

McDaniel College
McDaniel College Alumni Council
Green Terror Sports Hall of Fame (SHoF) Committee
Standing Rules of Procedure

I. Purpose

The Green Terror Sports Hall of Fame Committee is responsible for:

- Reviewing nominations to the Green Terror Sports Hall of Fame;
- Electing members into the Green Terror Sports Hall of Fame; and
- Organizing and conducting Sports Hall of Fame induction ceremonies.

II. Officers

- A. The Officers of the committee are the Chairperson and the Vice-Chairperson.
- B. The Chairperson shall be appointed by the President of the Alumni Association from among the eligible voting members as provided in Section **III.** for a term of four (4) years.
- C. The Chairperson shall be a member of the Alumni Association.
- D. The Chairperson shall have the following duties:
 1. Establish meeting dates, and times that are most convenient for the committee members in consultation with the Executive Secretary of the Alumni Association,;
 2. Establish meeting agenda and minutes of meetings;
 3. Ensure that the conduct of the committee meetings, authority and actions are consistent with the Constitution and Bylaws of the Alumni Association in consultation with the Executive Secretary of the Alumni Association,;
 4. Preside over committee meetings;
 5. Delegate duties to committee members as appropriate;
 6. Represent the committee on the Alumni Council;
 7. Report recommendations and activities of the committee at Alumni Council meetings;
 8. Consult with the President of the Alumni Association on matters relating to the Hall of Fame.
- E. The Chairperson, in consultation with the President of the Alumni Association, shall appoint a Vice-Chairperson from the membership of the committee.
- F. The Vice-Chairperson shall perform the duties of the Chairperson in the Chairperson's absence.
- G. The Chairperson, in consultation with the President of the Alumni Association, may appoint appropriate subcommittees.

III. Membership criteria

A. Committee Members

1. The committee shall consist of fifteen voting (15) members. These members shall be as follows:
 - a) The President of the Alumni Association (1);

- b) The President-Elect or President Emeritus/a of the Alumni Association (1);
 - c) Nine (9) alumni at-large who are members of the Alumni Association, representing a broad spectrum of decades and are appointed to their membership term by the President of the Alumni Association;
 - d) Two (2) representatives of the McDaniel College Department of Athletics appointed by the Director of Athletics from among the existing head coaches of the various intercollegiate varsity sports;
 - e) One (1) representative of the McDaniel College Department of Athletics who holds the role of Senior Women's Athletic Administrator; and
 - f) One (1) of the following: Director of Athletics or the Director of Athletics' designee.
- 2. The committee shall consist of the following non-voting members:
 - a) Not more than five (5) advisers, including
 - b) The Director of Sports Information, and
 - c) The Executive Secretary of the Alumni Association.
- B. The full committee membership should be configured in a manner that provides representation from a broad spectrum of decades.
- C. The terms of the committee members are as follows:
 - 1. The Alumni Association President, President-elect, President Emeritus, the Director of Athletics, the Senior Women's Athletic Administrator, the Director of Sports Information, and the Executive Secretary of the Alumni Association shall serve as long as they hold these positions;
 - 2. The Alumni-at-Large members and representatives of the McDaniel College Department of Athletics shall serve no more than 1 consecutive full three (3) year term, or until a successor is appointed in accordance with the Constitution and Bylaws of the Alumni Association.
- D. Committee members shall have the following responsibilities:
 - 1. Serve a term of three (3) years or until a successor is elected; and serve no more than one (1) additional term, unless continued service is needed and deemed appropriate by vote of the Sports Hall of Fame Committee, in consultation with the president of the Alumni Association.
 - 2. Attend at least seventy-five (75%) of Sports Hall of Fame Committee scheduled meetings per year. A violation of this responsibility may result in removal from the committee by the President of the Association.
 - 3. Attendance at the four (4) Alumni Association Council meetings will be voluntary for all committee members.
 - 4. Respond and react to issues brought before the Sports Hall of Fame Committee on behalf of their alumni constituency.
 - 5. Contribute annually to the Fund for McDaniel.
- E. Qualifications for Membership:

- a. Be an active member of the Alumni Association pursuant to its bylaws
- b. Participated as a volunteer or participant in at least one Alumni Association sanctioned event, or has demonstrated an interest in supporting the Alumni Council.
- c. Be a yearly contributor to the Fund for McDaniel.
- d. Actively participated (e.g., varsity athlete, student coach) in McDaniel Athletic program as a student.

