

# **IMMACULATA**

## HIGH SCHOOL



## HALL OF FAME



*Honoring spiritual, intellectual, physical, emotional, and social growth*

### **RECOMMENDATION COMMITTEE RULES**

2010

Revised 2016

Revised October 2019

Revised July 2021

Revised February 2024



## **ARTICLE I - PURPOSE**

The primary purpose of the Immaculata High School Hall of Fame Recommendation Committee shall be the recommendation 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. The selection of the nominees for induction onto the Hall of Fame will be determined by the Pastor/Director of Schools, the Principal of Immaculata High School, and the Director of Advancement or his/her designee.

## **ARTICLE II - COMMITTEE**

The recommendation committee shall include a minimum of 5 members and a maximum of 11 members. The Director of Advancement or its designee shall participate as a voting member. At least one member of the advancement office shall serve on the committee.

The committee shall represent various interests of Immaculata High School and include at least one current faculty of staff member and one member of the school's Board of Limited Jurisdiction. Committee terms 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 non-staff 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 51% 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.

## **ARTICLE V - NOMINATION PROCEDURES**

The committee chair will determine qualified nominees for induction from those submitted via the provided online application form for six weeks from the announcement of the nomination process, as well as nominees put forward by the school principal and director of schools. The call for nominations will be announced at a minimum two months prior to acceptance of nominations through appropriate media channels. 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 recommendation to the principal and director of schools into the Hall of Fame along with information supporting each nomination.

Each member of the committee shall be entitled to cast a ballot.

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 ranked as number one.

- a. There will be a maximum of seven (7) inductees per year which include deceased inductees. Should a Team be chosen for induction, the Team shall count as one (1) inductee.
- b. The committee shall vote on recommendations of inductees only after documented background informational data sheets are on file with the committee. Nominations 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. Nominees not elected will remain eligible for election for a period of two nomination cycles following their initial nomination.
- c. 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.
2. All nominees must be a person of good character and reputation and not, by lifestyle or position, contradict the religious or moral ethos on which Immaculata High School is built.



3. All nominees must be individuals who have demonstrated a historic support of Immaculata High School either by promoting the school or in some manner by providing for its needs. A background check may be conducted to verify the above criteria.
4. All nominees shall be considered based on their active support for Immaculata High School, whether through service or philanthropy, as well as their representation of the pillars of Immaculata.
5. All nominees shall be considered on an equal basis.
6. Alumni who have achieved distinction for:
  - A demonstrable commitment to the Church, parish, and/or advancing the mission of Catholic education.
  - Professional achievements, honors and awards, affiliations, publications, and other career-related recognitions.
  - Their civic or community-based service, by advancing the cause of social justice through promoting human life and dignity, human solidarity, the common good, and subsidiarity within the community.
  - Other personal achievements/accomplishments
  - Other appropriate personal or professional qualifications which the committee members believe merit consideration.
7. Nominees may be living or deceased.
8. 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.
9. 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 of demonstrating the nominee's qualifications is on the nominator.
10. The Pastor/Director of Schools, the Principal, or Recommendation Committee may nominate an individual/team if they or a majority of the committee believe a possible nominee was missed in the process.
11. 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. Rules will be revised at the discretion of the Pastor/Director of Schools and the Director of Advancement.

## 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.