

# **Waterford Union High School**

## **Hall of Fame Constitution**

### **1. Purpose**

The purpose of the Waterford Hall of Fame is to recognize those individuals who have brought distinction, honor and excellence to Waterford Union High School through their unselfish efforts to make the world a better place through their Professional, Entertainment, Military, Community Service, and Business contributions. Any alumnus, long-serving faculty member, or community supporter may be nominated to the Hall of Fame. By honoring these positive role models, we hope to inspire current students to distinguish themselves through their achievements.

### **2. Election**

Election to the Waterford Union High School Hall of Fame shall be made by the Hall of Fame Selection Committee, which shall be comprised of the following members and governed by the accompanying guidelines.

#### **A. Voting Committee Membership**

- I. One (1) voting building administrator--to act as facilitator
- II. Three (3) voting faculty members from three different departments
- III. One (1) voting school board member
- IV. One (1) voting community member--defined as someone who lives or works within the District boundaries
- V. One (1) voting WUHS retired teacher

#### **B. Process of Selecting Committee Membership**

- I. The Facilitator will select the initial selection committee. Current faculty members from three different departments will be chosen from the original high school committee members. The remaining community members will be solicited by the facilitator.
- II. Volunteers shall complete an application that provides a brief biography, resume, or written rationale.
  - a. The committee will review and select applicants among community members and retirees.
- III. If insufficient members step forward, the Facilitator will attempt to solicit members to fill the committee. Any vacancies will remain open until filled.
- IV. After the initial committee is formed, the existing committee will review applicants and select new members to replace those with retiring terms.

#### **C. Terms of Committee Membership**

- I. Each term will be three (3) years, with members eligible to serve up to two (2) terms.
  - a. Each term will begin August 1.

- II. Every year, two (2) members will be up for rotation: one staff and one non-staff.
- III. Based on a random draw, initial committee members will serve for one, two or three years; those with one or two year initial terms will be eligible to renew committee membership for up to two more full terms.

**D. Roles and Responsibilities**

- I. Each committee member should review all applications prior to attending the selection meeting in February.
- II. Additional responsibilities include promoting the Hall of Fame, researching applicants' backgrounds, and planning the recognition ceremony.

**3. Nomination Procedures**

- A. **Nominations for membership** to the Waterford Union High School Hall of Fame may be made by any non-voting member of the public, student body, faculty and staff, or administration. All nominations must be submitted via electronic nomination form or by mailing to the District Office, 507 W. Main Street, Waterford, WI 53185. Incomplete forms will not be considered. Nomination forms are available on the District's webpage at the high school's website at [www.waterforduhs.k12.wi.us](http://www.waterforduhs.k12.wi.us). All nominations must be submitted to the District office by February 15 of each year in order to be considered.
  - I. Nomination forms will request the following information: name, graduation date/date of service, list of recognition/awards/accomplishments, rationale (a narrative), and contact information for both the applicant and nominee.
  - II. All nominations will receive an automated acknowledgement thanking them for their nomination, indicating that nominees will stay eligible for five years and encouraging applicants to provide additional information for consideration if it comes available in the future.
- B. **Publicity for nominations** will be disseminated through the District's newsletter, press releases, social media, and publication at public locations, including the Waterford Public Library, the Village Hall, Waterford Senior Living, and area churches. Information will also be presented at high school events, such as homecoming, concerts, and games.
- C. **Nominations must satisfy the following qualifications:**
  - I. **Student nominees** must have graduated from Waterford Union High School. Nominees are not eligible until ten (10) years after their graduation date from WUHS.
  - II. **Staff nominees** must have worked for the District at least ten (10) years. Staff members must be five (5) years removed from service at WUHS to qualify for the Hall of Fame.
  - III. **Honorary nominees** may be someone who does not meet the above criteria, including a community member, staff member, or volunteer, who has had a long-standing and significant impact on the school by providing excellent leadership or innovative ideas.
  - IV. **Posthumous nominees** may be made, in which case a representative of the family -- if available -- will receive the award on the recipient's behalf.

#### **4. Election of Hall of Fame Members**

- A.** The selection committee shall meet in February to review nomination forms, using a blind evaluation process. Selection for membership in the Waterford Union High School Hall of Fame requires a two-thirds (67%) majority vote of Committee members present. A voting quorum shall consist of five members. Each committee member will receive three ballots. Nominees not selected will be reconsidered for five years.
- B.** A maximum of five (5) individuals will be inducted initially, with remaining nominees staying eligible for a total of five (5) years. Remaining inductee classes will be up to three (3) members.
- C.** Inductees selected for the Hall of Fame will be contacted in March.
- D.** No nominee will be inducted without individual or family consent.
- E.** Inductees will be invited to the Hall of Fame installation reception and ceremony to be conducted in May of each school year.
- F.** Inductees will also be recognized at a banquet and the annual senior awards ceremony at Waterford Union High School.

#### **5. Amendments**

- A.** Amendments to the Constitution must be proposed in writing and delivered to the Facilitator, who will then send it to the members, at least two weeks in advance of any meetings.
- B.** Proposed amendments shall be effective upon the affirmative vote of at least five (5) members of the Waterford Union High School Hall of Fame Selection Committee.