

**BY-LAWS OF THE NATIONAL TRAIL
ATHLETIC HALL OF FAME COMMITTEE**

ARTICLE I

Name and Mission

The name of this organization shall be the National Trail Athletic Hall of Fame Committee (hereafter referred to as the "Committee"). The Committee is a separate entity that has no affiliation with any other organization. It was started in April 2011.

The Committee is formed to recognize and honor individuals and teams who have accomplished extraordinary athletic achievements either at NT or elsewhere, or who have made outstanding contributions to NT athletics. The Committee is subject to the control of its members as to By-Laws, and nomination and selection procedures.

ARTICLE II

Location

The principal office of the Committee will be located at National Trail High School, 6940 Oxford-Gettysburg Road, New Paris, OH 45347.

ARTICLE III

Fiscal Year

The fiscal year of the Committee is from January 1-December 31, beginning in 2011.

ARTICLE IV

Meetings

Place of Meetings-All Committee meetings shall be held at the District Office at National Trail.

Regular Meetings-The Committee's regular meeting dates and times will be determined at the organizational meeting of the Committee held during the first week of February of each year. Regular meetings will be held in February, March, April, May, June, and November of each year. Selection of inductees will be made at the April meeting.

Special Meetings-Special meetings of the Committee may be called at any time by the President or at the request of any five committee members, with at least 24 hours notice given to each member.

Quorum-A majority of the Committee members (50% + 1) shall be a quorum for the transaction of business, but a lesser number may adjourn any meeting. The affirmative vote of a majority of the Committee shall be necessary to pass any resolution; a majority of the Committee present at any meeting shall be necessary to pass any motion or to conduct any business that comes before the Committee.

Motions/Resolutions-Action of the Committee shall be by motion/resolution. Each motion/resolution shall be recorded in the minutes; on the vote of each motion/resolution, the passage or failure shall also be recorded in the minutes.

Journals-Minutes of all meetings shall be recorded in the Journal of Minutes of the Committee. Minutes for each meeting shall show the date and place, members present, summary of accomplishments, and a record of each vote. Adopted motions/resolutions will be set forth in the minutes and identified by the appropriate reference number.

Conduct of meetings-Committee meetings shall be conducted with the following procedures:

Order of Business-Regular meetings of the Committee shall transact business in the following order:

- 1 Call the Meeting to Order
- 2 Roll Call
- 3 Approval of Minutes of Previous Meeting(s)
- 4 Old Business
- 5 New Business
- 6 Checks-Treasurer's Report
- 7 Other Items of Interest
- 8 Adjournment

Motions-Motions shall be presented, seconded, and acted upon in accordance with Robert's Rules of Order. The Secretary will record all carried or passed motions in writing. However, any motion may be withdrawn by the mover with the consent of the Committee member who has seconded, before it has been amended or voted upon. Motions without a second will die for the lack of such second.

Acting President-In the absence of the President, a quorum of the Committee being present, the meeting shall be called to order by the Vice-President, who will proceed as Acting President for that meeting.

ARTICLE V

Committee Members

General Provisions-In the beginning, the Committee shall consist of a maximum of fifteen members. Committee members will be those who started up the organization. The original Committee set-up will be as follows:

NT Principal NT Athletic Director NT Booster Club President or designee
 NTAA Member NTSF Member
 At-Large Members, as circumstances dictate.

At-Large members may include coaches and AD's, (either current or retired), and/or athletic support persons. Once the original Committee reduces to eleven members through attrition, it shall continue to consist of eleven members and vacancies shall be filled as designated below. Members must regularly attend meetings, provide information, verify information as needed, vote to select inductees, and maintain the confidentiality of the selection process. All Committee members have the right to vote on any issue. Regardless of representation or affiliation, each Committee member has only one vote.

Compensation-There will be no Committee compensation.

Term of Office-The term of the Committee member is ongoing.

