



ATHLETIC HALL OF FAME (AHOF) ADVISORY COMMITTEE BYLAWS AND ATHLETIC HALL OF FAME CRITERIA

I. ATHLETIC HALL OF FAME MISSION STATEMENT

The ACPS Athletic Hall of Fame recognizes and honors the outstanding achievements of individual athletes, coaches, teams and friends of Alexandria City Public Schools who have contributed to the integrity, promotion, and growth of athletics at the high school level. Inductees of the ACPS Athletic Hall of Fame have performed at an exceptionally high athletic level and have represented ACPS with high standards of citizenship and character. This award also recognizes and honors community members who have made significant contributions to the ACPS athletic program.

II. ATHLETIC HALL OF FAME (AHOF) ADVISORY COMMITTEE

A. Responsibilities

1. Each year, the AHOF Committee honors excellence in athletic achievement by former ACPS students, memorializes their achievements, and inspires the current students of ACPS to strive for excellence by inducting a select number of former students into its Athletic Hall of Fame. Inductees will be honored with a Hall of Fame plaque on the campus of Alexandria City High School. The general function of the AHOF Advisory Committee is to govern and administer the Hall of Fame awards program within the guidelines set forth in these bylaws.
2. The committee shall establish policies and procedures to guide the operations of the Athletic Hall of Fame program.
3. The committee reports directly to the Alexandria City School Board.

B. Committee Membership

1. The advisory committee will be composed of no more than 17 voting members who will be appointed by the Alexandria City School Board.
2. Members of the committee will serve without compensation,
3. The advisory committee is open to participation by the following members:
 - a. The Alexandria City High School Athletic Director
 - b. One Alexandria City High School Administrator

- c. One current girls head coach
 - d. One current boys head coach
 - e. One retired coach or school employee
 - f. At least one Community Member-at-Large
 - g. At least one member of the ACPS Athletic Hall of Fame
 - h. At least one ACPS Alumni
4. Committee members are limited to three consecutive, two-year terms and may reapply for appointment to the AHOF committee after not having served on the committee for two years.
 5. Advisory committee members shall be residents of the City of Alexandria, or employees of the Alexandria City Public Schools or the City of Alexandria. The Board may waive the residency requirement on an individual basis. ACPS employees and city staff serving on advisory committees are not subject to residency requirements.
 6. The School Board Member Liaison appointed by the School Board Chair and the ACPS Staff Liaison appointed by the Superintendent are non-voting advisors to the committee and are not counted toward quorum or committee membership.
 7. The Board may waive term limits on an individual basis.
 8. Any replacement members will be appointed by the School Board.

C. Officers

1. The AHOF committee will hold an annual organizational meeting for elections of committee officers at the committee meeting following the AHOF induction ceremony. At that meeting, it will elect, at a minimum, a Chair and a Vice Chair. A meeting schedule will be established no later than the first meeting of the school year.
2. Term: The Committee Chair may only serve two consecutive, one-year terms and may be nominated for the Chair position again after two years of not having served in that role. The School Board Chair will organize a meeting of the Committee Chairs and Board liaisons at least twice during the school year.
3. Responsibilities: The Chair represents the AHOF committee's goals and sets the agenda with the ACPS staff and Board liaisons. However, any topics of substance must be brought to the committee at large. In order to remove or replace an officer, a two-thirds majority vote of the committee is required.

D. Voting

1. A simple majority of all serving members must be physically present to hold a valid vote (quorum) to adopt a motion. Any vacancies on the committee are not included in the calculation of a quorum.
2. Robert's Rules of Order will be the guidelines for most voting procedures.

E. Meetings

1. The AHOF committee is considered a “public body” under the Virginia Freedom of Information Act (VFOIA), and as such is subject to VFOIA’s “meeting” and notice requirements.
2. A calendar of meetings is established no later than the first meeting of each year. A copy of this calendar is provided to the Clerk of the Board and the Department of Communications.
3. The advisory committee will meet a minimum of four times annually. Additional meetings may be called at the discretion of the Committee Chair.
4. The Committee Chair informs the Clerk of the Board of such meetings at least three days prior to the meeting to allow for public notice. Agendas, presentations, and any documents for distribution at the meeting shall be made available to the Clerk of the Board for public posting at least three days prior to committee meetings.
5. Members of the committee shall attend at least 75 percent of all meetings each year unless additional absences are excused by the Committee Chair.
6. Written meeting minutes will be made public once approved by a quorum of the committee.

F. Amendments

When amendments to these bylaws are suggested by any member of the committee, the committee shall act on them. A two-thirds vote is required to adopt an amendment.

G. Exceptions

The Alexandria City School Board may make exceptions to these practices and procedures as it deems appropriate.

III. ATHLETIC HALL OF FAME INDUCTION/HONOREE CRITERIA

A. Selection Process

There will be four categories of nominees to be considered for induction into the ACPS Athletic Hall of Fame. These are:

1. Student-Athletes
2. Teams (i.e. the 1996 Boys Basketball Team, 2000 Girls Varsity Eight Crew Team, 2008 Track and Field Boys 4 x 800 Relay Team)
3. Coaches/Administrators
4. Community Contributors

A quorum at an Athletic Hall of Fame Advisory Committee meeting is needed to act on nominations. A quorum shall be considered the majority of the total membership of the committee excluding the School Board Member Liaison and the ACPS Staff Liaison.

