

TECUMSEH LOCAL SCHOOLS HALL OF HONOR BY-LAWS



I. Name

This organization shall be known as the Tecumseh Local Schools Hall of Honor.

II. Purpose

The purpose will be to recognize and honor those persons, who, through their performance and achievements, have made a strong and positive contribution to society.

III. Criteria for Selection of Former Tecumseh Students

- A. An honoree in this category should be a graduate of Tecumseh Schools or have attended at least two of four years of high school in New Carlisle (Olive Branch, New Carlisle).
- B. A period of five (5) years must have elapsed between graduation and eligibility for induction into the Tecumseh Local Schools Hall of Honor.
- C. Recipients shall be selected based on one or more of the following criteria:
 1. Significant achievement while a student in the Tecumseh Local Schools
 2. Outstanding achievement in vocational pursuits
 3. Outstanding contribution in community and/or governmental affairs
 4. Meritorious recognition for some action taken or provided
 5. Significant philanthropic involvement
 6. The committee reserves the right to examine selecting any individual into the Hall of Honor if the members feel a person deserves special consideration. This person may be added to the ballot with 70% approval of the committee.

IV. Criteria for Selection of Former Employees or Other Citizens

- A. Individuals who qualify in one or more of the following categories are eligible for induction into the Hall of Honor:
- B. Recipients in this category shall be selected based on the criteria outlined in Section III (#2-6).
 1. Former school employees who have been an extra-ordinary example to others and/or who have provided extraordinary service to the Tecumseh Local Schools. A period of five (5) years must have elapsed since a person was actively employed by the Tecumseh Local Schools in order to be eligible for induction into the Hall of Honor.
 2. Community members who have provided extraordinary service to Tecumseh Local Schools.
 3. The committee reserves the right to examine selecting any individual into the Hall of Honor if the members feel a person deserves special consideration. This person may be added to the ballot with 70% approval of the committee.

V. Special Considerations:

- A. The committee may consider honoring persons posthumously who have met the selection criteria.
- B. The committee may waive the five-year eligibility requirement by considering special circumstances that may include individuals that suffer from a debilitating medical impairment.

VI. The Hall of Honor Committee

- A. The Hall of Honor Committee will be composed of a minimum of ten (10) members appointed by the principal of Tecumseh High School. The committee must be comprised of the following:
 - 1. High School Principal
 - 2. Board of Education Representative
 - 3. Central Office Administrator
 - 4. Other Staff Member
 - 5. Community Representatives (minimum of 3) and when possible, one will be a TEF Member
- B. Whenever a vacancy occurs, the chairperson shall appoint a person to fill that vacancy. The chairperson should redesignate the committee in September of each year, but members may continue indefinitely.

VII. Nomination of Candidates

- A. Each member of the Hall of Honor Committee may make nominations.
- B. Persons other than Hall of Honor Committee members may also make recommendations for candidates by complying with guidelines established by the Hall of Honor Committee.
- C. Nominations that are not selected will be automatically be nominated the following year.
- D. Nominations Timeline:
 - 1. Nominators must complete the form by November.
 - 2. Forms and credentials must to be submitted, electronically or postmarked, no later than November 1st.
 - 3. A person may not nominate themselves for induction into the Hall of Honor.
 - 4. Committee members may not nominate immediate family members.