Resignation-Any Committee member may resign by giving written notice to the President. Resignation shall be effective as of the date specified in the written notice.

Committee Member Vacancies-In the event of a resignation, death, disability, or other vacancy of a Committee member position, a successor shall be appointed by a majority vote of the Committee.

ARTICLE VI

Officers

General Provisions-The Committee Officers shall consist of the President, Vice-President, Secretary, and Treasurer. These offices are determined by motion/resolution and are approved by the Committee at its organizational meeting, held in February of each year.

Resignation of Officer-Any officer may resign by giving written notice to the President. The resignation will be effective as of the date stated in the written notice.

Officer Vacancies-Vacancies in all offices shall be resolved by the Committee through motion/resolution.

President-The President shall be a member of the Committee. The President shall preside over Committee regular meetings, providing all members with an agenda, and notifying them of meetings. The President or the President's designee will compile a list of nominees for Hall of Fame consideration, prepare the ballot for inductee selection, and notify inductees or families of deceased inductees when they are selected. The President also performs such other duties as may be prescribed by the By-Laws and others that may

be assigned from time to time by the Committee. The President shall serve as an ex-officio member of any subcommittee. The President shall report to the Committee on all matters referred to him and shall attest the minutes of each Committee meeting. The President shall also work with the NT Alumni Association and the NT School Foundation to coordinate all activities with them in Committee matters.

Vice-President-The Vice-President will have all of the powers of the President in the President's absence. If the President is unable to serve or is no longer in office, the Vice-President will assume the President's position.

Secretary- The Secretary shall be the keeper of Committee records, keeping accurate records of the proceedings of Committee meetings. The Secretary must be a member of the Committee. The Secretary shall perform other such duties as may be assigned by the Committee.

The Secretary or the Secretary's designee shall be secretary to all subcommittees and shall cause minutes of each meeting to be kept.

Treasurer-The Treasurer shall be the Committee's fiscal officer and must be a member of the Committee. The Treasurer shall purchase the plaques for NT Hall of Fame inductees. The Treasurer shall also sign checks as needed. The Treasurer will perform other such duties as may be assigned from time to time by the Committee.

The Treasurer shall establish an annual budget. The Treasurer shall work to keep Committee expenses within the adopted annual budget.

The Treasurer shall have the care and custody of the funds of the Committee. The Treasurer will endorse, for deposit or collection, checks, or other documents. All outgoing checks must be signed by the treasurer and one other officer.

ARTICLE VII

Committees

Committees-The President may, from time to time, create sub-committees, appoint chairpersons, and members of those subcommittees.

Committee Meetings-In the absence of the Chairperson of any sub-committee, a quorum being present, an Acting Chairperson shall be selected by majority vote of the members

ARTICLE VIII

Nominations

General Provisions-Nominations for the NT Athletic Hall of Fame can be made by anyone and must be made on the official NT Hall of Fame Nomination Form. All

nominations will be retained indefinitely.

The nomination process will begin immediately after these By-Laws are adopted and will close on February 1 of each year. Nominations received after that date will be considered the next year. The President or his designee will make a list of the nominees from the official NTAHOF nomination forms and from Committee members. The Committee will consider them at the regular March meeting. The selection vote for the NT Hall of Fame will take place at the April meeting. Hall of Fame certificates will be presented at the NT Alumni Dinner in June. Hall of Fame members will also be introduced at a Hall of Fame home basketball game in December of that year. A plaque for each newly elected Hall of Fame member/team will be mounted in a Hall of Fame area designated by the NT Principal and AD.

ARTICLE IX

Eligibility

General Provisions-Individuals, coaches, teams, and meritorious service persons are eligible for induction into the NT Athletic Hall of Fame. Requirements are as follows:

Individuals-A nominated individual must:

- 1) be a graduate of National Trail;
- 2) be graduated at least ten (10) years;
- 3) have participated in recognized OHSAA varsity athletics.

