

RECOMMENDATIONS FOR CONSIDERATION TO REVISE PRESENT
“CONSTITUTION AND BY-LAWS” OF THE TUSKEGEE UNIVERSITY
ATHLETIC HALL OF FAME

February 27, 2018

Recommendations for consideration and discussion will appear in this document as
“**Bolded.**”

Constitution

Article I

Name

The name of the organization shall be the Tuskegee University Hall of Fame.

Article II

Purpose

The purpose and function of the Tuskegee University Hall of Fame shall be the following:

1. To establish and maintain a permanent location at Tuskegee University for the preservation of artifacts, memorabilia and historical information of certain athletes and others. These persons contributed to the world fame and recognition of Tuskegee University through their participation in athletics and support of the athletic programs at Tuskegee and their life pursuits.
2. To serve as a stimulant to students, generally, especially those with high skills of athletic attainment to seek higher education training at Tuskegee University. **(Change to read “To serve as an encouragement for student athletes to complete their academic educational pursuits at Tuskegee University and excel in their athletic specialties.)**

3. **Add: “To ensure that athletes who have met requirements for induction be recognized and inducted into the TUAHOF in accordance to the provisions of the current Constitution and/or Bylaws.**

Article III

Board of Directors

1. The principal representatives of this organization shall be its Board of Directors, which shall be comprised in accordance with the terms of this article.
2. The membership of the Tuskegee University Athletic Hall of Fame Board of Directors shall be as follows:
 - A. Director of Athletics
 - B. Five (5) members of the Tuskegee University Athletic Hall of Fame
 - C. Four (4) members-at-large, who may be alumni and/or others who show interest and support for the Hall of Fame and athletics.
 - D. Coordinator of Alumni Affairs.**
3. Representatives of the Tuskegee University Athletic Hall of Fame shall be elected to membership by its members and shall serve for a term of four (4) years. They may succeed themselves and there are no limitations on terms.
4. Members-at-Large shall be selected for membership **by the Tuskegee University Athletic Hall of Fame Board of Directors. Members-at-Large** shall serve for a term of four (4) years. They may succeed themselves and there is no limitation on terms.
5. The Director of Athletics and the Director (Coordinator) of Alumni Affairs shall serve for the duration of their incumbency.
6. Vacancies on the Board of Directors for any reasons shall be filled by the same manner and by the same body which originally sent the representative to the seat. These representatives will serve for the remainder of the unexpired term. **(Vacancies on the Board of Directors for any reason shall be filled by the current Board of Directors.)**

Article IV

Officers and Duties of the Board of Directors

Section 1: Officers of the Board of Directors

The officers of the Board of Directors for the Tuskegee University Athletic Hall of Fame shall be Chairman, Vice-Chairman, Secretary, Assistant Secretary, Financial Secretary and Treasurer.

Section II: Duties of the Board of Directors

A. Chairman of the Board of Directors

The chairman of the board shall be the principal representative of the organization and subject to control of board, shall in general supervise all business affairs of the organization, preside at all meetings of the board, and perform incident to the office of Chairman and such duties as may be presented by the board.

B. Vice Chairman

The Vice Chairman shall perform duties of the chairman in the absence of the chairman. May perform other specific duties assigned by the Board of Directors or the Chairman.

C. Secretary

The Secretary shall keep the minutes of each board meeting; **(Change to read: “Keep the minutes of each Board and General Membership meetings. Distribute minutes at least 30 days prior to the next scheduled applicable meeting. Provide meeting notices in accordance with the provisions of these by-laws; Act as custodian of the Boards records and other pertinent information relative to the Board and maintain a register of contact addresses including emails and phone numbers of Board members; and maintain records of Hall of Fame nominees and inductees)** see that all notices are duly given in accordance with the

provisions of these by-laws; custodian of records of the board; keep register of mailing addresses of the board members; maintain a file on Hall of Fame nominees; Hall of Fame inductees and other pertinent information relative to the board.

D. Assistant Secretary

The Assistant Secretary shall **perform** the duties of the absence of the Secretary. May also perform other duties as assigned by the board.

E. Financial Secretary

The Financial Secretary shall keep financial records of all income and expenses, submit any monies collected to the treasurer for deposit and submit a written detailed report to the Executive Board.