IV. Meetings

- A. The committee shall meet at least two (2) times a year as follows:
 1. **Selection Meeting** - A Selection Meeting will be held to provide each committee member the opportunity to present supporting remarks for their top five (5) ranking nominees and to select a slate of candidates for election to the SHoF that is generated according to procedures described in Section **VI** from the full list of eligible nominees.
 2. **Election Meeting** - An Election Meeting is to be held for the purpose of further discussion and final election as set forth in Section **VII.** of these Standing Rules of Procedure.
- B. Meetings shall be held at a time and place most convenient for committee members.
- C. For the purpose of attendance and voting, there shall be no proxies allowed at an Election Meeting.
- D. Eight (8) voting members will constitute a quorum for all meetings except in the case of an Election Meeting which shall require at least ten (10) of the voting members to be present.
- E. Committee meetings shall be conducted pursuant to the current edition of *Robert's Rules of Order Newly Revised* as they relate to the conduct of committee meetings.

V. Nominations

- A. Information about the Sports Hall of Fame awards and nomination forms will be distributed to alumni throughout the year in all manners of publications and at alumni events.
- B. A communication will be sent to alumni including a short biography of previous award winners to encourage nominations. The communication shall provide a link to the College website and note how nomination forms may be obtained.
- C. Restrictions to nomination and election
 1. Green Terror Sports Hall of Fame Committee members and their relatives may not be placed in nomination or voted upon during the term in which the member sits on the committee. If a Committee member or a committee member's relative is nominated during the committee member's term, the

nomination may be reactivated upon the termination of the committee member's active participation on the committee.

2. For the purpose of this subsection, "relative" shall be defined as an individual who is related to the prospective nominee via blood, marriage, guardianship, or adoption, or other significant or influential relationship, the nomination of whom may present the appearance of impropriety or otherwise create a conflict of interest.
- D. All nomination forms from alumni must be postmarked or received by April 1; however, committee members and coaches may submit nominations up until May 1.
- E. As nominations are received, letters and biographical forms will be forwarded to the nominee with a specified return deadline (typically April 15). The Office of Alumni Relations will also research their files to ensure that the most recent and complete information is available to the awards committee.
- F. A list of eligible nominees along with the biographical forms submitted by nominees and any other relevant information will be compiled by the Office of Alumni Relations and made available for use by the committee.
- G. Alumni biographical forms shall be updated and maintained as necessary by the Office of Alumni Relations during the period that each nominee is eligible for selection as a candidate for election to the SHoF.
- H. A person may be nominated into the Green Terror Sports Hall of Fame under the following categories:
1. **Athlete:** An athlete of Western Maryland/McDaniel College is someone who has:
 - a) separated from intercollegiate competition at Western Maryland/McDaniel College for a minimum ten year period;
 - b) performed outstandingly as an undergraduate athlete; and
 - c) contributed to society since completing studies at Western Maryland/McDaniel College.
 2. **Other:** Any coach, staff, administrator, manager or other person recognized for outstanding and special services who was actively engaged in the Western Maryland /McDaniel athletic program and who has contributed to society may be inducted in that role immediately after retirement in that capacity.
- I. Any Western Maryland/McDaniel College athlete, regardless of their current involvement in the McDaniel Athletic program, may be considered for induction under the category **Athlete** as long as they have met the criteria under subsection H.1. of this section.
- J. The name of any nominee not elected to the Green Terror SHoF, shall be maintained on a list of nominees for the three years following the year of nomination. At the conclusion of this 3 year period the nominee's name will be removed from the list

unless or until re-nominated. Re-nomination may be considered by the committee at the conclusion of the annual election meeting.

VI. Selection of slate of candidates eligible for election

- A. During the Selection Meeting, *each* committee member shall be prepared to present five (5) candidates from the list of eligible nominees provided by the Office of Alumni Relations and Annual Giving. At the meeting, each committee member provides one candidate's name at a time until each committee member's list of five (5) candidates has been represented and recorded. In cases where the same candidate is selected by more than one committee member, the total number of times selected shall be determined and recorded for each candidate. The resulting list shall be the **slate of candidates eligible for election** to the SHoF according to the procedures described in Sections **VII.** And **VIII.**
- B. The Selection Meeting shall provide an opportunity to openly discuss the attributes of each candidate nominated.
- C. If unable to attend the Selection Meeting in person, committee members may make alternate arrangements to communicate their list of five (5) candidates. This information must be submitted to the Executive Secretary of the Alumni Association in writing prior to the scheduled Selection Meeting.

