



**Saratoga High School  
Hall of Fame Committee  
Bylaws**

## **I - NAME**

The name of this committee shall be the Saratoga High School Hall of Fame.

## **II - PURPOSE**

The purpose of the Saratoga High School Hall of Fame is to recognize Saratoga High School District graduates, employees, and major contributors who have distinguished themselves by their contributions to scholarship, athletics, Associated Student Body (ASB) activities, career, community service, and/or society. The permanent honor of being elected to the Saratoga High School Hall of Fame will represent individuals who, through their individual actions or leadership in ground breaking endeavors, have contributed to the established vision of the school, impacted the fabric of society for the greater good and/or recorded achievements with domestic or international recognition.

It will be of immense pride for the Saratoga High School to have been one of the pillars of early formation for the honorable Hall of Fame inductees. They have proven to be a positive role model and will continue to serve as positive role models by providing inspiration, hope, support, and relevance to our current students, and community at large as they progress through their areas of study, athletics, arts, extracurricular activities, activism or community services.

## **III. EXPENSES, TICKET SALES AND SHARED PROFITS/LOSSES**

All committee members shall agree on a lead organization or a combination of organizations to take on these two roles.

Regardless of the selected organization there will be at a minimum a monthly report of current expenses whether there have been changes or not since last reporting.

All expenses must be agreed upon by committee leads before proceeding with the expense. Agreement is assumed when at least 2/3 of the committee members agree.

When sales begin, the organization spearheading the sales must also at a minimum report back with all sales numbers.

Before Sales commence, there must be a clear strategy employed and implemented by the organization taking on the sales lead.

Sales must be led by a NON-PROFIT organization that is able to permit corporate matching.

Upon the conclusion of the Fundraiser each organization, depending on the percentage they have agreed to contribute to the fundraiser, will receive the same percentage of loss or profits and the final reporting will be presented by the organizations leading the expense budget and the other organization leading the sales.

Ideally, the non profits leading these roles will alternate with other organizations in future Hall of Fame Events to allow for equity and balance.

If the committee agrees, for a particular year, then the two roles (expense and sales) may be conducted by the same organization.

#### IV- QUALIFICATIONS FOR NOMINATION

Regardless of the category a nominee is classified under, there must be supporting documentation testifying to their achievements, records and/or services. Once a nominee meets the criteria listed below it is the task of the nominating committee to procure the supporting documentation to further consider a candidate. The decision to induct a nominee IS NOT based on popularity (eg. the number of nominations for a specific individual). All nominations for a specific candidate will be considered and information from those nominations will be evaluated collectively.

**Alumni Eligibility Criteria** - A student scholar, athlete or SHS ASB activity participant becomes eligible for nomination at least ten years after graduating from Saratoga High School. Students who did not graduate due to military enlistment are considered alumni.

- **While enrolled at Saratoga High School:** A graduate of Saratoga High School must have earned individual recognition by his/her scholastic achievements, athletic, visual and performing arts, robotics, or other extracurricular accomplishments, ASB activities, activism or community services.

AND/OR

- **After graduation from Saratoga High School:** A graduate of Saratoga High School must have earned individual recognition after graduation by his/her postsecondary, scholastic achievements, athletic and other areas of study accomplishments, career/professional accomplishments, military service, or community services.

AND

- An exemplary life of community service and good character must have followed the student after graduation.

**Employees Eligibility Criteria** - A former employee becomes eligible for nomination at least five years after retiring from Saratoga High School. Eligible candidates must have evidence of an outstanding career within the high school.

- He/she/they must have had a direct and significant impact on high school scholastics, athletics, or other student-centered activities.

AND

- He/she/they must have had an exemplary life of community service and good character, reflecting credit to the person, the school, and society.

**Distinguished Service Eligibility Criteria** – The nominee may not necessarily be a graduate of Saratoga High School but is a local resident; this category considers parent/guardian volunteers, business persons OR a former employee of Saratoga High School not requiring local residency.

- A local resident or business person becomes eligible for nomination at least five years after any direct affiliation with Saratoga High School. “Directly affiliated” is an employee, student or

parent of a current student. On-going service to the school (such as serving on committees, booster groups, etc.) does not disqualify a local resident or business person.

- A parent/guardian volunteer becomes eligible for nomination at least five years after their last student graduated from Saratoga High School.
- A former employee becomes eligible for nomination at least five years after leaving Saratoga High School.

All nominees MUST have made extraordinary contributions to the school resulting in significant benefit or exceptional honor to the district or the school.

**Family Criteria (not published for Fall of 2025 Hall of Fame consideration; only for SHS HOF nominating committee consideration)**

– An entire family may be nominated as a unit. If the family is nominated as alumni, a majority of the immediate family must have graduated from Los Gatos-Saratoga Union High School District and must meet the criteria as set forth in the alumni application. If the family is nominated for Distinguished Service, every family member must meet the criteria for the Distinguished Service Eligibility Criteria. A family may be nominated for a combination of Alumni and Distinguished Service recognition. In this case, family members must meet the criteria for each application in some type of combination.

