

CONSTITUTION AND BY-LAWS  
TUSKEGEE UNIVERSITY ATHLETIC HALL OF FAME

ARTICLE I

NAME

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

ARTICLE II

PURPOSE

The purpose and function of the Tuskegee University Athletic 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 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.

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. Executive Director of the National Alumni Association / Director of Alumni Affairs

3. Representatives of the Tuskegee University Athletic Hall of Fame Board of Directors shall be elected to membership by its members and shall serve for a term of four (4) years. They may succeed themselves and there is no limitation on terms.
4. Members-at-large shall be selected for membership from a poll of interested parties by the Board of Directors. Alumni and non-alumni shall be elected by a 2/3-majority vote of the membership of the Board of Directors and 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 of Alumni Affairs shall serve for the duration of their incumbency.
6. Vacancies on the Board of Directors for any reason shall be filled by the same manner and by the same body which originally sent the representative to that seat. These representatives will serve for the remainder of the unexpired terms.

#### ARTICLE IV

##### OFFICERS AND DUTIES OF THE BOARD OF DIRECTORS

**Section I: 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 this organization and subject to control of the 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 other 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 or the chairman.

**C. Secretary:**

The Secretary shall keep the minutes of each board meeting; 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 the mailing addresses of board members; maintain a file on Hall of Fame nominees, Hall of Fame inductees and other pertinent information relative to the actions of the board.

D. Assistant Secretary:

The Assistant Secretary shall perform all duties of the secretary in the absence of this officer. 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 Board of Directors members, 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 then 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 Directors 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 may succeed themselves in office upon proper act of the board. There is no limitation on terms. Any vacancy in office for any reason may be filled by an appointee by the board for the unexpired portion of the term.

## ARTICLE V

### Meeting of the Board

- 1. The Board of Directors shall hold at least one (1) meeting per year. The meeting shall be on a date and at a place convenient to all board members. Time and place shall be designated at the close of each meeting.
- 2. Special meetings may be called by the Chairman of the Board or upon the request of one-half 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 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 for special meetings shall include an agenda of that meeting.
4. The presence of fifty-one percent of the members shall constitute a quorum for this body.
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 replaced by an appointee who will serve the unexpired term.
7. The parliamentary procedures of all meetings shall be conducted in accordance with Robert's Rules of Order Newly Revised.

## ARTICLE VI

### COMMITTEES OF THE BOARD

1. 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 selection process. All committee members serve at the pleasure of the Board of Directors
3. Steering Committee, appointed by the Board of Directors, shall take the necessary steps to notify inductees, prepare biographical sketches for the souvenir journal, obtain photographs and invite the inductees to the ceremony. This committee is also 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 this Committee are subject to approval by the Board of Directors.
4. Awards and Citations Committee shall be appointed by the Chairman of the Board 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 the designated Friday evening prior to a home football game every odd year or during other years designated by the board.
2. The Tuskegee University Athletic Hall of Fame as a general rule shall induct no more than five (5) inductees. The number of inductees may be increased for any designated induction ceremony by two thirds 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. 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: 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.	92
B. Academic achievements campus life and community outreach involvement. Degrees earned - associated awards and recognition. Campus life involvements (organizations, programs, initiations, etc.). Outreach endeavors in local and surrounding communities.	3

Note: Nominees must have been graduated from Tuskegee university or another institution, unless there are extenuating circumstances.

5

C. University Affiliation and Support:

Nominees shall have shown concern for Tuskegee University through direct, consistent and current financial contributions to enhance its growth and development. The contributions shall have been made at least within the five years prior to submission of the nomination.

3. Eligibility:

A. Athletes

Any Tuskegee University alumnus/alumnae who participated in a varsity sport during enrollment at Tuskegee University.

B. Coaches

Any Tuskegee University alumnus/alumnae varsity coach who has served meritoriously for at least five years.

C. Trainers and Managers

Any Tuskegee 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. Posthumous Nominations: There will be a five year waiting period minimum for posthumous nominations. The nominations will be rated using the same criteria as for other nominees.

E. Supporters

- (1) Supporters of the Hall of Fame and Tuskegee University Athletic Programs who have directly or indirectly made substantial contributions.
- (2) Persons in this category will be selected by a majority vote of the Board of Directors.

6

- (3) Nomination letters fully documenting the contributions of these persons shall be submitted to the Board of Directors by anyone having knowledge of their contributions.
- (4) The persons selected for this recognition shall be presented an appropriate award at the Athletic Hall of Fame Induction Ceremony.
- (5) Persons in this category will not be inducted into the Hall of Fame.

F. **Service recognition for Board and Committee Members.** Members of Board of Directors, Selection Committee, Steering Committees and Special Committees are eligible to receive an award for recognition of meritorious service rendered or for an outstanding achievement.

- (1) Service consideration shall entail at least two terms as designated in the constitution and bylaws and the contributions must be meritorious as determined by the Board of Directors.
- (2) Persons considered for outstanding achievement shall accomplish or be the leader in a specific act, project or procedures that substantially enhance the viability and functions of the Athletic Hall of Fame. This award does not preclude recognition for meritorious service.
- (3) The award shall be presented at the Athletic Hall of Fame Induction Ceremony.

