

**Lansing Eastern High School
ATHLETIC HALL OF FAME
Operational Guidelines**

1) Name and Purpose: The name of the governing body shall be **THE LANSING EASTERN HIGH SCHOOL ATHLETIC HALL OF FAME SELECTION AND ADMINISTRATION COMMITTEE.**

The **Purpose** will be to oversee and refine the selection and administration process for the members of **THE LANSING EASTERN HIGH SCHOOL ATHLETIC HALL OF FAME.** Initially, the committee shall select graduates of Eastern High School that have excelled in athletic endeavors. The committee may decide at a later time to recognize other outstanding graduates.

2) Membership: The committee will consist of nine (9) members and will represent a cross-section of persons (age, gender, ethnicity, and type of representative...former athletes, coaches, student leaders, staff and community members) that is appropriate to oversee the process. Initial committee members will be selected for a one, two, or three-year term so that each year three (3) committee members will have their term expire on June 30. The committee will seek persons interested in serving on the committee, and will form a list of such persons. The three (3) persons receiving the greatest number of votes shall become the three (3) new members. This will occur at the final meeting of the school year (before June 30).

The Eastern High School Principal, the Eastern Area Director (or principal supervisor), and the Eastern Athletic Director shall be *ex officio* committee members and must approve the candidates selected for the Athletic Hall of Fame.

3) Committee Organization: At the first committee meeting each school year (after July 1), the committee will elect a President/Director, Secretary/Recorder, and Treasurer.

The President/Director will call and conduct meetings and appoint appropriate committees. The Secretary/Recorder will keep the minutes of each meeting and will oversee the selection/election process. The Treasurer will keep financial records and will oversee fundraising efforts to raise monies necessary for the operation of the Athletic Hall of Fame. Funds may be sought from the District, from Eastern High School, and from interested individuals and businesses. A quorum of five (5) members must be present at a meeting to conduct business of the committee.

4) Selection Process: The committee shall seek nominations from the Eastern High School community during the fall of each school year. Nominees must have graduated from or retired from coaching at Lansing Eastern High School at least five years prior to their nomination. Student athletes must have participated at least two years at the varsity level in a sport they are nominated to represent. Committee members shall research the individuals nominated by interviewing colleagues, checking yearbooks, newspaper records, and other reliable information sources (i.e. MHSAA and/or colleges/universities attended). Positive character traits (both during and after high school) shall also be a factor in the selection process.

Information about those nominated will be presented at a meeting during the latter part of the calendar year. Nominees that have the support of at least four (4) of the nine (9) committee members will appear on the final ballot.

Each committee member shall be able to support the induction of up to five (5) persons appearing on the final ballot. Only the candidates receiving votes from at least six (6) of the nine (9) members shall be inducted during that school year, with the induction ceremony taking place in the spring of each year. Voting shall be done by secret ballot.

The committee shall decide when the induction program/reception will take place, what items the inductees will receive, and what will become part of the Hall of Fame display. Inductees and those introducing them shall be limited to a maximum of three (3) minutes for comments.

5) Amendments to Guidelines: The committee may decide to amend these guidelines at any regular meeting, but amendments must receive support of 2/3 or six (6) of the nine (9) committee members.