

Dexter High School Alumni Association

Dexter, Michigan

HALL OF FAME BY-LAWS

(Adopted, April 7 2010)

Article I – Purpose

The purpose of the Dexter High School Alumni Hall of Fame is to honor DHS Alumni who “make a difference”. This tribute is to recognize Alumni for their significant achievements and contributions to their career, community, nation or world.

Article II – Board of Directors

The officers of the Association, constituting the Board of Directors, have the power to determine the Hall of Fame By-Laws. The Board of Directors will make the final decision on the approval or rejection of recommendations received from the Hall of Fame Selection Committee.

Article III – Candidate Nominations

- A. An example of a successful nominee is a person who:
 - 1. Is respected by peers, outstanding in his or her field, and recognized by the general population
 - 2. Promotes society in a way that benefits many people
 - 3. Brings honor, distinction and prestige to the heritage of Dexter High School
 - 4. Has contributed positively to society, giving back to the community

- B. Nomination Guidelines
 - 1. The nominee must be a graduate of Dexter High School and must have graduated at least five calendar years prior to their nomination.
 - 2. Alumni cannot nominate themselves. Posthumous nominations will be accepted. Couples should be nominated separately, with each candidate considered on their own merit.
 - 3. A nominee's chances of becoming a Hall of Fame honoree go up dramatically when a complete, well-documented nomination is received. The nomination must stand on its own merit. Key information such as name and maiden name, date of graduation, years of attending Dexter Schools, current mailing address, phone number, and email address (if available) is vital. Incomplete nominations will not be considered.
 - 4. Please remember when nominating an individual that while you or perhaps his/her contemporaries might know him/her well, we must have documentation justifying the selection to students, Alumni and total strangers in the years ahead.
 - 5. The nominator should complete the Nomination Form in a manner that depicts the whole person and with an emphasis on what makes the nominee outstanding.
 - 6. The required Letters of Recommendation from colleagues and peers reinforce the nomination.
 - 7. Nominations will be reviewed and information verified by the Selection Committee.
 - 8. Nominees or their references may be contacted for additional information relating to the nominee and their candidacy.

- C. Nomination Forms, Letters and Documentation
1. Nomination Cover Sheet and Nomination Form
 - i. Submitted by Nominator to initiate nomination.
 2. Letter of Recommendation Form
 - i. Submitted by colleagues and peers of the candidate to support a nomination.
 - ii. Submitted with the original nomination.
 3. Supporting Documentation – Examples
 - Early family history
 - School history, background, achievements
 - Post secondary education
 - Career
 - Current family data (could be part of early family history and combined as a personal biography)
 - Community and civic contributions
 - Service organizations and civic memberships
 - Professional organizations
 - Newspaper clippings and public notices of accomplishments
 - Copies of awards documents
 - Offices held
 - Letters from individuals
 - Lists of publications
 - Photographs, Yearbooks
 4. Submission of Forms and Letters
 - i. All forms, letters and supporting documentation must be submitted together.
 - ii. Submit via mail to:
 - DHS Alumni Association
 - PO Box 83
 - Dexter MI 48130
 - iii. Deadline for submitting nominations is September 1st of each year.

Article IV – Selection Committee

- A. The Selection Committee will consist of seven (7) members plus one (1) non-voting member as follows:
1. DHS Alumni – 5 members
 2. Dexter Community Schools Representative – 1 member
 3. Dexter community – 1 member
 4. Alumni Board – 1 non-voting member
- B. The members of the Selection Committee will be appointed by the Board of Directors.
- C. Committee members will serve a two-year term. Terms of four members will expire in odd numbered years and terms of four members will expire in even numbered years. Appointees chosen to fill a vacancy will assume the term of the person replaced. Terms will begin on July 1st and end on June 30th. No appointments to fill a vacancy will be made during the review and selection process.
[Initially, 4 members will serve a one-year term from 7/1/2010 to 6/30/2011 and 4 members will serve a two-year term from 7/1/2010 to 6/30/2012.]
- D. The Alumni Board Representative will call the first meeting of the Selection Committee. The Board Representative will explain the absolute necessity of the Committee maintaining confidentiality during the review and selection process. Any breach of such confidentiality is to be reported to the Board of Directors and is reason for dismissal from the Selection Committee.

- E. The first order of business will be to choose a Chairperson to schedule, organize and facilitate Committee meetings. The Board Representative will serve as Secretary to track the review of nominations and be the liaison with the Board of Directors.

Article V – Selection Process and Procedures

- A. Notifying Selection Committee
 - 1. Approximately 10 days after the deadline for submitting nominations the Board Representative will schedule the first meeting of the Selection Committee.
 - 2. The Board Representative will secure a meeting room at one of the schools in a location appropriate for confidential discussions.
 - 3. The Board Representative will notify Committee members of date, time and location of the meeting.

