

Lyndon Institute
ATHLETIC HALL OF FAME GUIDELINES

Article I

Purpose: The Lyndon Institute Athletic Hall of Fame was founded to honor former student-athletes, former coaches, faculty, staff and friends who, through their actions, have brought distinction through athletics to Lyndon Institute and themselves. Consideration will also be given to good sportsmanship, academic achievement, citizenship; to those attributes that demonstrate a lasting commitment to the mission of Lyndon Institute.

Article II

Membership in the Athletic Hall of Fame: Four types shall exist:

- A. **Charter Inductee:** Individuals who, by the superior nature of their achievements were inducted into the Hall of Fame in the inaugural year of this program without the necessity of the nomination and election process as defined below.
- B. **Regular Inductee:** Any former athlete, former coach, trainer, manager, faculty or staff member of the Lyndon Institute community who has been a part of a Varsity sport in some fashion.
- C. **At-Large Inductee:** Individuals who have not participated in LI's varsity athletics, but who have distinguished themselves through their exceptional support or significant contributions to LI athletics.
- D. **Teams:** Teams which have exceptionally distinguished themselves through high achievement.

Article III

Committee: Election to Hall of Fame membership and all other decisions regarding the Hall of Fame shall be made by the following committee and governed by the following rules:

- A. The Selection Committee (voting) shall consist of the alumni and development director, the athletic director, an LI administrator, at least one staff member, at least one coach, and one or two at-large members drawn from the Lyndon Institute community. The membership of this committee shall be constituted to fairly represent gender, age, department, etc.
- B. The duties of the committee shall include the cultivation and identification as well as the annual selection of individuals into the Hall of Fame and all other arrangements in preparation for the event. Each member of the committee will be expected to attend all Hall of Fame committee meetings, the induction ceremony and all other related events. Duties for specific members of the committee will be as follows:

1. The Director of Athletics will act as the chair of the committee and be responsible for calling all committee meetings, setting agendas and taking minutes (unless a committee secretary is appointed to take notes).
 2. The Director of Athletics will be responsible for overseeing all logistical arrangements for the induction. Areas to be covered: communication with inductees, induction ceremony/dinner, plaques, decorations, ticket sales, program, publicity, emcee etc.
 3. The Director of Athletics will be responsible for overseeing the accuracy of submitted nominations in terms of athletic achievement and providing additional information on a nominee's accomplishments.
- C. Members, other than the athletic director and Director of Athletics, shall serve three HOF class year terms. Committee members may seek a maximum of two consecutive terms equivalent to six HOF class year terms. The committee will seek candidates from the appropriate constituencies as positions on the committee become available. The chair, as appropriate, will appoint a nominating committee as positions become available. See Attachment -Terms of Committee Members.
- D. Sub-committees will be appointed as necessary.
- E. The Hall of Fame committee shall meet at the call of the chair, and will meet no fewer than two times per year. A quorum must be present (written ballots by mail from the absent members are permissible) at any meeting involving a committee vote.

Article IV

Nomination for Hall of Fame Membership

- A. The committee will solicit nominations from the members of the Lyndon Institute community. Notices should appear in appropriate LI print and electronic publications (web site), and in *the Other Paper*. The committee will accept written recommendations for nominees which should include justification for induction. The master balloting process will take place for the purpose of preparing a slate of ten nominees for presentation with documentation at a subsequent meeting.
- B. Eligibility for nomination:
1. Nominees must be free of public dishonor and must not have been socially or academically dismissed from Lyndon Institute. The nominee must, during his/her career, have exemplified the pride, success, and spirit we try to emulate in Lyndon Institute Athletics.
 2. An athlete is eligible for nomination at any time beginning 5 years after receiving his or her diploma from LI. A person who has not received a diploma from LI but spent a minimum of three years at Lyndon Institute before graduating at another school

may be nominated, but not until 5 years have elapsed since he or she normally would have received a degree.

3. A coach, trainer, manager, faculty or staff member who has been a part of a Varsity sport in some fashion for a minimum of ten (10) years with the Lyndon Institute Athletic Department. The individual must be retired from coaching and/or their association with Lyndon Institute.
4. At-large nominees must have made significant contributions to the Lyndon Institute Athletic Department. Nominees must have been associated with, performed duties or volunteered for Lyndon Institute for at least ten (10) years, and be retired from their association.
5. Teams that have exceptionally distinguished themselves through high achievement a minimum of ten (10) years ago are eligible for nomination.
6. Any member of the committee nominated for membership in the Hall of Fame should have his or her name suspended for consideration for election during his or her term on the committee.
7. The committee reserves the right to grant special membership into the Hall of Fame when extenuating circumstances arise as long as 100% of the committee approves.

Article V

Election of Hall of Fame members

- A. No more than 10 individuals should annually be selected for induction into the Hall of Fame (An exception may be made for the 2019 inaugural induction). The standardized method of selection will be based on an agreed-upon common point system. The alumni and development director shall oversee the voting process. The majority vote will rule.
- B. An additional inductee may be selected and honored posthumously.
- C. An additional "team" may be selected and honored.

Article VI

Changes

- A. Changes to the guidelines must be proposed by committee members (including ex-officio members). Proposed changes shall become effective upon the affirmative vote of a simple majority of the committee.

LYNDON INSTITUTE ATHLETIC HALL OF FAME

Committee Member Job Description

The Hall of Fame Guidelines state:

The duties of the committee shall include the cultivation and identification of nominees as well as the annual selection of individuals into the Hall of Fame and all other arrangements in preparation for the event. Each member of the committee will be expected to attend all Hall of Fame committee meetings, the induction dinner, unveiling ceremony and all other related events.

The specific duties of the committee members are outlined below:

- All committee members will be expected to attend all meetings properly informed and prepared.
- Individuals who have nominated a person or persons on the ballot may not serve on the committee until after the nominee(s) has been inducted.
- Committee members should be on the constant lookout for potential candidates for the Athletic Hall of Fame, soliciting suggestions from the community. These names should be submitted to the committee and come from members of the community not serving on the committee.
- Committee members may be called upon to assist with researching former student-athletes and coaches' accomplishments prior to the voting process.
- The committee member will, with the inductee's assistance, compile a guest list including family, friends and classmates. This list should be submitted to the alumni office 5-6 weeks prior to the event to ensure timely notification of and invitation to the event.
- The committee member will also inform the inductee about specifics such as length of comments at the dinner, format of the dinner, accommodations, public relations questionnaire, photo sessions, associated costs, attire, and all other pertinent information. Additionally, the committee member should attempt to solicit photos and memorabilia for potential use in the slide show presentation and other promotions.
- The committee member should also be able to provide additional information about Homecoming activities and should especially encourage the inductee to participate in his or her alumni athletic event, if applicable.