VII. General Election

A. Election Criteria

1. At the election meeting, up to five (5) new inductees may be elected from the slate of eligible candidates for induction into the Green Terror Sports Hall of Fame in any given year under this section.
2. To be elected for induction in the Green Terror Sports Hall of Fame, a minimum of ten (10) voting members must be present and a candidate must be approved by eighty (80) percent of the voting committee members present. The following list further specifies the number of votes necessary to fulfill the voting requirement:
 - a) 80% of 15 = 12 out of 15 may elect
 - b) 80% of 14 = 11.2 or 11 out of 14 may elect
 - c) 80% of 13 = 10.4 or 10 out of 13 may elect
 - d) 80% of 12 = 9.6 or 10 out of 12 may elect
 - e) 80% of 11 = 8.8 or 9 out of 11 may elect
 - f) 80% of 10 = 8 out of 10 may elect
3. During round one of voting under this section, each voting member may list five (5) names. There will be no comment, pro or con, before the first round of balloting.
4. For all subsequent ballots, voting members may list up to one name per round. Comments, pro or con, may be made by members and advisors for the second and subsequent rounds of voting.
5. Balloting shall proceed until five (5) inductees are elected or until elections are closed by a majority vote of the all committee members present.

6. Members must be present during the election meeting to cast ballots to elect new inductees.

VIII. Special Elections

- A. In addition to those inducted under Section **VII.** of these Standing Rules of Procedure, in any year, up to two (2) inductees may be elected from the slate of eligible candidates without regard to the separation period criteria set forth in Section **V.** if they meet any of the following qualifications and are elected by the committee in accordance with voting policies established at the time of consideration:
 1. Any Western Maryland/McDaniel College athlete who has been a national or world record holder.
 2. Any Western Maryland/McDaniel College athlete who has been a member of an Olympic, World, or National team.
 3. Any Western Maryland/McDaniel College athlete or coach who has been selected for membership in any international or national athletic foundation, hall of fame, or similar athletic honorary institution.
 4. Any Western Maryland/McDaniel College athlete, coach, staff administrator or manager who has achieved such extraordinary, singular, or unique recognition, or any other person that has so significantly impacted the Western Maryland/McDaniel College athletic program that induction into the SHoF is deemed imminently desirable.

- B. In addition to those inducted under Section **VII.** and Section **VIII.A.** (Subsection A.) of these Standing Rules of Procedure, in any year, no more than one (1) additional inductee may be elected from the slate of eligible candidates under an "Old Timer" exception if they meet the following qualifications and are elected by the committee in accord with the voting policies in subsection **VII.A.2.** above and as established at the time of consideration. This "Old Timer" exception may be granted to any Western Maryland/McDaniel College athlete, or former coach, staff, administrator or manager:
 1. who is deemed to have, at a minimum, met the requirements for nomination as set forth in Section **V.** of these Standing Rules of Procedure; and
 2. who has been officially separated from Western Maryland /McDaniel College for a period of at least forty (40) years.

IX. Fellowship of Champions

- A. The Fellowship of Champions was authorized by the Executive Committee of the Alumni Association in August 1985 for the dual purposes of:
 1. Honoring those who have contributed to the ideal of excellence in inter-collegiate sports
 2. Providing inspiration and example for the athletes wearing the "Green and Gold" in years to come.

- B. Those current student athletes who have been designated champions by virtue of being named in one or more of the following categories are eligible for nomination:
 1. All-American;

2. Any CoSIDA (College Sports Information Director Association) Academic All-American;
3. Conference champions in an individual sport;
4. Member of a conference championship team;
5. Conference player of the year; or
6. Any student athlete who has been a national qualifier.

X. Presentation

- A. A congratulatory letter will be sent to each elected inductee in July to inform them of their award and to give them tentative information regarding the award ceremony. A follow-up letter will be sent to all nominees not elected to the SHoF for the current year.
- B. The recognition/award banquet will be held on the Friday evening before Homecoming.
- C. An appropriate award will be presented to each inductee as official recognition of membership in the Green Terror Sports Hall of Fame and a permanent display of total membership will be recorded in an appropriate setting on campus.
- D. For Western Maryland/McDaniel College athletes who have been inducted into the Fellowship of Champions under Section **IX.**, recognition will take the form of an appropriately inscribed presentation certificate, an invitation to the Sports Hall of Fame recognition/award banquet as a guest of the College, and individual recognition during the program.

XI. Authority

The committee shall operate within the authority provided to it pursuant to the Constitution and Bylaws and as delegated by the President of the Alumni Association.