NT accomplishments are the primary consideration, although after graduation accomplishments are also to be considered. Character and integrity are of utmost importance.

Items to Aid in Consideration-State level recognition or accomplishment; multiple sports with recognition or accomplishments at a high level (all-area, conference, sectional/district/regional); single sport with multiple years of recognition or accomplishments at a high level; verifiable high achievements in statistical categories associated with the sport or sports in which the individual competed; contributions to the success of the participating team; high achievement in college or professional athletics; additional athletic accomplishments.

Coaches-A nominated coach:

- 1) need not be an NT graduate;
- 2) coached at NT for five (5) years and ten (10) years overall or an NT Alumni who has coached elsewhere for at least ten (10) years total;
- 3) must be retired for five (5) years.

NT accomplishments are the primary consideration, although achievements at other institutions are also to be considered. Character and integrity are of utmost importance.

Items to Aid in Consideration-Teams or individuals from teams participated at state level; exemplary overall winning record in one or multiple sports; multiple conference, sectional, district, or regional championships or multiple participants at an advanced level; coached more than one sport for more than ten (10) years; additional coaching accomplishments or honors.

Teams-A nominated team:

- 1) must be a recognized OHSAA varsity squad;
- 2) must have participated at least ten (10) years in the past;

Items to Aid in Consideration-State or regional participation; conference, sectional, and/or district championship; exemplary overall season record and accomplishments.

Meritorious Service Persons-A nominated service person:

- 1) need not be an NT grad;
- 2) must have provided or continues to provide outstanding service to NT athletics. Character and integrity are of utmost importance.

Items to Aid in Consideration-Years of service in one or multiple sports; years of continuous support to NT athletics; exemplary service and/or support to the NT athletic program or specific sports programs.

The Committee reserves the right to remove any Hall of Fame member for not maintaining the high standards it sets for its inductees.

ARTICLE X

Election

The voting for the nominees will take place at the Regular Committee meeting in April of each year. In order to be elected to the NT Athletic Hall of Fame, a nominee must receive two-thirds (2/3) of the Committee’s voting members to become an inductee.

ARTICLE XI

Amendment

Amendment-These By-Laws may, at any time and from time to time, be amended or supplemented by majority vote of the Committee.

NT ATHLETIC HALL OF FAME
Nomination Form

Date ___/___/___

Name of Nominee _____ Years Involved _____

Athlete _____ Coach _____ Service Person _____ Team _____

Is nominee deceased? Yes ___ No ___ If yes, skip to contact information. If no, please continue.

Address _____

E-mail address _____

Home phone number _____ Cell phone number _____

Contact information for deceased nominees only:

Name of Contact _____ Relationship to nominee _____

Address _____

E-mail address _____

Home phone number _____ Cell phone number _____

PLEASE ATTACH ACCOMPLISHMENTS PAGE TO THIS NOMINATION SHEET!

Name of person nominating _____

Address _____

E-mail address _____

Home phone number _____ Cell phone number _____

You may turn this document in to the NT Office, any Hall of Fame Committee member, or mail it to: NT Athletic Hall of Fame President, 6940 Oxford-Gettysburg Road, New Paris, OH 45347.

DO NOT WRITE BELOW THIS LINE: FOR NTHOF COMMITTEE USE ONLY!

Date nomination received ___/___/___

Person receiving nomination _____

ACCOMPLISHMENTS PAGE

Nominee _____

Athlete Information

<u>Sport</u>	<u>Years</u>	<u>Varsity Letters</u>	<u>Honors</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Coach Information

<u>Sport</u>	<u>Years</u>	<u>Record</u>	<u>Honors</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Team Information

<u>Sport</u>	<u>Year</u>	<u>Record</u>	<u>Honors</u>
_____	_____	_____	_____

Meritorious Service Person Information

<u>Sport</u>	<u>Years</u>	<u>Services performed</u>
_____	_____	_____

Additional Information

You are welcome to attach additional information if necessary.