#### 4. **NOMINATIONS PROCEDURES**

- A. Nominations for the Tuskegee University Athletic Hall of Fame will be accepted at anytime during the year, but they should be received by December 31<sup>st</sup> 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 the 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 nominations 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, 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 nominating procedures and deadlines will be indicated.
- E. Committee members and other board members may make nominations but must follow the procedure outlined in these By-laws.

## 5. SELECTION PROCEDURES

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

- A. The Chairman of the Selection committee will schedule a meeting after the close of the 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 the 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 judgement on the elimination or postponement of consideration until the number of candidates are reduced to the quota.
- F. Nominations for candidates not selected 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



- 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); Enclosure 9 (Selection Analysis Worksheet); Enclosure 10 (Selection Analysis); and Enclosure 11 (Selection Comparison Analysis. The Chairman will present the report.

## ARTICLE IX

### SECTION I

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

### SECTION II

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

### SECTION III

Specifications for awards shall be standardized 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 plaque shall have a 9x12 wooden base with a 5x7 red plate; gold copy with appropriate plaque casting representing the sport(s) in which the inductee(s) participated.
3. The inscription shall include the sport(s) in which the inductee participated and the 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

# Tuskegee University Athletic Hall of Fame Selection

## Rating Sheet

No.	Name	Year	Sport Participation	Academic/ Campus Life	University Support	1 <sup>st</sup> Submission	Re-Submission	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 bylaws 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
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 been graduated from Tuskegee University or another college or university, unless there are extenuating circumstances.	3
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

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

# Tuskegee University Athletic Hall of Fame

## Key Rating Factors

Maximum  
Points

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

<u>Basic Letter</u>	<u>Players</u> <u>Performance/Achievements</u>	<u>Awards</u>
_____ 1 yr	Outstanding/Most Valuable Player:	_____ All Conference
_____ 2 yrs	_____ Team	_____ Honorable Mention
_____ 3 & 4 yrs	_____ Game	_____ All American
_____ Starter	_____ Records Broken/Established	_____ Honorable Mention
_____ 1 yr	_____ Captain	_____ Others
_____ 2 yrs	_____ Professional	
_____ 3 & 4 yrs		

### Coaches

<u>Career</u>	<u>Awards/Recognition</u>
_____ Yrs Coached	_____ Championships
_____ School Levels	_____ Various Levels
_____ Won/Lost Record	_____ Honors
_____ Players Awarded Collegiate Athletic Scholarship	_____ Others
_____ Professional Athletes	

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

<u>Campus Life</u>	<u>Achievements/ Recognition</u>	<u>Further Education</u>
_____ Campus Organization Involvement	_____ Honor Roll	_____ MS
_____ General Involvement	_____ Who's Who in American Colleges	_____ PhD
_____ Others	_____ University Scholar	_____ Graduate Hours
	_____ Others	_____ Others

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)

# 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 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**  
**SELECTIONS 2007**

No.	Name	Year	Sport Participation	Academic/ Campus Life	Not Rated Profession	University Support	1 <sup>st</sup> Nomination	Re- Submission	Total
1	Melody Baker	1953	Track	X	Homemaker	7 Years	X		100
2	Michael Smith	1995	Football	X	Educator	10 Years EA	X		99
3	Chase Whitaker	1950	Football	X	Coach/AD	6 Years	X		98
4	Allen Bohlen	1965	Football	X	Educator	8 Years	X		98
5	Corey Putney	1954	Track	X	Truant Officer	5 Years		X	98
6	Ralph Reynolds	1962	Baseball/Track	X	Educator	8 Years EA	X		97
7	Larry Fitzgerald	1958	Baseball/Football	X	Entrepreneur/ Baseball	10 Years EA	X		96
8	Thomas Cane	1969	Baseball/Football	X	Plant Advisor	7 Years	X		95
9	Bobby Brown	1967	Football	X	Engineer	8 Years EA	X		95
10	Carol Miller	1980	Basketball	X	Educator	7 Years	X		94
11	John Davis	1968	Football	X	Coach	5 Years	X		92
12	Timothy Green	1961	Trainer	X	Coach	11 Years EA	X		90
13	Shawn Mattson	1964	Baseball/Basketball	X	Government	8 Years	X		89

Legend: EA=Eminent Associate

# Tuskegee University Athletic Hall of Fame

## Non-Selections 2007

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

# Tuskegee University Athletic Hall of Fame

## Selection Analysis

2007

Number of Nominations:	17
Number Selected:	13
Number Not Selected:	4
Number of First Submission:	12
Re-Submissions:	1
Number of Males:	11
Number of Females:	2

## Sport Participation

Football Only	1	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

Mr. James A. Tinsley, Jr., Chair  
Mr. Robert L. Dickerson, Sr.  
Mr. Curtis J. Horton  
Mr. Harrell W. Moore  
Ms. Helen E. Howard

# TUSKEGEE UNIVERSITY ATHLETIC HALL OF FAME

## SELECTION COMPARISON ANALYSIS

Nominations		Selected		Rejected		Gender			
2006	2007	2006	2007	2006	2007	2006		2007	
						M	F	M	F
17	17	13	13	4	4	12	1	11	2
34		26		8		<i>25</i> 13 Males & 3 Females			

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