- The committee should involve community groups and local businesses in putting on the banquet.

- Inductees will be given a plaque to indicate their membership in the Hall of Fame.
- The committee recommends that an Honor Wall be established at the high school to stimulate student and community interest in the Hall of Fame, and to recognize Hall of Fame members.
- The committee expects that ticket sales for the banquet will pay for all of the expenses.
- The HOF committee also will honor the inductees at a golf outing to be held during the induction weekend.

ARTICLE IV: GOVERNANCE

The Hall of Fame shall be governed by a Hall of Fame Executive Committee.

The committee shall consist of not less than seven (7) or more than eleven (11) members. The committee shall include the following representatives from the Albany school district: a representative from the Superintendent's Cabinet, high school principal or designee, director of athletics, a representative from the Board of Education, a representative from APSTA, a representative from the Albany Booster Club, a representative from the Albany Fund for Education and additional members from the community and school district that represent the different eras and minorities.

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

- Evaluate and update the policies and operational procedures annually.
- Two members of the Executive Committee shall serve on the HOF Selection Committee.
- Interview and appoint the Selection Committee.

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

- Attend regularly scheduled selection meetings.
- Evaluate the nomination of individuals submitted that fulfill the requirements for consideration.
- Validate and approve all worthy candidates for induction into the City School District of Albany Hall of Fame. This is to be done under the parameters as set forth in this document.
- Keep all action of the Selection Committee confidential.
- The committee shall consist of not less than seven (7) or more than eleven (11) members, terms of office shall be for two years and can be re-appointed.

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

1. 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 8 nominees (each vote carries equal weight).
The nominees with the 15 highest point totals will become finalists.
The committee will reconvene in 2 weeks to make final selections after committee members have had a chance to do additional research on the nominees.
2. Second Meeting:
Again, discuss the 15 finalists.
Again, each selection committee member may vote for up to 8 nominees (each vote carries equal weight).
3. To move forward in the process, a nominee must have the majority (6) of committee members vote for them.
4. If the committee cannot agree on the top 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 Selection Committee 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 Selection Committee shall release to the media pertinent information concerning the inductees.