F. Treasurer

The Treasurer shall be responsible for all funds of the organization. The Treasurer shall receive and receipt all monies due and payable to the organization and disburse monies of the organization. This officer must be bonded.

Section III

Election Procedures

- A. Ninety days prior to the end of term for the Board of Directors, Ballots for the next term will be mailed to Hall of Fame members, properly completed ballots should be returned within 30 days.
- B. The Board of Directors shall appoint an independent ad hoc committee to tabulate the results and present the results to the board. The board will notify the members affected and Hall of Fame members. In the event of a tie, a

vote will be taken by secret ballot at the next general membership meeting to resolve the issue.

Section IV

Term of Office

All Board of Director officers shall be elected at the first meeting of the board during the election year. All officers shall serve for a period of four years and succeed themselves in office upon proper action of the board; there is no limitation of terms. Any vacancy in office for any reason may be filled by an appointee of the board for the unexpired portion of the term.

Section V

Meeting of the Board

1. The Board of Directors shall hold at least one (1) meeting per year. The meeting shall be held on a date and at a place convenient to all Board members. Time and place shall be designated at the close of each meeting. **(Change to read: “The Board of Directors shall hold one annual meeting at Tuskegee University. The meeting shall be held on a date, place and time as determined by the Board. Call meetings may be called by the Chairman as required.)**
2. Special meetings may be called by the Chairman of the Board or upon the request of one-half **(50%)** of the membership pursuant to notice requirement of this article.
3. Written notices stating the place, date and time of each meeting shall be mailed **(or Emailed)** to each member of the Board at least 30 days prior to the meeting, along with a copy of the minutes of the previous meeting. Notices of a special meeting shall include an agenda.
4. The presence of fifty-one percent of the members shall constitute a quorum for this body. **(Change to read: “The presence of fifty-one**

(51%) of members shall constitute a quorum for this body. A majority vote of the members at a meeting shall render the item or items voted on as official.)

5. The act of the majority of the Directors at any meeting at which a quorum is present shall be official.
6. Members with three or more unexcused **(absences)** are subject to dismissal by the Chairman and replace with an appointee who shall serve the unexpired term.
7. The parliamentary procedures of all meeting shall be conducted in accordance with Robert's Rules of Order Newly Revised.

Article VI

Committee of the Board

1. The Executive Committee will consist of officers of the Board and one Member-at-Large and will transact business between meetings of the full board. The Chairman of the Board of Directors shall appoint the Members-at-Large.
2. Selection Committee, appointed by the Board of Directors, shall be responsible for supervising the selection of nominees to the Athletic Hall of Fame following procedures prescribed in Article VIII of these By-Laws. The Chairman of the Selection Committee is responsible for the election process. All committees shall serve at the pleasure of the Board of Directors.
3. The Steering Committee, appointed by the Board of Directors, shall take the necessary **(steps)** to notify inductees, prepare biographical sketches or the souvenir journal, obtain photographs, and invited inductees to the ceremony. This committee is responsible for the induction ceremony. Members of this committee, with the exception of the Chairman, may be appointed from interested supporters in the area where the induction ceremony is to be held. Its members may not necessarily be members of

- the Board of Directors. All actions of the committee are subject to the approval of the Board of Directors.
4. Awards and Citations Committee, shall be appointed by the Chairman of the Board of Directors from the membership of the board. This committee shall be responsible for securing and preparing plaques and citations in accordance with Article IX of these By-Laws.
 5. The Chairman of the Board of Directors may appoint other special **committees** as necessary.
 6. Committees shall be appointed during the first meeting of the Board of Directors.

Article VII

The Hall of Fame Induction Ceremony

1. The induction ceremony will be held on a designated Friday evening prior to a home football game every odd year or during other years as designated by the **Board of Directors.**
2. The Tuskegee University Athletic Hall of Fame as a rule shall induct not more than five (5) inductees. The number of inductees may be increased for a designated induction ceremony by two-third majority of the membership of the Board of Directors.

Article VIII
Criteria and Selection Procedures

1. Categories of Evaluation:

The categories to be considered for the selection of candidates for the Tuskegee University Athletic Hall of Fame include athletic participation; academic achievements and campus life involvements, and direct **University** financial support (to the University). Each category has been assigned maximum points as indicated below. Points must be accrued in all of the evaluation elements, which total 100. To qualify for induction, candidates must earn sufficient points to be selected for induction as specified in enclosure 4.

