

**SAINT THOMAS ACADEMY ALUMNI ASSOCIATION
SAINT THOMAS ACADEMY ATHLETIC HALL OF FAME
SELECTION COMMITTEE
POLICIES AND PROCEDURES**

**ARTICLE I.
PURPOSE**

To implement and adhere to these policies and procedures in the selection of inductees into the *Saint Thomas Academy Athletic Hall of Fame* (Hall of Fame).

**ARTICLE II.
SELECTION COMMITTEE MEMBERSHIP**

The Saint Thomas Academy Alumni Association (Association) Board of Directors (Board) shall appoint a Saint Thomas Academy Athletic Hall of Fame Selection Committee (Selection Committee), and they shall serve as follows:

1. Selection Committee Membership Eligibility: Selection Committee Members shall be alumni, coaches, administrators and other Saint Thomas Academy (Academy) supporters.
2. Selection Committee Composition:
 - a. Selection Committee Co-Chairmen: The Selection Committee shall have two Cochairmen appointed by the Board to act as moderators and coordinators of all Selection Committee activities. One of the Co-Chairman shall be the President-Elect of the Board and shall not vote in the selection process except in case of a tie, when he will cast the deciding vote. The other Co-Chairman, shall vote throughout the selection process.
 - b. Headmaster appointed members: The Academy Headmaster (Headmaster) shall appoint three persons to serve as full voting members.
 - c. Other members: The Board shall appoint nine other full voting members from alumni, retired faculty and staff, and other Academy supporters, provided that no less than seven shall be alumni.
 - d. The Executive Secretary: The Board's Executive Secretary shall serve the Selection Committee pursuant to this document and as directed by the Board.
3. Selection Committee Tenure:
 - a. Selection Committee Co-chairman: The President-Elect shall serve a one year term as Co-Chairman. The other Co-Chairman shall serve a one year term with an option of the Board to serve one additional year. No one Co-Chairman may serve more than two consecutive years. Co-Chairmen are considered Members of the Selection Committee.
 - b. Membership year: A membership year begins on November 1, and ends on October 31. The first membership year begins upon approval of the Selection Committee by the Board and ends on October 31, 2008.

- c. Membership Terms:
 - 1) The inaugural Board appointed Selection Committee, other than the Co-Chairmen, shall be appointed to terms of one, two, and three years as determined by the Board.
 - a) three members shall be appointed to a one-year term.
 - b) three members shall be appointed to a two-year term.
 - c) three members shall be appointed to a three-year term.

Subsequent appointments will then be for a three year term. In the event a member fails to complete his or her term, the Board shall appoint a new member to serve the balance of that term.
 - 2) The three Headmaster appointed members are appointed annually. Should one or more Headmaster appointed members fail to complete his or her term, the Headmaster shall appoint a new member, or members as the case may be, to serve the balance of that term or terms.
- d. Extension of Terms:
 - 1) The Board at its discretion may exercise the right to extend the term of any Board appointed member beyond three years provided, however, that such member goes off the Selection Committee for one year before any extended term commences.
 - 2) The Headmaster may exercise the right to extend the term of any Headmaster appointed member beyond 1 year.
- e. Selection Committee Co-Chairmen Vacancy: In the event one or both of the Co-Chairmen resigns or fails to serve or is removed, the Board shall appoint a new Co-Chairman/men to serve the balance of the term.
- f. Removal from Selection Committee service:
 - 1) Notwithstanding any provisions of subparagraphs a. through e. above, the Board may remove or replace any Board-appointed Selection Committee member or the Co-Chairmen at any time with or without cause provided that any such removal is approved by a majority vote of the Board.
 - 2) Notwithstanding any applicable provisions of subparagraphs a. through e. above, the Headmaster may remove or replace any Headmaster appointed Selection Committee member at any time with or without cause. The Board may request written confirmation from the Headmaster regarding any such removal.

