

NORWIN SCHOOL DISTRICT

FUNCTION AND BY-LAWS

for

NORWIN ATHLETIC HALL OF FAME

NORWIN ATHLETIC HALL OF FAME

By-Laws

Article I

NAME

The name of the organization shall be known as the **NORWIN ATHLETIC HALL OF FAME**, herein referred to as **NAHOF**.

Article II

PURPOSE

To recognize those individuals who have brought pride and prestige to the Norwin School District athletic program and to our community either as a player (during his/her high school career at Norwin) coach, administrator or community contributor. The Norwin Athletic Hall of Fame is a way of maintaining the rich heritage and tradition of successful athletic programs in Norwin.

Article III

GENERAL ADMINISTRATION

- Section 1.** The responsibility for the Organization's management and administration shall reside with the Athletic Director and Executive Committee.
- Section 2.** The Athletic Director, Assistant Athletic Director, Principal, and a Treasurer appointed by the Executive Committee will be members of the NAHOF committee.
- Section 3.** The NAHOF committee will have maximum of 25 members. The NAHOF committee will accept applications and vote on new members to fill vacancies.
- Section 4.** Committee members' duties include: 1) Accepting applications; 2) Presentation of nominees; 3) Selection of inductees; 4) Assist in organizing/planning of induction ceremony.

Article IV

COMMITTEE RESPONSIBILITIES

- Section 1.** Each new inductee will have a NAHOF member guide them through the induction planning process.
- Section 2.** Member will obtain the bio, pictures, and addresses from the inductee.

- Section 3.** Member will inform and reinforce with the inductee the importance of keeping the acceptance speech to 3 minutes.
- Section 4.** Member will obtain the names and numbers of individuals who have had their dinners purchased by the inductee.
- Section 5.** Member will inform and assure that the inductee arrives at the banquet one hour prior to the ceremony.
- Section 6.** Member will be available to have a picture taken with the inductee during the ceremony.

Article V

EXECUTIVE COMMITTEE

- Section 1.** The Athletic Director will be the Chairman of the Executive Committee.
- Section 2.** The Executive Committee shall consist of 5 members appointed by the Athletic Director to serve in equal roles as designated by the chairman.
- Section 3.** Vacancies caused by resignation, transfer, lack of involvement shall be filled by a majority vote of the executive board.

Article VI

INDUCTION GUIDELINES

- Section 1.** NAHOF will select a maximum of 4 teams and 10 individuals who contributed to, or played or coached for the Norwin School District (Including North Huntingdon High School and Irwin High School – Pre 1958).
- Section 2.** Inductees will be honored with a banquet organized by NAHOF, and recognized at Norwin's Homecoming, and Homecoming parade.

Article VII

ELIGIBILITY

- Section 1.** Nominations will be accepted and considered for any athlete, team, coach, or contributor who through his/her commitment, sacrifice, and dedication to the Norwin High School athletic program has brought pride and distinction to our school and community.
- Section 2.** Eligibility for nomination would include those who have attended Norwin and have been out of school for a minimum of 5 years.
- Section 3.** The nominee should have lived a life that has been of benefit to society and have demonstrated strong moral character, love of fellow man/woman, and dedicated to the common good.

Article VIII

CRITERIA FOR EVALUATION OF NOMINEES

- Section 1.** NAHOF will evaluate nominees according to national, state, WPIAL, or conference recognition during their high school career.
- Section 2.** NAHOF will evaluate the following: 1) Nominee's degree of recognition as a Norwin athlete, coach, administrator or active supporter with alumni and the general public; 2) The significance or stature of the nominee's accomplishments as a Norwin athlete as determined by statistical records or the number and stature of awards received; 3) Distinctive or unique accomplishments which attracted public attention or acclaim to the nominee or Norwin High School.

Article IX

FINANCES

- Section 1.** The fiscal year shall be *February 1st through January 31st*.
- Section 2.** All funds of the organization shall be deposited in a local banking institution within the boundaries of Norwin School District as designated by the executive board.
- Section 3.** All checks must have the signature of the treasurer and a designated executive board member.
- Section 4.** In the event of a sale or dissolution of the Norwin Athletic Hall of Fame, the use of any surplus funds for private inurement to any person is prohibited. Upon dissolution of the organization, all records and assets shall be turned over to the Director of Student Activities (Athletic Director) to become property of the Norwin School District for use in a designated program.

Article X

NOMINATIONS

- Section 1.** Nominations may be submitted by members of the NAHOF Committee or members or the community.
- Section 2.** Nominations will be accepted by completing a NAHOF nomination form. Nominating individual must also provide a profile of nominee to include; supporting documentation, statistical information, press clippings, and a letter of recommendation from someone other than the nominator.
- Section 3.** Nominations must be received by the "nominee review meeting" to be considered for the current induction.
- Section 4.** An induction candidate's file will become active when the candidate returns the completed information. In the event the nominee is deceased, a relative may complete and return the information.

Section 5. Once an individual has been nominated, his/her file will remain active for 5 years and he/she will continue to be considered for induction during that time. If candidate is not inducted after 5 years his/her name may be removed from the current nominee list.

Article XI

INDUCTEE ELECTION PROCESS

- Section 1.** In order for a committee member to vote on the specific year's nominees, he/she must attend two of the three required meetings before the election or notify the Norwin Athletic Office if unable to attend a meeting (if a valid reason exists, prior notification may substitute meeting attendance).
- Section 2.** A maximum of 4 teams and 10 inductees will be selected each year.
- Section 3.** Those nominees receiving the highest number of votes from NAHOF committee members will be considered for induction.

Article XII

INDUCTION

- Section 1.** The inductees will be honored with a banquet organized by the NAHOF committee.
- Section 2.** Each inductee must attend the Hall of Fame banquet. If the inductee is deceased, a representative must attend the banquet. In the case of an emergency in which the inductee or representative cannot attend, the NAHOF committee will make the appropriate decision regarding the induction.
- Section 3.** Each inductee will receive an award of his/her induction and their accomplishments.
- Section 4.** Each inductee or representative will receive 2 complimentary tickets to the NAHOF banquet and Norwin Homecoming football game.
- Section 5.** The inductees will be introduced during the NAHOF banquet.

Article XIII

AMMENDMENTS

The NAHOF Committee reserves the right to amend the bylaws if needed, by a majority vote.

Article XIV

The most current edition of "Robert's Rules of Order" shall be the parliamentary authority for all matters of procedure not specifically covered by these by-laws.