2. Evaluation Elements: Maximum Points

A. Athletic Participation 92 **(35)**

Athletes considered for selection must have lettered and excelled in at least one varsity sport while enrolled at Tuskegee University. Nominees shall be eligible for candidacy 10 years After graduation or last date enrolled.

B. Academic achievements, campus life and community Outreach involvement. Degrees earned – associated Awards and recognition. Campus life involvements (Organizations, Programs, Initiations, etc.) 3 **(30)**

Note: Nominees must have graduated from Tuskegee University or another institution, unless there are extenuating circumstances. **(Delete “unless there are extenuating circumstances.”)**

C. University Affiliation and Support: 5 **(35)**

Nominees shall have shown concern for Tuskegee University through direct, consistent and current financial contributions to enhance its growth and development. The **most recent** contributions shall have been made at least within the five years prior to submission of the nomination. **(One recommended change: “including three consecutive years prior to submission of the nomination.”)**

(Recommendation Two: Move C: University Affiliations and Support for Categories of Evaluation to Criteria and add as paragraph 2 E: Nominees must have shown concern for Tuskegee University through direct, consistent and current financial contributions to enhance its growth and development. Contributions shall have been made within five years of submission of nomination. In cases of posthumous financial contributions outside of the five-year requirement, the Board will determine acceptance.)

3. Eligibility

The Tuskegee University Athletic Hall of Fame shall be open to individuals of good character and reputation, who have made outstanding contributions to the athletic program in one of the following areas:

- **A superior competitor in one or more sports**
- **A teacher-coach (delete trainer) with a distinguished record**
- A person who has made a long term exemplary contribution to Tuskegee athletics **should be recognized with pictures and a certificate of appreciation on a “Wall of Supporters.”**

A. Athletes

Any Tuskegee University alumnus/alumnae, who participated in a varsity sport during **their** enrollment at Tuskegee University. Nominees shall be eligible for nomination ten (10) full academic years after completing his/her athletic eligibility. The nominee must have graduated from Tuskegee University or some other college obtaining an Associated or Bachelor of Science degree. Nominee must have **had** a significant impact in his/her sport **being** defined as National player of the year, NCAA, SIAC **Individual** Champion; Individual Champion; All-American, All Region, Conference Player of the Year; All Conference; Conference Record Holder; Conference Champion; School Record Holder; National Statistical Champion, letter**ed** in at least two

(2) (recommendation change to “One varsity sport) varsity sports; Team Captain; Team Most Valuable Player; Most Outstanding (Valuable) Offensive and Defensive Player of the Year.

B. Coaches

Any Tuskegee University alumnus/alumnae varsity coach, who served meritoriously for at least five (5) years. (Any Tuskegee University Coach completing at least five years of meritorious service at the University, had significant impact in his/her sport; defined as being National Coach of the Year; SIAC, NCAA Champion; coaching longevity or an excellent record in some branch or branches of intercollegiate athletics.

C. Trainers and Managers

Any Tuskegee University alumnus/alumnae, who has served in this capacity at Tuskegee University is eligible and must show evidence of exceeding expectations beyond the call of duty. Served as a Head Coach of a varsity team after graduation at a scholastic institution.

D. Outstanding Contributors

Individuals who have made outstanding contributions to the athletic program shall be eligible to be elected into the hall of fame. These individuals need not be graduates nor do they have to have been athletes. A nomination must detail their special contribution. Special admittance will be made only in recognition of truly exceptional contributions and service in the athletic program.

(Recommendation to read: “Outstanding Contributors (Supporters). Descriptive would read “Individuals who have made outstanding contributions to the athletic program shall be eligible to be elected to the Wall of Supporters. These individuals need not be graduates nor do they have to have been athletes. A nomination must detail their specific contributions. This special admittance will be given only to persons who have truly made exceptional contributions and service to the athletic program. Persons in this category will be selected by a majority vote of the Board of Directors.)

E. Posthumous Nominations:

There will be a five-year waiting period minimum for posthumous nominations. (Deceased nominations are eligible immediately). The nominations will be rated using the same criteria as for other nominees.