VIII. Voting:

- A. The number of selections each year shall be a maximum of four (4) and a minimum of two (2) as determined by majority agreement of the Hall of Honor Committee.
- B. Voting Timelines:
 - 1. The committee will meet in early November to review all possible candidates credentials/vita. Each committee member will receive a packet of information to review for each candidate.
 - 2. The committee will reconvene in January to vote on the candidates.
- C. The chairperson or their designee will construct a ballot with all the names of the candidate(s).
 - 1. For an election to take place, 60% of the committee must be in attendance. The election will be held on the 3rd Wednesday of January of the year, weather permitting.
 - 2. Each member will vote for no more than three (3) names. Voting shall not exceed five (5) rounds, a potential inductee must receive 30% of the votes to stay on the ballot during rounds of voting. The maximum of three votes will be used in the first round. After that, the number of votes decreases to the number of available positions in the hall of honor.
 - 3. A candidate to gain entrance into the Hall of Honor must have a minimum of 60% of the votes in a single voting round.
 - 4. If a nominee does not receive the required votes and is not selected into the Hall of Honor, their name and vita will remain active for one (1) year, and will be in consideration for induction for the following year.
 - 5. If a committee member cannot attend the voting meeting, they may send in their first round votes. The person who is absent may send in their written ballot or submit their votes by electronic means to the high school principal. These votes will be used for the first round of voting only.
- D. Voting members may not vote for immediate family members.
- E. If only one (1) inductee is selected after 5 rounds of voting, the nominee will be informed of their selection, but no ceremony will be held due to cost and lack of attendance. The candidate will be inducted with the candidates at the next ceremony.

IX. Responsibility of the Hall of Honor Committee

- A. Nominations for candidates by persons other than the Hall of Honor Committee members should be post marked or electronically submitted to a Committee member before November 1st of each year.
- B. It shall be the responsibility of the Hall of Honor Committee to meet as often as it is necessary to screen potential nominees and to determine the final selections by February 1st of each year.
- C. No member of the committee shall disclose the results of other particulars of the balloting in advance of the official release, nor shall he/she disclose the vote on any nominee at any time.
- D. Committee members shall carry out those other activities deemed necessary to promote and fund the Hall of Honor.
- E. Ceremonial Duties and Responsibilities:
 - 1. The chairperson will delegate tasks and responsibilities to committee members to prepare for the Hall of Honor Banquet/Ceremony.
 - 2. Committee duties:
 - a. Create a pamphlet to pass out at the school and at reunions.
 - b. Nominee packets, candidates credentials/vita
 - c. Ballot
 - d. Notify inductees to the Hall of Honor
 - e. Programs for the banquet
 - f. Press release
 - g. Flowers
 - h. Plaque for the inductee & nameplate for the Hall of Honor display case.
 - i. Invitations to guests and family members
 - j. Ask the nominee who they would like to present them for induction
 - k. Food for the reception after the ceremony
 - l. Reserve facilities at the H.S.
 - m. Video & photography
 - n. Name tags
 - o. Other duties as assigned

X. Provision for Amendment

- A. 60% of the committee must be in attendance for the Hall of Honor Committee to revise the by-laws.
- B. Any changes that may be made to a section(s) of the by-laws must receive 80% of the vote in order to be ratified as an amendment.

Date Last Revised: January 21, 2015

Tecumseh Hall of Honor Time Schedule

Month	Task
September	Organizational meeting
October	Collect Nomination Forms. Create a list of candidates. Create packets of the candidates credentials/vita
November	Committee will meet to review the information of candidates
January	Committee will meet to vote on the candidates. (3 rd Wed. in January, weather permitting) Reserve the auditorium & cafeteria for the ceremony
February	Contact new inductees with a letter of congratulations & instructions with upcoming events and dates. <ul style="list-style-type: none"> • Call candidate • Call nominator • Send Letter <p>A committee member will contact the inductee:</p> <ul style="list-style-type: none"> • Who will speak/introduce them • Bio of the inductee (must be in word) picture • Get a list of the people the inductee wants to invite & list of addresses of the people they want to attend. Send invitation to their guests. • Invite past inductees to the ceremony <p>Order plaques & the nameplate in the Hall of Honor display.</p> <p>Examine food order</p>
March	Notify the press (Press Release) Collect bio & photos Get video & photographer (Who will run the video equipment) Order flowers-corsages
April	Run news story the week of the banquet Double check on orders: <ul style="list-style-type: none"> • Flowers • Food • Plaques • Programs <p>Banquet (Banquet Date: 3rd Saturday in April)</p>