

CONSTITUTION and BY-LAWS  
TUSKEGEE INSTITUTE

ATHLETIC HALL OF FAME

BY-LAWS

ARTICLE I

NAME

The name of the organization shall be the Tuskegee Institute Athletic HALL OF FAME.

ARTICLE II

PURPOSE

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

1. To establish and maintain a permanent location at Tuskegee Institute for the preservation of artifacts, memorabilia and historical information of certain athletes and teachers, and others who through their participation in athletics and support of Athletic Programs at Tuskegee and their life pursuits, have contributed to the world fame and recognition of Tuskegee Institute as an outstanding educational institution.
2. To serve as a stimulant to students, generally, especially those with high skills of athletic attainment in particular, to seek higher educational training at Tuskegee Institute.

ARTICLE III

BOARD OF DIRECTORS

1. The principal representative 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 Board of Directors of the Tuskegee Institute Athletic Hall of Fame shall be fifteen (15) members. The composition shall be as follows:

- a. Chairman of the Department of Physical Education and Athletics,
- b. Four (4) members of the Tuskegee Athletic Hall of Fame,
- c. One representative of the student body,
- d. Seven (7) members at large; may be alumni and/or others who show interest and support for the Hall of Fame and athletics,
- e. Executive Director of National Alumni Association,
- f. Director of Alumni Affairs.

3. The representative of the student body shall serve at the discretion of its constituency and shall be elected for membership on the Board in the manner prescribed by the Student Government Association and shall serve for a period of two (2) years.
4. Representatives of the Tuskegee Institute Athletic Hall of Fame elected for membership shall serve at the pleasure of their constituency for a term of four (4) years.
5. Members-at-large shall be selected to 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 and shall serve a term of three (3) years.
6. Chairman of the Department of Physical Education and Athletics, Director of Alumni Affairs, and Executive Director of the National Alumni Association shall serve for the duration of their position.
7. Vacancies on the Board of Directors for any reason shall be filled in the same manner and by the same body which originally sent the representative to that seat. Such representative will serve for the remainder of the unexpired term.

#### ARTICLE IV

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

###### Section I. OFFICE OF THE BOARD.

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

###### Section II. DUTIES OF OFFICERS

###### 1. Chairman of the Board

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 other duties incident to the office of Chairman and such other duties as may be presented by the Board from time to time.

###### 2. Vice-Chairman

The Vice Chairman shall perform all duties of the Chairman in the absence of the officer. He/she may perform other specific duties assigned him by the Board or Chairman.

### 3. Secretary

The Secretary shall keep the minutes of each Board meeting; see that all notices are duly given in accordance to provisions of these by-laws; custodian of records of the Board; keep a register of the mailing addresses of each Board member; maintain a file on each Hall of Fame nominee, each Hall of Fame inductee and other pertinent information relative to the actions of this Board.

### 4. 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.

### 5. Treasurer

The Treasurer shall have charge and be responsible for all funds of the organization; receive and give receipts for monies due and payable to the organization and disburse monies of the organization. This officer must be bonded.

## Section III: Term of Office

All officers of this organization shall be elected at the first meeting of the Board during the election year. Each officer shall serve for a period of two years and may succeed himself in office upon proper act of the Board. Any vacancy in any office for any reason may be filled 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 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.
2. Special meetings may be called by the Chairman of the Board or upon the request of one-half the membership of the Board 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 such meeting, along with a copy of the minutes of the previous meeting. Such notices in the case of 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 an act of the Board.
6. The parliamentary procedure 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 Board business between the meetings of the full Board. The member-at-large shall be appointed by the Chairman of the Board of Directors.
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.
3. Steering Committee appointed by the Board of Directors, shall be responsible for the induction ceremony. 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 Citation 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. Other special committees may be appointed as necessary by the Chairman of the Board of Directors.
6. Committees shall be appointed during the first meeting of the Board.

#### ARTICLE VII

##### THE HALL OF FAME

1. Inductions of Hall of Fame shall be held every odd year beginning in 1977.
2. The induction ceremony shall be held on Friday evening prior to the Homecoming celebration, at Tuskegee Institute, Tuskegee Institute, Alabama.

3. The Tuskegee Institute Athletic Hall of Fame shall induct no more than eleven (11) inductees during the 1977 ceremony, no more than nine (9) during the 1979 ceremony and no more than five (5) thereafter. The number of inductees may be increased for any designated induction ceremony by two thirds of the membership of the Executive Committee.

## ARTICLE VIII

### SELECTION PROCEDURES

#### Categories for Selection:

The categories to be considered for selection of candidates for the Tuskegee Institute Athletic Hall of Fame include Tuskegee Institute affiliation, community services and leadership. Each category has a range of 10 points and a candidate may compile a total of 30 points -- 10 for each category. The candidate accruing the highest number of points will be inducted according to the rules and regulations.....