4. Nominations Procedures

- A. Nominations for the Tuskegee University Athletic Hall of Fame will be accepted at any time during the year, but they should be received by December 31st of the year immediately preceding the induction year.
- B. Only the Chairman of the Selection Committee shall receive nominations, which will be made available to members of the Selection Committee at the meeting following the close of nomination period.
- C. Individuals or groups of individuals, including Alumni Clubs, may make nominations. A letter should accompany Nominations from sponsors explaining why the candidate is eligible for nomination along with appropriate biographical data and as much supporting documentation as possible, including records of performance, clippings, articles, etc. The Selection Committee using information supplied by the Sports Information Director **or knowledgeable persons**, will invite potential nominees to submit nominations. This process will not require a letter of recommendation.
- D. Announcements shall be sent to Hall of Fame members, individuals, Alumni Clubs, the Executive Board of the Tuskegee National Alumni Association, and Regional Directors at least 90 days prior to the last date nominations will be accepted. All necessary forms will be included, and nomination procedures and deadlines will be indicated.
- E. Committee members and other Board members may make nominations but must follow the procedure outlines in these By-Laws.

5. Selection Procedures

The Selection Committee, following the procedures prescribed below, will make selections:

- A. The Chairman of the Selection Committee will schedule a meeting after the close of nominating period for evaluation of nominees and selection of inductees. The members of the committee will be notified not later than 30 days prior to the scheduled meeting.
- B. Committee members may correspond with other committee members and Chairman but should withhold any information on nominees from persons not on the committee until the final selection is made and the nominees have been notified.

6. Selection Meeting

- A. Committee members shall vote promptly and conscientiously. Those members not fully participating in the process of nomination, screening and selection are considered remiss in their duties and are subject to removal from the Committee by the Chairman of the Board of Directors, upon concurrence of the Chairman of the Selection Committee.
- B. Committee members shall be considered unethical if they invite or arrange for coercion to be brought on other committee members in support of any candidate.
- C. Worksheets (blank rating sheets – Enclosure 2) will be provided for each Selection Committee member for documenting their notes as they deliberate during the evaluation of nominees. Then the committee shall conduct the selection process in accordance with enclosure 3 (Selection Evaluation Procedures); enclosure 4 (Selection Rating Guidelines); and enclosure 5 (Key Rating Factors).
- D. Affirmative votes are required for induction; the Chairman shall conduct balloting until there are apparent winners for the allotted number of inductees.
- E. If more than the allotment shall qualify, the Chairman shall reverse the process and seek a committee judgment on the elimination or postponement of consideration until the number of candidates are reduced to the quota.
- F. Nominations for candidates not selected **for not attaining the minimum qualifying score** in any given year will be returned to the persons who submitted the nominations, along with comments on inadequacies. These nominations may be resubmitted during the next

cycle if it is felt that shortfalls have been sufficiently improved as supported with documentation.

G. Subsequent to the completion of this aspect of the selection process, the committee shall prepare its report for the Board of Directors as specified in Enclosure 6 (Instructions for Report to Board of Directors; Enclosure 7 (Rating Sheet); Enclosure 8 (Non-Selections); Enclosures 9 (Selection Analysis Worksheet); Enclosure 10 (Selection Analysis); and Enclosure 11 (Selection Comparison Analysis). The Selection Chairman will present the report **to the Chairman of the Board of Directors.**

Article IX

Section 1

The Board of Directors shall authorize all programs to honor inductees and approve purchasing of awards to be presented.

Section II

All awards and citations shall be uniform and shall be obtained with specified description.

Section III

Specification for the awards shall be as follows:

1. The picture shall be wood-framed 10x15, black and white, with name of inductee and date of induction inscribed into a metal plate.
2. The plate shall be 9x12 wooden base with a 5x7 red plate, gold copy with appropriate plaque casting representing the sport(s) in which the inductee participated.
3. The inscription shall include the sport(s) in which the inductee participated and year of induction.

Article X Amendments

A two-third majority vote of the members present at a general membership meeting may amend the constitution and by-laws of the Tuskegee University Athletic Hall of Fame. Copies of the proposed amendments shall be mailed to each member thirty (30) days prior to the meeting during which voting will be conducted on proposed amendments.

