

Robert E. Fitch High School
Athletic Hall of Fame, Inc.

ADDENDUM A

I. Organization and Purpose

- A. The organization shall be known as Robert E. Fitch High School Athletic Hall of Fame.
- B. The purpose of the organization is to bring proper recognition to noteworthy athletics, coaches and others for their accomplishments and contributions to the Robert E. Fitch High School athletic programs.
- C. The Robert E. Fitch High School Hall of Fame shall conduct an induction ceremony to present awards to those duly elected to the Athletic Hall of Fame.
- D. To honor each inductee, the Robert E. Fitch High School Athletic Hall of Fame shall present a permanent plaque that shall be displayed in a prominent location in the Robert E. Fitch High School.

II. Officers and Board of Directors

- A. Eligibility – to be an eligible Officer, Director or Committee Member of the Robert E. Fitch High School Athletic Hall of Fame the individual shall be one of the following:
 - 1. A Robert E. Fitch High School alumnus
 - 2. A resident of the Town of Groton
 - 3. Past or present administrator, faculty, or staff member of Robert E. Fitch High School
- B. The Robert E. Fitch High School Athletic Hall of Fame Committee shall consist of a facilitator, four elected officers and a committee of not more than 16 members nor less than 10 members. An individual may be an officer or facilitator as well as a committee member. In addition, there may be one honorary member of the committee. An honorary member shall be entitled to attend all meetings of the committee and to participate in discussions, except that the honorary member shall be a non-voting participant and will not be counted in the determination of a quorum.
- C. The school's Athletic Director shall act as the facilitator of the Robert E. Fitch High School Athletic Hall of Fame.

D. The officers shall be:

1. **Chairperson:** The chairperson shall preside at all meetings. The chairperson shall have the right to establish any committee as necessary to fulfill the aims of the organization.
 2. **Vice-chairperson:** The vice-chairperson shall preside at the meetings in the absence of the chairperson and shall have the right to carry out the duties of the chairperson in his/her absence.
 3. **Secretary:** The secretary shall keep a record of the minutes of the meetings and shall carry out any necessary correspondence. He/she must also maintain the attendance records of the committee.
 4. **Treasurer:** The treasurer shall open a bank account in the name of the organization. The checks shall require the signature of both the president and the treasurer. The treasurer shall provide the chairperson and the committee with a financial statement at each meeting.
- E. The officers shall be elected annually for a two-year term. However, in the inaugural year, the office of vice-chairperson and secretary will be three-year terms. The chairperson and treasurer will be a two-year term. All future elections will be for a two-year term. All elections shall be held in December on any given calendar year by discretion of the Board or as the Board may determine and within their sole discretion.
- F. Committee members shall be elected for a two-year term. All elections shall be held in December of any given year or as the Board may determine and within their sole discretion.

III. **Eligibility and Criteria For Potential Individual Candidates or Teams**

- A. Candidates must have participated in the Robert E. Fitch High School Athletic program in a CIAC sanctioned sport. Any clubs for females that were sanctioned by Robert E. Fitch High School shall also be considered until such time as female sports became governed by CIAC.
- B. Candidates must be persons of integrity and fine character.
- C. A Candidate cannot be considered until seven (7) years after his or her high school class graduates or receives their degree.
- D. The nomination process is also open to coaches, staff members or others who have made significant contributions to the athletics at Robert E. Fitch High

School. In order for coaches, staff members, or others, to be considered the person must have been retired from Robert E. Fitch High School for a period of 5 years. Up to a maximum of (2) coaches, staff members or others may be elected in any given year. Notwithstanding anything to the contrary, coaches, staff members or others who have made significant contributions to the athletics at Robert E. Fitch High School will not be considered until the 2018 Election.

- E. Individual teams that have achieved and performed at the highest level of competition will also be considered to be eligible for a nomination to the Robert E. Fitch High School Athletic Hall of Fame. Each team will be treated as a single award winner.
- F. Unless approved by two-thirds (2/3) vote of the Board, any person serving on the Robert E. Fitch High School Athletic Hall of Fame Committee shall be ineligible for induction while associated with said High School Athletic Hall of Fame. However, notwithstanding this language an honorary member of the Committee shall be eligible for induction while associated with said High School Athletic Hall of Fame.