#### 1. Tuskegee Institute Affiliation

- A. Athletes considered for nomination must have letters in at least one sport while enrolled at Tuskegee Institute  
~~Employees of Tuskegee Institute who have made significant contributions to the athletic program while employed at Tuskegee.~~
- B. Nominees shall have shown concern for Tuskegee Institute through support of its programs, financial contributions, recruitment of students, and other things that are important to the growth and development of the Institute.
- C. Nominees are eligible for candidacy 10 years after graduation.

#### 2. Community Services

Nominees must have interest in community affairs by participation and/or membership in civic organizations, volunteer work, church affiliation and other non-profit organizations since graduation from Tuskegee.

#### 3. Leadership Ability in these areas will be considered

- A. ~~Chairing committees~~
- B. Holding offices in organizations
- C. Addressing groups, conventions, assemblies, etc.
- D. ~~Initiating significant research~~
- E. Authoring or co-authoring books and/or magazine articles.

#### 4. Eligibility

Any Tuskegee Institute graduate or former student who participated in a varsity sport during his/her enrollment as a student at Tuskegee Institute or any Tuskegee graduate or ~~employee~~ who has made significant contributions to the athletic program at Tuskegee Institute.

#### Nomination Procedures

1. Nominations for the Tuskegee Institute Athletic Hall of Fame shall be made from January 1 to May 30 of the year in which the induction is held, to be considered for nomination to the Athletic Hall of Fame.
2. Nominations shall be received by the Chairman of the Selection Committee only and copies made available to members of the Selection Committee at the first meeting of the Selection Committee following the close of the nomination period.
3. Nominations for the Tuskegee Institute Athletic Hall of Fame may be made by individuals, or groups of individuals, including Alumni Clubs. Nominations should be accompanied by statements from sponsors explaining why the candidate should be nominated along with appropriate biographical data with as much support data as possible, such as newspaper articles, books, etc.
4. Announcements shall be sent to individual Alumni, Alumni Clubs, National Alumni Board members, members of the Hall of Fame and Regional Directors, indicating nomination procedures, deadline for nominations, and including any forms necessary for making nominations at least 60 days prior to the beginning of the nomination period.
5. Committee members and other Board members may make nominations but must follow the procedure outlined in these By-Laws.

#### Selection Procedure

Selections will be made by the Selection Committee, following the procedures prescribed below.

1. Ten (10) days prior to the first meeting of the Selection Committee, the members of the Committee shall be sent a copy of the rating scale to be used in the selection of candidates.
2. Committee members should receive at the first meeting of the Selection Committee, following the close of the nominating period, names and biographical data of each nominee.
3. Committee members may correspond with other committee members and the Chairman, but should withhold any information on nominees or persons not on the Committee, until final selections have been made and the nominees notified.

4. 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, upon concurrence of the Chairman of the Committee.
5. Committee members shall be considered unethical if he invites<sup>1</sup> or arrange for coercion to be brought on other committee members in support (sustenance) of any candidate.
6. Appropriate rating sheets will be provided for each committee member for classifying nominees into one of three groups:

Group I	25-30 points	Outstanding, Superior
Group II	20-24 points	Good
Group III	0-19 points	Removal from list

7. A ranking must be given every candidate. Nominees who do not qualify for the final vote in any given year may remain on the list of potential inductees (although no more than two years) unless withdrawn by the person or the sponsor, and may be re-submitted after a one year interval.
8. The first, or preliminary, rating shall be completed between January and May 1 of each election year during which time a maximum of 15 nominees will be selected.
9. The names of the candidates will then be resubmitted to the committee for the final vote which should take place between June 1 and August 1 of each election year.
10. Affirmative votes are required for induction. Balloting shall be conducted by the Chairman until there are apparent winners for the allotted number of inductees. If more than the allotment should qualify with at least nine votes, the Chairman shall reverse the process and seek a committee judgement on the elimination or postponement of consideration until the number of candidates is reduced to the quota.
11. Selection shall immediately be presented to the Chairman of the Board, who should take the necessary steps in notifying inductees, preparing criterion, obtaining photographs, etc., and inviting them to the ceremonies.
12. Nominees who are not residents of the United States should possess the same qualifications as those who are residents.
13. There will be a five-year limitation for posthumous nominations.
14. The Chairman of the Selection Committee shall be responsible for the selection process.

## ARTICLE IX

## AWARDS AND CITATIONS

## SECTION I

- The Board of Directors shall approve the buying of awards, and shall give authorization for any programs given to recommend inductees wherein singular honors are distributed.

## SECTION II

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

## SECTION III

Specifications for awards shall be standardized as follows:

1. The picture shall be wood-framed, 10 x 15, black and white, with name of inductee and date of induction inscribed into metal plate.
2. The plaque shall be 9"x12"; the plate shall be 5"x7", red with gold copy, mounted on wood plaque with appropriate plaque casting representing the sport the inductee participated in.
3. The inscription shall include the name of inductee, the sport in which he participated, and year of induction.

## ARTICLE X

## AMENDMENTS

- \* A two-third majority vote of present membership who have voted at two consecutive meetings may amend the constitution and by-laws of the Board of Directors. Copies of amendments shall be mailed each Board member thirty (30) days prior to the meeting in which the amendments are to be voted on.