B. Criteria for Selection of Student Athletes:

1. The nominee must be an alumnus of an ACPS high school
2. Nominees must have graduated at least five years prior to being considered for induction.
3. Eligible nominees must have accomplished at least two of the following:
 - Have been a multiple varsity letter winner.
 - Have earned varsity letters in two different sports.
 - Have been a multiple year or multiple-sport all-conference selection.
 - Was a state champion or place winner in an individual sport.
 - Received recognition as All-State or All-Met athlete in their sport.
4. Moral character, good citizenship, and academic performance during high school and post-high school will be considered.
5. Although athletic achievement while attending an ACPS high school is of prime importance, outstanding accomplishments after leaving high school will also be considered.
6. If any member or relative of the AHOF committee is nominated for the ACPS Athletic Hall of Fame, that member may not discuss their own or their relative's nomination with any committee member nor may they serve on any subcommittee in which they or their relative are nominated. Should that nominee/member or relative be selected by the subcommittee process to move forward for full committee voting, that member will step aside until the final voting is complete.

C. Criteria for Selection of Coaches

1. The nominee must have served as a head coach and/or an assistant coach of an ACPS high school sport for a minimum of 5 years.
2. Three years must elapse after the completion of a nominee's tenure as coach at an ACPS high school or the nominee must have reached the age of 60 years old in order to be considered for selection.
3. Moral character, good citizenship, and career performance will be considered.
4. Other factors that will be considered include overall coaching record, accomplishments of athletes in their program, contributions to the ACPS high school athletic program, other professional accomplishments and recognitions by state organizations.

D. Criteria for Selection of a Team

1. For teams who have made a substantial contribution to the ACPS athletic/school climate.
2. Have earned a state championship or place winner in a state competition.
3. Ten years must elapse after the completion of the team's successes.
4. Moral character, good citizenship, and community service of the team will be considered.

E. Criteria for Selection of Community Contributor Award

1. Individuals who have made an outstanding contribution to the ACPS athletic program.

2. Individuals may be current or past employees of Alexandria City Public Schools.
3. Considerations for selection include:
 - a. Length of time the nominee has contributed to the ACPS athletic program.
 - b. Involvement in projects that have made an impact on ACPS.
 - c. Moral character, good citizenship, and career performance.
 - d. Distinguished contributions to society.

F. Awards, Rights, & Privileges

1. Induction into the ACPS Athletic Hall of Fame is a lifetime award.
2. Hall of Fame members may be removed for character or citizenship incidents that are identified as unbecoming of a Hall of Fame member. Removal from the Hall of Fame will require a unanimous vote from the ACPS Athletic Hall of Fame Committee.
3. Recognition of new Hall of Fame inductees will include:
 - a. Introduction during an athletic event scheduled on the Friday before the Induction Ceremony, if one is being held at ACHS
 - b. An Induction Ceremony and **social event** held at Alexandria City High School.
4. Each Hall of Fame inductee will receive:
 - a. A recognition plaque to be hung in the ACPS Athletic Hall of Fame located at Alexandria City High School
 - b. A duplicate recognition plaque for their personal use

G. Nomination Procedure

1. Nominations may be submitted at any time using the online nomination form located on the ACPS website on the Athletic Hall of Fame Advisory Committee page.
2. The committee will regularly review nominations to remove any that do not meet the criteria or are lacking enough information to select for induction in the AHOF.
3. Any ACPS graduate, parent, staff member or City of Alexandria community member may submit nominations for the ACPS Athletic Hall of Fame.
4. Any person(s) making a nomination must gather the required information requested on the nomination form. All information on the nomination form must be completed.
5. Nominations for the next group of inductees will be closed at midnight on January 31 of each year. Only information received by that date will be considered as part of the nominee's eligibility. Any nomination or additional information received after January 31 will be considered the following year.

H. Voting procedures

Inductees shall be selected for inclusion in the Hall of Fame in each calendar year from nominations submitted by members of the Alexandria community. They shall be elected by the committee in a bifurcated procedure at the regularly scheduled

meetings of the committee in April and May and submitted to the School Board for review at the Board's May or June meetings.

The selection process shall be as follows:

1. Before January 31 of each year the advisory committee will determine by a simple majority vote the total number of nominees to be selected from each eligibility category (athlete, team, coach, contributor), a target percentage of gender equity, or any other benchmark determined by the committee. Male and female nominees in the athlete category may at times be considered separately.
2. The Chair will appoint committee members to up to two (2) subcommittees to review nominations in those specific categories.
 - i. Each subcommittee will appoint a chair to oversee the process and to ensure fairness of the subcommittee nominee selections.
 - ii. Each category subcommittee member shall select a predetermined number of candidates, rank them from high to low and submit their selections to the subcommittee chair.
 - iii. Once all the subcommittee choices are received, the subcommittee chair will assign a numeric ranking value to each subcommittee member's choices, and compile the nominees in order of the highest to lowest.
 - iv. A portion of the highest ranking candidates will be presented to each subcommittee member to rank the new list from highest to lowest and re-submit to the subcommittee chair.
 - v. Each subcommittee chair will compile their resulting high ranking candidates to submit to the advisory committee chair for presentation to the full committee for information at the April meeting.
3. Prior to the April AHOF committee meeting, each subcommittee shall choose the appropriate number of nominees by category. ranking them in order of their qualifications. The highest scoring candidates from this vote in each category will constitute the slate of nominees who will be voted on by the full committee at the May meeting. The committee members will use the same ranking system by category to determine the candidates to be recommended to the School Board for induction. In the event of a tie for one of the selection slots, each nominee who tied will be recommended to the Board for induction. Any nominee not chosen for induction in a given year shall have their nomination carried over for consideration in each succeeding year.
4. In addition to election of student/athletes as set forth above, the committee may also submit to the Board for their approval for inclusion in the Hall of Fame teams, coaches, administrators, or members of the community who, in the opinion of the committee, have made extraordinary contributions to athletics in the City of Alexandria.

Adopted:

Amended: DATE