IV. Procedure for Individual Candidate Election to the Hall of Fame

A. Candidate Screening Committee

- 1. The chairperson shall appoint a Screening Committee, of only Officers, Board of Directors, or Committee Members of the Robert E. Fitch High School Athletic Hall of Fame Committee. The members of the Screening Committee shall be at the discretion of the Chairperson.
- 2. The Screening Committee shall seek nomination applications by the general committee and by the general public. All applications are to remain confidential to be shared among the members of the committee only.
- 3. The Screening Committee shall undertake whatever research is necessary to evaluate the candidates.
- 4. At a designated meeting of the committee, the Screening Committee may submit a list of no more than sixteen (16) recommended candidates for individual voting as well as up to two (2) recommended candidates from Paragraph III D. In addition, an individual team pursuant to Paragraph III E may be nominated.
- 5. Holdover candidates from year to year shall be judged on their merits on a case-by-case basis. The Screening Committee shall have the prerogative to

resubmit holdover candidates. A holdover candidate's application shall expire and no longer be considered for induction after 10 years.

6. Notwithstanding the above language of Paragraph IV., in the absence of a screening committee the committee as a whole shall act as a nominating committee.

B. Number of Inductees:

1. In the first eight years a maximum of 16 individuals can be inducted. This will consist of a maximum of two (2) individuals from each decade starting with the 1930's and through and including any decade in which the candidate meets the eligibility and criteria of these Bylaws.
2. After the eighth year is completed, the maximum amount of 16 individual inductees as well as up to two (2) recommended candidates from Paragraph III D and an individual team from Paragraph III E.
3. Any of the inductees each year may be posthumous and will be left to the discretion of the Committee.

C. Voting for Induction by the Committee for Individuals

1. Voting for inductions shall take place at a designated meeting.
2. Voting shall be conducted according to the following point system: 16 points for the first choice, 15 points for the second choice, 14 points for the third choice, 13 points for the fourth choice, 12 points for the fifth choice, 11 points for the sixth choice, 10 points for the seventh choice, 9 points for the eighth choice, 8 points for the ninth choice, 7 points for the tenth choice, 6 points for the eleventh choice, 5 points for the twelfth choice, 4 points for the thirteenth choice, 3 points for the fourteenth choice, 2 points for the fifteenth choice and 1 point for sixteenth choice. The candidates with the highest point totals all of whom must have been named on at least half (50%) of the ballots, shall be inducted into the Hall of Fame.
3. If a tie exists for any respective nomination, both candidates shall be inducted.
4. The ballot of each voter must contain sixteen different names in order to be counted.

D. Nomination Schedule

1. Nominations must be received by the date specified within discretion of the Board to be considered for the current induction.

September	Hall of Fame Committee meeting
October – February	Nominations accepted
March	Committee meets to review and vote on inductees
April	Contact and send informational packets to inductees
May – June	Inductees packets returned
July	Begin banquet sales, press release on inductees/banquet details
August – October	Ticket sales and final banquet details
November	Banquet

V. Procedure for Team Election to Robert E. Fitch High School Athletic Hall of Fame

A. **Team Recognition:** The Hall of Fame selection committee may choose to select Teams for induction into the Fitch High School Athletic Hall of Fame. The purpose of this team induction is to recognize and honor memorable and historic teams after at least seven (7) years. This recognition is for team members and coaches that have competed at the state level or equivalent prior to CIAC Competition and left a lasting impression on the Groton Community and Fitch High School. These are teams that somehow have distinguished themselves above and beyond the normal standards. Their team accomplishments may include: undefeated seasons, League Championships, State Tournament Appearances, State, Regional, National Champions and State Runners-up. Teams must have been Robert E. Fitch High School Athletic programs in a CIAC sanctioned sport. Any club teams for females that were sanctioned by Robert E. Fitch High School shall also be considered until such time as female sports became governed by CIAC.