***\*\*NOTE: An Inductee can not be inducted into the Saratoga High School Hall of Fame more than once.***

## **V – NOMINATIONS**

The SHS Hall of Fame Committee shall consider all nominees who meet the criteria for induction into the Saratoga High School District Hall of Fame. Nominations may be submitted by each SHS booster organization or community member using an official nomination form available at the Saratoga High School District Hall of Fame website. Forms will be made available by the first Saturday of March (March 1, 2025). Members of the Nominating Committee are not permitted to submit a nomination.

All nominations must be submitted to the Principal's office by the third Saturday of May (May 17, 2025) at the address specified on the form. The committee will consider only completed nomination forms received by the deadline.

Initially, the nominating committee will review all nomination forms and use a forced ranking system to identify those for secondary consideration. Each member of the nominating committee will independently rank the nominees. All scores will be totaled and results will be analyzed to see where there is a natural break to identify those who move to the second round and those who will be retained for future consideration.

After identifying the second round of nominations for consideration, a nominee must receive 2/3rds (66%) of the Hall of Fame Committee vote to be Inducted.

Nominations that meet eligibility criteria, but are not selected in the year they were submitted will remain active for two additional years. If an application is updated during its second or third year, it will be kept on file for two additional years. Applications that are not selected or updated in the first three years will expire in time. A new application may be submitted for a time-expired nominee after one year has passed. These updated applications will remain active for up to two years. The maximum time any application will remain on file is five years.

Hall of Fame Committee members are not eligible for nomination while serving on the committee.

## **VI – HALL OF FAME NOMINATING COMMITTEE**

The Hall of Fame Nominating Committee will choose candidates for induction into the Saratoga High School District Hall of Fame. The nominating committee shall be composed of, at a minimum, one individual from each sponsoring Saratoga High School Booster organization, Foundation, Parent Teacher Organization, Clubs and up to two current staff members who have the longest tenure. The Hall of Fame Committee may consider adding the following members: past Hall of Fame Committee members, community members, current student(s), alumni, staff, and current or retired district employees. The principal or designee shall serve as an ex-officio committee member and will only cast a vote in the event of a tie.

A representative from the following Los Gatos-Saratoga Union High School District recognized school booster organizations/clubs that sponsor the Hall of Fame Fundraiser will provide one representative for the committee:

- Saratoga High School Foundation
- Saratoga High School PTSO
- Saratoga Music Boosters
- Saratoga High School Speech & Debate Boosters
- Saratoga Theatre Arts Boosters
- Saratoga High School Sports Boosters (not for 2025)
- Saratoga High School MAP Boosters (not for 2025)
- MSET (robotics) Parent Group (not for 2025)

Nominating committee members outside of the sponsoring organizations will serve up to four-year terms, but may choose to remain on the committee year-to-year by submitting their names to the Saratoga High School Hall of Fame Organizing Committee. Committee members may resign at any time with written notice to the chairperson. All reappointed and the School Principal or designee and the Saratoga High School Hall of Fame Organizing Committee must approve new committee members. All committee members whether forming part of the Event planning or the nominating committee will serve without compensation.

The Hall of Fame Committee shall select the chairperson(s) from amongst its members whenever the committee initiates a new planning event.

A chairperson will be responsible for administering the meetings, developing agendas and procedures, establishing meeting dates, times, and locations, preparing all written correspondence with current Hall of Fame committee members and new inductees and the release of information to the news media and the school community. The chairperson(s) will ensure tasks are defined and fulfilled according to schedule.

It is the responsibility of the nominating committee to ensure there are zero connections with anyone on the committee and the candidate being evaluated (employee/employer, family tie of any scope, or any direct or indirect interest toward the nominees other than their genuine accomplishments) that could be considered to be an unfair advantage.

### **Hall of Fame Committee Vacancies**

A vacancy will occur on the committee when a member resigns, is removed from the committee (see VII – Removal Clause), or is no longer approved by the School Principal. When a vacancy occurs, the committee shall declare the vacancy and advertise the position if deemed essential.

Consideration for any vacancy shall be by written application submitted to the Hall of Fame Committee as per the stated procedure and timeline. The Hall of Fame Committee shall review and recommend to the school administration for appointment.

## **VII - INDUCTION CEREMONY**

The Hall of Fame Committee will select up to 10 inductees at their May meeting. The Principal will act on the committee nominations in June. After the SHS Hall of Fame Committee decision, all nominees (and their nominators) will receive written or electronic notification of the status of their nomination to the Hall of Fame. Nominees will be formally inducted at a ceremony held annually in October with the intent of aligning near Homecoming Week and will be presented with a plaque, and framed certificate. Each nominee will also receive a digital group portrait taken by a photographer that evening. Saratoga High School will prominently display a commemorative plaque with the inductees' names. A brief biography of each inductee will be posted on the Saratoga High School District Hall of Fame website.

## **VIII - REMOVAL CLAUSE**

A member of the committee may be removed from the committee for improper conduct or lack of regular attendance by a 50% plus 1 vote of the committee membership.

## **IX - AMENDMENT CLAUSE**

These bylaws may be amended by the Hall of Fame Committee at any time and submitted to the School Principal.