11 Enclosures

1. Steering Committee Meeting Agenda Format
2. Rating Work Sheet
3. Selection Evaluation Procedures
4. Selection Rating Guidelines
5. Key Rating Factors
6. Report to Board of Directors
7. Hall of Fame Selections Report Example
8. Hall of Fame Non-Selections Report Example
9. Selection Analysis Work Sheet
10. Selection Analysis Report Example
11. Selection Comparison Analysis Report Example

TUSKEGEE UNIVERSITY ATHLETIC HALL OF FAME

STEERING COMMITTEE MEETING

DATE

AGENDA

CALL TO ORDER

OPENING STATEMENTS AND PURPOSE

ADDITIONS TO AND ADOPTION OF THE AGENDA

MINUTES OF THE LAST MEETING

TREASURER'S REPORT

DISCUSSION ITEMS

ORGANIZATION

- Current Status
- Future Directions
- Election of Officers

RECORDS

- Retrieving Records
- Central place for Records

NEXT INDUCTION CEREMONY

- Date and Time
- Number of Inductees
- Application Process
- Timetable
- Committees needed

CONSTITUTION AND BY-LAWS

ESTABLISHING THE BOARD OF DIRECTORS

NEXT MEETING

ADJOURNMENT

Enclosure 1

TUSKEGEE UNIVERSITY ATHLETIC HALL OF FAME SELECTION

RATING SHEET

No.	Name	Yr.	Sport Participation	Academic Campus life	TU Support	1st Submission	Resubmission	Total Score

Tuskegee University Athletic Hall of Fame

Selection Evaluation Procedures

- Each committee member will evaluate and grade each area of the nomination in accordance with the rating guidelines and assign the total score on the appointed space on the rating sheet.
- After all nominations have been evaluated, the ratings of each nomination will be compared in each area. If any rating varies more than three (3) points among the committee members, a general discussion will be held on the rationale for the variances until a justifiable agreement is reached to bring all ratings within the three (3) points tolerance.
- Then the assigned score of each nominee by all committee members will be totaled to determine the combined score and listed from the highest in descending order.
- If more nominees qualify than the allotted number of inductees, the procedures in the constitution and by-laws will be applied to select and eliminate those in border-line areas.

Tuskegee University Athletic Hall of Fame

Selection Rating Guidelines – Elements

	Maximum Points
A. Athletic participation-number of sports, years, letters, Achievements, honors and awards.	92 (35)
B. Academic achievement; field of study at Tuskegee University and degree earned; awards and recognition; campus life involvement (organizations, special programs, outreach endeavors in local communities, etc.). Nominee must have graduated from Tuskegee University or another college or university, unless there are extenuating circumstances.	3 (30)
C. Direct, consistent and current financial support to the University. This requirement, as a minimum, entails donations during five (5) Years prior to the submission of the nomination.	5 (35)

Note: Candidates must earn 89-100 points to qualify for induction into the Athletic Hall of Fame. Points must be earned in all (3) three elements.

Tuskegee University Athletic Hall of Fame

Key Rating Factors

	Maximum Points
1. Athletic participation, performance, achievements and awards.	60

PLAYERS

Basic Letter	Player Performance/Achievements	Awards
_____ 1 yr	Outstanding/Most Valuable Player	___All Conference
_____ 2 yrs	_____ Team	___Honorable Mention
_____ 3 yrs	_____ Game	___All-American
Starter	_____Records Broken/Established	___Honorable Mention
___ 1 yr	_____Captain	___Other
___ 2 yrs	_____Professional	
_____ 3yrs & 4 yrs		

COACHES

Career	Awards/Recognition
_____ Yrs. Coached	_____Championships
_____ School Level	_____Various Levels
_____ Won/Lost Record	_____ Honors
_____ Players Awarded Collegiate Athletic Scholarship	_____ Others

Enclosure 5

2. Academic awards and recognition; campus life participation. 10

Campus Life	Achievements/Recognition	Further Education
____ Campus Organization Involvement	____ Honor Roll	____ MS
____ General Involvement	____ Who's Who in American Colleges	____ PHD; EDD
____ Others	____ University Scholar	____ Graduate Hrs

