

IMMACULATA  
HIGH SCHOOL



HALL OF FAME  
★ ★ ★ ★ ★  
*Honoring spiritual, intellectual, physical, emotional, and social growth*

## NOMINATION AND SELECTION COMMITTEE RULES

2010  
Revised 2016  
REVISED OCTOBER 2019



## **ARTICLE I - PURPOSE**

The primary purpose of the Immaculata High School Hall of Fame Committee shall be the selection of Immaculata High School alumni (Individual or Team), staff, and benefactors to a "Hall of Fame", where their achievements will be set forth for honor and esteem in grateful thanks for their contribution to Immaculata High School and the community.

## **ARTICLE II - COMMITTEE**

The Hall of Fame Committee will be selected through the Office of Advancement and Alumni Relations. The Director of Advancement and Alumni Relations or its designee shall chair the committee and participate as a non-voting member. At least one member of this office shall be an office holder of the Committee.

The Selection Committee shall not be selected prior to the close of nominations to remove the possibility of conflicts of interest. The Committee shall represent various interests of Immaculata High School and include at least one current/retired Faculty Member. The Committee's term shall be staggered – with a minimum of a two year seat (unless a conflict of interest arises due to nominations) – with a random selection of two Committee members stepping down and being replaced by two new members every two years thereafter.

## **ARTICLE III - MEETINGS**

Meetings shall be called at the discretion of the Chairperson. The first meeting will be scheduled no later than six months prior to the induction ceremony. Meetings may be held only with a quorum of the members in attendance. A quorum shall consist of 75% of the then existing membership.

## **ARTICLE IV - VOTING**

A quorum vote will govern official business at meetings. Absentee ballots can be cast at the discretion of the committee and in advance of the Selection Election.

## **ARTICLE V - NOMINATION PROCEDURES**

The entire committee will accept qualified nominees for induction via the provided online application form from any source for six weeks from the announcement of the nomination process. The Call for Nominations will be announced at a minimum two months prior to acceptance of nominations via the E-Blast Newsletter and the School's Social Media Networks. Inductees should represent a balance of all eras of Immaculata High School tradition.



The Chairperson or their designee will present a ballot listing all nominees under consideration for entry into the Hall of Fame along with information supporting each nomination.

Each member of the Selection Committee election shall be entitled to cast a ballot. The categories for induction shall include alumni (Individual or Team), staff and benefactors.

Each ballot shall contain all nominees under consideration. The nominees shall be listed alphabetically on the ballot, and each committee member shall rank them highest to lowest with the highest candidate receiving the top number. As an example; if there are three nominees under consideration the most preferred nominee would be ranked a three by the committee member, the second would be rated a two and the third would be rated a 1.

- a. There will be a maximum of ten (10) inductees per year which include deceased inductees. Should a Team be chosen for induction, the Team shall count as one (1) inductee.
- b. Each year the committee shall decide on the number of inductees to be voted into the Hall of Fame, not to exceed ten (10). Special cases for election to the Hall of Fame, in addition to the maximum number of members inducted, may be made at meetings after the final yearly vote with at least 75% of the committee members in attendance.
- c. The committee shall vote on potential inductees only after documented background informational data sheets are on file with the committee. Nominations to date from the past Hall of Fame classes that include the data currently necessary to be considered, along with the most current set of nominations will be considered. Those not meeting the current criteria will not be included. As of the Hall of Fame, Class of 2021, Nominees not elected will remain eligible for election for a period of five (5) years following their initial nomination.
- d. Consideration will be given to team inductions. Only one team may be inducted with at least 75% of the committee members in attendance.

## ARTICLE VI - CRITERIA FOR NOMINATION

The following shall be the criteria for nomination for selection into the Hall of Fame:

1. Nominees shall be:
  - An alumnus of Immaculata High School for at least ten (10) years. Extenuating circumstances with a unanimous vote may be considered for those less than ten years. The alumnus must have attended Immaculata for at least two (2) years.
  - Staff member who has served Immaculata High School for at least ten (10) years.
  - Benefactor or special contributor to Immaculata High School.



- Teams of Immaculata High School that have attained a special level of achievement to include but not limited to a State or National Championship or performed at such a level so as to distinguish themselves in school history. Selection in any award year is discretionary, and shall be by 75% vote.
  - An alumnus featured in Spartan Success Stories featured on the school's website.
2. All nominees must possess good character, have a record of sportsmanship and live a lifestyle of integrity. A background check may be conducted to attempt to ensure the nominees background.
  3. All nominees shall be considered based on their give back to Immaculata High School – whether it be service or donation related – as well as their representation of the pillars of Immaculata.
  4. All nominees shall be considered on an equal basis.
  5. Alumni who have achieved distinction for:
    - Job-related achievements
    - Professional honors and awards, affiliations, publications
    - Civic or community involvement
    - Personal achievements/accomplishments
    - Other appropriate qualifications which the committee members believe merit consideration.
  6. Nominees may be living or deceased.
  7. The sponsor of each potential nominee shall supply the committee with appropriate documentation in writing. This recommendation should document the nominee's past performance and any honors received while at Immaculata High School or afterward.
  8. Nominations must be backed up with supporting documentation to allow the Committee ease of review. A lack of substantial back up will be cause for possible elimination of consideration. The onus is on the nominator.
  9. The Selection Committee may nominate an individual/team if there is evidence from the majority of the group of a possible nominee missed in the process.
  10. Inductee (or in the case of a deceased inductee, family member) must be able to attend the induction ceremony.

## ARTICLE VII - AMENDMENTS

Amendments of these Rules may be proposed in writing at any time to the Office of Advancement. After discussion of the proposed amendment(s), such amendment(s) shall be circulated to the Selection Committee for approval. A quorum vote of the Committee is necessary for adoption of the amendment, along with approval by the Head of School/Principal.



## **ARTICLE VIII -VACANCY**

Any member of the Committee who is absent for three consecutive meetings, without reason, shall be removed from the Committee, and a replacement shall be appointed by the Chairperson.

## **ARTICLE IX - SUB-COMMITTEES and CO-CHAIR**

Where needed, sub-committees shall be formed by the Chairperson. The Chairperson shall serve as ex-officer member of the sub-committees.

## **ARTICLE X - AWARDS**

An individual award will be presented to each honoree.

A Team award will be presented to the Coaching/Director Staff, with individual members of the Team being provided with a determined individual award.

The Office of Advancement and Alumni Relations shall maintain all documents for honorees.

A suitable public record of each member of the Hall of Fame shall be maintained at Immaculata High School.