1. **Team Nominations** will be obtained through the members of the Athletic Hall of Fame committee only. Each committee member may nominate one team, if they choose. Committee members are not required to nominate teams, if they choose. All team nominations are due from committee members to the nominations coordinator by March 1. The Hall of Fame

Selection Committee shall select not more than one team in any year and may choose not to select any team.

- i. Nominations will be obtained through Committee members only, on an annual basis.
- ii. Teams not inducted in the previous year are to be disregarded. A committee member would need to re-nominate the team the following year for reconsideration.
- iii. A committee member may only nominate one team. Committee members are not required to nominate any teams if they choose.
- iv. Team nominations are to be turned in to the nominations coordinator by March 1 of the calendar year.
- v. Teams nominated will be discussed at the Finalists Meeting, held annually by the committee.
- vi. A two-step process will be utilized in the team Voting Process.
 1. Round 1: If there are more than two nominations, each committee member will rank each nominated team, similar to the process of the individuals, assigning each choice a point value. The top two choices will proceed to the final round.
 - a. If there is just one nominated team, this round will be skipped, and the lone nominated team will advance to Round 2.
 2. Round 2: In the final voting round, each committee member present **MUST VOTE** on one of the finalists. Additionally, in order to be inducted, the highest rated team must garner $\frac{2}{3}$ of the vote by the committee members present.
 - a. If there is just one nominated team, committee members present will cast a vote for that team, or no vote. Again, in order to be inducted, the team must garner at least $\frac{2}{3}$ votes from the committee members present.
- vii. **Team Recognition:**
- viii. The team being inducted will have their team name(sport) and year placed on the proper hall of fame plaque, as well as a biography page created for that induction class on the athletic hall of fame website. The online biography will remain consistent with individual inductee's biographies.
- ix. Team members, defined as student-athletes, managers, coaches only, will be contacted and invited by the team liaison(s) who are responsible to the best of their abilities to reach out to all team members.
- x. Team members able to attend the induction ceremony will pay for their tickets at a reduced-price set by the committee each year.

Attendance at the ceremony will be noted through the normal RSVP process. Team members will be permitted to bring one full priced guest to the induction ceremony. If available, additional full-priced tickets will be sold at the door on a first-come-first served basis.

- xi. Each team member in attendance, or those who request to have a one mailed to them, will receive a certificate commemorating their team's induction. Individuals able to attend the banquet will be called up individually to receive their certificate but will not be able to address the audience because of time restrictions.
- xii. All attempts and efforts will be made to have the team's head coach/coach(es), or captain(s) speak about that team at the induction banquet within the similar protocol and standards applied to individual inductees.

VI. Voting:

- A. To be eligible to vote, a member of the Hall of Fame Committee must attend fifty (50%) percent of the general meetings in a twelve (12) month period, starting with the May meeting going through April, with April as the voting meeting. Attendance record of committee members shall be provided by the Secretary to the members prior to the April elections. Any committee member ineligible to vote for a two (2) consecutive years, will be removed from the committee.
- B. The chairperson of each subcommittee (Screening, Dinner, Fundraising and Journal) will receive a credit of three (3) meetings.
- C. Any member in attendance at any Hall of Fame sponsored event and/or the Annual Dinner will receive one (1) credit for each event attended.

VII. Governing Procedure:

- A. The Robert E. Fitch High School Athletic Hall of Fame shall be governed by Robert's Rules of Order.

VIII. By-Laws Revision:

- A. Amendments to the By-Laws may be presented at any meeting of the Robert E. Fitch High School Athletic Hall of Fame Committee.
- B. Proposed changes, in writing, shall be submitted to the secretary. The secretary shall be responsible for forwarding the proposed changes to each committee member. Every member of the committee shall have received a copy of the

proposed changes before business is conducted at the meeting at which the changes are presented.

- C. Amendments shall be voted on, after committee discussion of the issue, at the meeting at which the changes are presented. Two-thirds of the members present must vote affirmatively for the amendment to be approved.

Approved 2/10/14

Amended 2/3/2020

Amended 5/1/2023

Amended 10/2/2023

Amended 12/15/2023

Amended _____