**ARTICLE III.
HALL OF FAME ELIGIBILITY**

The following persons are eligible for election and induction into the Hall of Fame:

- 1. Individuals who have made salutary or exemplary contributions to the success, administration, and/or traditions of the Academy athletic programs; and
- 2. Student athletes, coaches, directors, trainers, administrators or other supporters:
 - a. Athletes will be judged on achievements while attending the Academy as well as any additional athletic achievements attained after leaving the Academy. They

- must be alumni of the Academy and must be removed from attending the Academy for a minimum of ten years to be considered eligible.
- b. Former coaches, directors, athletic department support personnel, and administrators: those who have distinguished themselves by demonstrating exceptional leadership, character, and achievement and have made significant contributions to the Academy's athletic history and tradition during their service at the Academy may also be considered. The nominee must be three years removed from full time service to be considered eligible.
 - c. Special category: Persons deemed to have had a special impact on Academy athletic history and traditions are also eligible for consideration.
3. Are of good character and reputation.
 4. May be living or deceased at the time of nomination and induction.
 5. Current Selection Committee Members and Co-Chairmen are not eligible for election and induction into the Hall of Fame.

**ARTICLE IV.
NOMINATION PROCEDURES**

Nominations will be solicited by the Board and received for review as follows:

1. Notice: An appropriate notice/request for nominations will be posted on the Academy website and published in the school's publication known currently as "The Saber" and/or other Academy publications for general circulation between November 1 and March 1 in each Selection Committee operating year (November 1 to October 31).
2. Nomination Form: The Board will prepare and publish an appropriate nomination form including specification of nomination procedure and requirements.
3. Nominators:
 - a. Alumni, athletic coaches, faculty, staff, and administration members, past or present, at the Academy are permitted to nominate a candidate for consideration to be elected into the Hall of Fame.
 - b. Any one person or group of individuals with no affiliation to the Academy are permitted to bring forth a nomination of a student athlete for the Hall of Fame provided they have the support of at least one alumnus of the Academy or as provided in paragraph a. above.
4. Documentation: Nominators must provide accurate, detailed, factual, data supporting the nomination.
5. Nomination Application: Nomination applications will be considered for induction if received between November 1 and March 31. Any nominations received outside of that period will be carried over for consideration to the next year.

6. Nominee Eligibility: Notwithstanding the Hall of Fame Eligibility section above, nominees will remain eligible for consideration for a period of three years and may be re-nominated at anytime thereafter.
7. Dissemination: On April 2, or the first business day thereafter, all nomination applications, together with these Policies and Procedures, shall be made available on a secured web page on the Saint Thomas Academy web site or, upon request, by U.S. mail to all members of the Selection Committee. All supporting material will be made available to all Selection Committee Members at the Alumni Office. On that same day, a list of the names of the nominees shall be sent to the Academy Headmaster.

ARTICLE V. MEETINGS

The Selection Committee shall meet, at a minimum, on the third Thursday of June to consider, review, and vote upon nominations. Additional meetings may be scheduled at any time at the discretion of the Selection Committee Co-Chairmen. The Selection Committee Co-Chairmen may appoint a research sub-committee made up of Selection Committee Members or other individuals who are not currently Selection Committee Members but would otherwise be eligible pursuant to Article II.

ARTICLE VI. SELECTION OF INDUCTEES

1. Preparation of First Ballot: The Selection Committee Co-Chairmen shall prepare a ballot listing each eligible nominee. The summary of each nominee's nomination documents will be available to the Selection Committee online or in hard copy (upon request made to the Alumni Office). Each member of the Selection Committee will receive a First Ballot no later than April 9, by U.S. mail, e-mail or by personally picking one up at the Alumni Office.
2. First Ballot Vote: Each member of the Selection Committee is required to complete the First Ballot. Each nominee shall be voted upon by a "yes" or "no" vote determining eligibility for subsequent balloting. The First Ballot must have a "yes" or "no" vote for each and every nominee. First Ballots must be returned by U.S. mail, email, facsimile, or personal delivery to the Alumni Office. The Alumni Office must receive the First Ballots no later than 5:00 p.m. April 15, or if April 15~~th~~ is a Saturday or Sunday, the first business day thereafter, and First Ballots received after that date are disqualified.
3. Tabulation of First Ballot: A minimum of nine properly completed First Ballots must be received by the Alumni Office for the first balloting to be valid. If less than nine First Ballots are received by the Alumni Office, then first balloting will be added to and held at the meeting established for subsequent voting by the Co-Chairmen as per paragraph 4 below. The First Ballots will be counted by the Co-Chairmen or by at least one Co-Chairman and one Selection Committee member. Any nominee who receives less than sixty percent (60%) Selection Committee "yes" votes on First Ballots received will not be placed on a subsequent ballot(s) that year, and, if eligible according to part 6. of the Nominating Procedures above, will be considered on future ballots in the following

year's vote. In the event that ten or fewer nominees are to be considered the Selection Committee shall bypass the first balloting and proceed to final balloting pursuant to paragraph 5 below. At the option of the Chairmen, a second round of yes or no voting can be called following the procedures listed above for first balloting.