- B. Preparing for Review of Nominations
 - 1. The Board Representative will initiate a tracking log to show:
 - i. date received
 - ii. list of contents
 - 1. Nomination Cover Sheet and Nomination Form
 - 2. Letters of Recommendation (minimum of three required)
 - 3. Supporting documentation
 - 4. Other
 - iii. completeness status
 - iv. dates reviewed
 - v. date and description of requests for additional information
 - vi. date and description of additional information received
 - vii. review determination
 - viii. recommendation determination
 - ix. return of incomplete or not recommended nominations (cover sheet remains with tracking log)
 - 2. The Board Representative will take each Nomination Cover Sheet and attach it to a Tracking Log.
 - 3. The Board Representative will prepare a Review Sheet for each nomination and make copies for each Committee member.

- C. Review of Nominations
 - 1. All involved in the review and selection process will handle consideration of each nomination in a confidential manner.
 - 2. Couples nominated will be viewed as two candidates, with each candidate considered on their own merit.
 - 3. Committee members will receive Review Sheets for each nomination.
 - 4. The initial review of each nomination should be to check for completeness. An incomplete nomination should not be considered further and will be returned to person submitting the nomination.
 - 5. Information will be verified as determined by the Selection Committee.
 - 6. Nominees or their references may be contacted for additional information relating to the nominee and their candidacy.

- D. Selection Criteria
 - 1. This award is a worthy honor not to be bestowed lightly nor awarded on standing, financial status, popularity or other criteria other than the simple rule of worthiness.
 - 2. Inductee selection is made on moral character, integrity, citizenship and demonstrated ability and recognition of local, national and/or international achievement.

3. A graduate who has attained prominence in any field of endeavor and who has made outstanding contributions to society.
4. Inclusion of a minimum of three Letters of Recommendation for the nomination.

E. Recommendation of Candidates

1. In making selections, the Selection Committee shall consider all information gathered from the nominator, recommendation letters and other available sources.
2. A maximum of two (2) candidates may be recommended by the Selection Committee for induction each year. None are required.
3. Recommendations must be supported by a minimum of five (5) of the seven (7) voting members of the Committee. [f the Committee is short a voting member at the point in the process of selecting candidates, the Board Representative is allowed to vote.
4. The Selection Committee will submit their recommendations to the Board of Directors for approval.
5. The recommendation should include:
 - i. The name and class year of the candidate
 - ii. One or two paragraph summary of the rationale for selecting the candidate
 - iii. Nomination documents
6. The Committee Chairperson will be responsible for bringing the recommendations to the Board of Directors.

F. Notes

1. Nominations of candidates not selected for induction or that were determined to be incomplete will be returned to the person who submitted the nomination. A response letter will indicate that the nomination may be resubmitted for consideration in future years.

Article VI – Induction Process and Procedures

A. Notification of Selected Candidates

1. Letter of Notification

B. Confirmation of Acceptance

1. Letter of Confirmation
2. Candidate Information Form
 - i. Used by Hall of Fame Selection Committee
 - ii. Used to gather additional information to be used in the narrative write-up about a selected candidate.
3. Candidate Photo

C. Narrative about Candidate

D. Ceremony

1. Planning
2. Award
3. Event
4. Other activities

Article VII – Record Keeping

- A. Record of Membership
 - 1. The Board of Directors will maintain a record of membership within its main database.
 - 2. The Board of Directors will maintain a chronological list of Alumni inducted showing names (including maiden names), class year and year of induction.
- B. Record of Plaque location on Alumni Wall of Fame

Article VIII – Removal from Alumni Hall of Fame

- A. Alumni inducted as a member of the Hall of Fame must continue to exhibit good citizenship. In cases of egregious conduct reflecting poorly on the DHS Alumni Association and the Dexter Community Schools action to remove the inductee from the Hall of Fame will be considered.
- B. The Board of Directors reserves the right to remove a member from the Hall of Fame. It will be the party responsible for researching and reviewing information that may show cause for removal.
 - 1. The Board has the option of contacting the inductee directly, if necessary, to aid in the collection of information to be reviewed.
 - 2. The Board has the option of asking the Selection Committee to assist in the review and offer the Committee's recommendation.
- C. The Board will take action to remove an inductee from the Hall of Fame based on a two-thirds vote of its members [a six-member board requires 4 votes; a seven-member board requires 5 votes].

Article IX – Rules of Order

The rules of parliamentary procedure as comprised in "Robert's Rules of Order" (revised Seventy-fifth Anniversary Edition) shall govern the proceedings of this Association, including Hall of Fame Selection Committee meetings, subject to special rules which may be adopted.