



## **ARTICLE I: NAME AND STATEMENT OF PURPOSE**

### **Section 1 | NAME**

The name of the organization is the Lakewood High School Hall of Fame.

### **Section 2 | PURPOSE**

To recognize former students and staff members who have made an exceptional contribution to society, achieved exceptional success, brought honor and prestige to Lakewood High School, and have exhibited such qualities of character and action as to be outstanding role models for our students. It is expected that the achievements of persons selected for the HALL OF FAME will be above and beyond the ordinary

## **ARTICLE II: AUTHORITY, MANAGEMENT AND MEMBERSHIP**

### **Section 1 | AUTHORITY**

The Committee of the Lakewood High School Hall of Fame shall have such authority as granted by the Principal of the school. The Principal, or his representative shall be a member of the Committee. The managing of operations and financing of all activities shall be conducted by the Committee.

### **Section 2 | MANAGEMENT**

The Committee shall determine policy and procedures, and elect members to the Hall of Fame.

### **Section 3 | MEMBERSHIP**

The committee shall consist of the Principal, the Student Council President, at least two current staff members, and other members as selected by the Committee. The Committee shall have no more than fifteen members.

### **Section 4 | COMMITTEE VACANCIES**

Vacancies on the Committee shall be filled by nomination by current Committee members subject to the confirmation of a majority of the Committee members.

### **Section 5 | QUORUM**

At all meetings of the Committee, the presence of more than 50% of the Committee members shall be necessary to constitute a quorum.

### **Section 6 | AGENDA**

It shall be the duty of the Chairperson of the Committee to prepare the agenda and determine the procedures for all meetings of the Committee.

### **Section 7 | PROXY VOTING**

Committee members shall not be permitted to vote by proxy.

### **Section 8 | OFFICERS**

The officers shall be Chairperson, Vice-Chairperson, Treasurer, and Secretary, all of whom shall be elected by the Committee. No person shall hold more than one office at a time. Preferably, the Chairperson shall be a staff member of Lakewood High School.

The terms of officers shall be two years from July 1 to June 30. The officers shall hold office until their respective successors are chosen. Any officer elected by the Committee may be removed at any time by a majority vote of the Committee members.

If any office becomes vacant for any reason, the chairperson shall appoint one of the remaining Committee members to fill the vacant position.

Each officer shall have all the general powers and duties usually vested in that office.

## **ARTICLE III: CRITERIA FOR NOMINEE ELIGIBILITY**

### Section 1

Nominees must be former students or staff who have attended and/or served at Lakewood High School.

Should members of the committee be nominated, their nominations will be tabled until such time as they are no longer members of the Committee.

Relatives of member of the Committee are eligible for consideration; however, the related member will be excused from the discussion session and voting on such a candidate. The definition of relative shall be at the discretion of the Committee. Should a member be excluded because a relative is a nominee, that nominee shall receive a vote that reflects the numerical average of all the votes for the nominee.

Members of the Committee may not nominate candidates to the Hall of Fame.

## **ARTICLE IV: NOMINATIONS AND PROCEDURES FOR SELECTION**

### Section 1 | NOMINATIONS COMMITTEE

The committee shall appoint a Nominations Review Committee to review all nominations prior to them being presented to the Committee.

### Section 2 | NOMINATION PROCESS

Annually beginning in September the Committee shall publicize the nomination process. Nomination forms will be made available in the Lakewood Principal's office and on-line @ LPS web site. A complete nomination shall consist of a completed Nomination Form, accompanied by a typewritten letter by the nominator as well as three additional letters of support. Nominations will be accepted at the Principal's office through the end of the last school day in January.

### Section 3 | SELECTION OF HONOREES

There will be at least two meetings of the Committee during the selection process, one meeting for discussion of the nominees and another to select honorees.

Nominations for people not selected to the Hall of Fame will be retained for consideration for two additional years.

### Section 3 | VOTING FOR CANDIDATES

Voting will be done at a Committee meeting according to a procedure approved by the Committee. Absent committee members may vote by submitting, prior to the voting meeting, a written ranking of the candidates to the chairperson.

### Section 3 | CONFIDENTIALITY

All deliberations of the Committee during the selection process shall be bound to strict confidentiality.

### Section 4 | LEGENDS NOMINEE(S)

In order to posthumously honor those Hall of Fame candidates who may have no other advocate, a Sub-Committee shall be formed to identify individuals who brought honor and service to the school or community. The Hall of Fame committee must approve the honoree(s) using the same criteria as stated in Article III, Section 1 and Article IV, Section 3. At least one Legends Nominee will be inducted each year based on a vote of the full committee, separate from the general selection process. Nominated individuals who are not selected for induction will be retained for future consideration. The persons doing the research will be responsible for gathering all materials necessary for the honoree(s).

## **ARTICLE V: BY-LAW AMENDMENTS**

### Section 1 | AMENDMENT

The Committee shall have the authority to amend these by-laws. No amendment shall be adopted that will affect the process for the current year. Any adopted amendments will take effect prior to the call for nominations in the subsequent year.