3. Professional career, achievements, awards and recognition. 10

4. Community service; local, state and national affiliations; awards and recognition. 10

5. University support (Direct, Consistent and Current). 10

- ____ Consistent donor (years donations were made and amounts)
- ____ Response to special appeals (name, years and amount)
- ____ Eminent Associate

Enclosure 5 Continued

Tuskegee University Athletic Hall of Fame

Instructions for Report to Board of Directors

- Total list of selectees by scores (from highest score in descending order).
- Average score of all selectees
- Eras represented by selectees
- Males/Females
- Type of sports participated in by selectees (single and more than one)
- Total list of non-selectees by scores
- Total list of non-selectees by scores not achieving minimum standard

Tuskegee University Athletic Hall of Fame Selection Rating Sheet

**EXAMPLE
SELECTEES 2007**

No.	Name	Year	Sport Participation	Academic/ Campus life	Not Rated Profession	TU Support	1 st Submission	Re-submission	Total
1	Joe Smith	1954	Track	X	Doctor	7 yrs	X		100
2	Mary Jones	1984	Volleyball	X	Nurse	6 yrs	X		99
3	Bill West	1990	Football	X	Coach	8 yrs	X		98
4	Carol Fitts	1975	Track	X	News Editor	10	X		97

Enclosure 7

Tuskegee University Athletic Hall of Fame

Non-Selections 2007

EXAMPLE

- | | |
|--------------------------------------------------------------------------------------------|--------------------|
| 1. John Doe (Posthumously) (1952)
No supporting documentation to support Participation. | Football |
| 2. Dylan Askew (1962)
No documentation of efforts beyond Participation. | Trainer (Football) |
| 3. Michael Shindaiwa (1954)
No recommendation letter, no supporting Documentation. | Baseball |
| 4. Robert Blackwell (1969)
No recommendation letter, no support to Tuskegee University. | Basketball |

Enclosure 8

Tuskegee University Athletic Hall of Fame

Selection Analysis Worksheet

Year_____

Number of Nominations_____

Number Selected_____

Number Not Selected_____

Number of First Submissions_____ Re-Submissions_____

Distribution of Scores

Score	Number	Score	Number
89	_____	_____	_____
90	_____	_____	_____
91	_____	_____	_____
92	_____	_____	_____
93	_____	_____	_____
94	_____	_____	_____

Eras Represented by Selectees

Yr._____ #_____ Yr._____ #_____ Yr._____ #_____

Yr._____ #_____ Yr._____ #_____ Yr._____ #_____

Males_____ Gender Females_____

Participation

Football Only_____ Baseball Only_____

Football and Another Sport_____ Baseball and Another Sport_____

Basketball Only_____ Tennis_____

Basketball and Another Sport_____ Softball_____

Track Only_____ Swimming_____

Track and Another Sport_____ Others

Tuskegee University Athletic Hall of Fame

Selection Analysis
2007

Number of Nominations: 17
Number Selected: 13
Number Not Selected: 4

Number of First Submissions: 12
Re-Submissions: 1

**SPORT PARTICIPATION
(EXAMPLE ONLY)**

Football Only	5	Baseball Only	0
Football and Another Sport	0	Baseball and Another Sport	3
Basketball Only	1	Tennis	0
Basketball and Another Sport	1	Softball	0
Track Only	2	Swimming	0
Track and Another Sport	0	Other	1(Trainer)

Hall of Fame Selection Committee

**James A. Tinsley, Jr. – Chair
Harrell W. Moore
Jesse Webb**

Enclosure 10

Tuskegee University Athletic Hall of Fame
SELECTION COMPARISON ANALYSIS

Nominations 2006 and 2007 17 each year for a total of 34

Selected 2006 and 2007 13 each year for a total of 26

Rejected 2006 and 2007 4 each year for a total of 8

Gender 2006 12 Males – 1 Female - 2007 11 Males – 2 Females

Sports Participation	2006	2007
Football Only	2	5
Football & Another Sport	2	0
Basketball Only	1	1
Basketball & Another Spt	1	3
Track Only	1	2
Track & Another Sport	0	0
Baseball Only	4	0
Baseball & Another Sport	3	1
Tennis	0	0
Softball	0	0
Swimming	0	0
Other	0	1

Enclosure 11