4. Subsequent Balloting Meeting: If it is determined that two or more nominees received sixty percent (60%) or more "yes" votes after the first ballot, then the Selection Committee shall meet for subsequent balloting at a place and time designated by the Co-Chairmen; however, said meeting must be held no later than the third Thursday of June. A quorum of two-thirds Selection Committee Members must be present in order for subsequent voting to take place. If ten or fewer nominees remain after the First Ballot, then the Selection Committee will proceed to final balloting as provided in paragraph 5 below. If more than ten nominees remain eligible for the current year, the Selection Committee will conduct subsequent ballots. On the second ballot, each Selection Committee member present must vote and may vote "yes" for not more than ten nominees. If, after the second ballot, ten or fewer nominees remain eligible, the Selection Committee will proceed to final balloting per paragraph 5. If, after the second ballot, more than ten nominees remain eligible, subsequent voting will be conducted, with each member present voting and entitled to nine, eight, seven, etc. "yes" votes until after a subsequent ballot produces 10 or fewer nominees that remain eligible for the current year.
5. Final Ballot: Once the field of nominations is reduced to ten or fewer eligible nominees for the current year, final voting will be conducted, with each member present required to cast no fewer than one and no more than eight "yes" votes. All nominees receiving "yes" votes on eight of the Selection Committee ballots (or sixty percent of the Selection Committee ballots if less than thirteen Selection Committee members vote) will be elected and eligible for induction into the Hall of Fame.
6. Recordkeeping: The Executive Secretary is charged with keeping records of nominations, voting, eligibility, and other documents of the Selection Committee. At the next Board meeting after the Selection Committee elects a Hall of Fame Class, one of the Co-Chairmen will report on the election and read the names of that Hall of Fame Class in to the Board minutes.

ARTICLE VII. DUTIES AND CONFIDENTIALITY

Each member of the Selection Committee is expected to attend any and all meetings established in these policies and procedures, or by the Co-Chairmen, and will carefully consider and thoroughly review each and every nominee submitted for installation in the Hall of Fame and shall be objective in his or her voting.

The members of the Selection Committee, the Executive Secretary, and the Headmaster of the Academy agree to keep confidential all information related to nominees, their applications, any material submitted on their behalf, the deliberations of the Selection Committee, and the voting. The Co-Chairmen will notify the respective nominators of their nominee's eligibility status. The respective nominator may inform those who remain eligible for future consideration.

**ARTICLE VIII.
INDUCTION OF MEMBERS INTO THE HALL OF FAME**

The Board may authorize a special event to honor those who have been elected to the Hall of Fame.

At half time of the homecoming football game, members of each new Hall of Fame class will be introduced.

**ARTICLE IX.
FUNDING**

The Selection Committee Co-Chairmen shall prepare and present to the Executive Committee of the Board an annual budget. This budget must be presented no later than March 1.

The Selection Committee Co-chairmen, with assistance of the Board Treasurer, shall prepare and present a final accounting showing all revenues received and all expenses incurred to the Board for its approval no later than December 31.

The Board will fund the activities of the Selection Committee. Any expenditures of the Selection Committee must be approved in advance by the Executive Committee, or should the Executive Committee so desire, by majority vote of the Board.

The Board agrees to fund a Hall of Fame display, to be placed in the Academy at the direction of the Headmaster, which may include photographs of and plaques recognizing the inductees.

Any revenue realized as a result of the activities of the Hall of Fame will be placed in the general operating account of the Association, and its use will be at the discretion of the Board in accordance with its general practice.

**ARTICLE X.
CHANGES TO THESE PROCEDURES**

Changes in these Policies and Procedures require review and approval by the Board. In no event shall these Policies and Procedures or any established in the future be in conflict with the Bylaws of the Association or of Saint Thomas Academy.

The provisions in these Policies and Procedures are severable and the invalidity of any provision or part thereof shall not invalidate these Policies and Procedures as a whole.

Date revised: January 14, 2009

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