



Palisades Park High School  
Hall of Fame  
410 Second Street  
Palisades Park, NJ 07650

## **Constitution and By-Laws**

The Palisades Park Athletic Hall of Fame was founded to honor, pay tribute, and perpetuate the memory of those individuals who, either through participation, support, or interest, have made outstanding contributions in the field of interscholastic athletics and who have helped bring recognition, honor, distinction, and excellence to Palisades Park High School Athletics. This organization is separate and apart from any other organization.

**A. Organization:** The organization shall be known as the Palisades Park High School Athletic Hall of Fame. The Palisades Park High School Hall of Fame is a non-political, non-sectarian and non-prejudiced organization. This organization shall have (6) six committee members. Its sole purpose shall be to honor outstanding athletes, coaches, and other individuals who have made a significant contribution to the athletic program of Palisades Park High School and to promote and maintain pride in the athletic traditions of the community. The Palisades Park High School Hall of Fame is non-political, non-sectarian, and non-prejudiced organization.

**B. Membership:** The organization shall consist of six (6) members; the Athletic Director and five (5) general members. Two (2) of the members will serve as the Chairperson and the Secretary/Treasurer.

A member, to remain in good standing, is expected to be in attendance at all regular meetings, fulfill standing committee responsibilities and be actively engaged in the pursuit of the organization's objectives and goals.

**C. Meeting:** A majority of the membership present shall constitute a quorum for a regular meeting.

**D. Officers:** There shall be a Chairperson and a Secretary/Treasurer. Terms of office shall be for two (2) years starting on Dec. 1 and ending on Nov. 30 Officers may serve for any number of successive terms.

1. Chairperson Shall:

- a. Maintain all committee business in compliance with organization procedures.
- b. Prepare meeting schedules, agendas, and call special meetings.
- c. Make committee assignments.
- d. Initiate and handle all official communications between committee members and the general public.
- e. Select and appoint the secretary/Treasurer
- f. Serve as ex-officio member on all standing committees
- g. Require such reports as may be necessary
- h. Perform such other duties as shall be required of him/her by resolution of the committee.

2. Secretary/Treasurer shall:

- a. Keep record of organization minutes
- b. Keep a record of organization correspondence
- c. Conduct business meetings in the absence of the Chairperson
- d. Keep a record of organization finances.
- e. Serve as custodian of organization funds kept on deposit in a banking institution selected by the organization.
- f. Coordinate fund raising
- g. Keep a record of expenditures according to procedures established by the organization.
- h. Serve as ex-officio member on all standing committees
- i. Perform such other duties as shall be required of him/her by resolution of the committee.

3. Committee Members

- a. Appointed by at Large Committee
- b. Interest should be directed to the Athletic Director — initial asked to serve by Director of Athletics.

**E. Finances:** As the athletic Hall of Fame is a voluntary organization, it is understood that costs involved in meeting its goals and objectives shall be financed through contribution, grants, gifts, donations, and various fund raising activities as deemed necessary by the organization. It will be a non-profit organization.

**F. Nomination Criteria:**

- 1. Athletes
  - a. Must have attended Palisades Park High School
  - b. Must have earned an athletic Varsity Letter
  - c. Must have displayed high moral character, contributed significantly to his/her school and community.
  - d. Is eligible five (5) years after his/her class has graduated
  - e. Factors for consideration:
    - 1. Palisades Park High School "athletic" letter awards
    - 2. Conference/league recognition
    - 3. County recognition
    - 4. State recognition
    - 5. National recognition
    - 6. Other achievements
  - 2. Coaches:
    - a. Must have been a member of the Palisades Park HS coaching staff
    - b. Must have been a retired member of Palisades Park School District

c. Other considered factors:

1. Number of years coached at Palisades Park HS
2. Coaching record
3. Number of league, county, state championships earned
4. Other achievements
5. Committee reserves the right to nominate in special situations.

3. Special Awards:

In order to qualify as a special award candidate, individuals must have displayed and portrayed loyalty, pride, and dedication in the tradition of the Palisades Park High School athletic program and must have made significant contributions to that program.

4. Posthumous Award:

Categories aforementioned. . . any and all considerations for the above shall include those deceased members who are nominated from the above groups.

5. Team Recognition:

County Champ, State Sectional, State Championships

\* No committee member shall be considered for induction into the Hall of Fame until at least one Induction Ceremonies have taken place since his/her appointment to the committee.

## **G. Procedures:**

1. For Nomination:

- a. Candidates are recommended by means of an official nomination form on the website
- b. Nomination forms are available upon request from the committee.
- c. All applications will receive an initial screening

d. All applications will remain in the possession of the committee Chairperson. The committee will determine the closing dates

2. For selection:

a. All applications shall be forwarded to the Chairperson for presentation to the membership at a regular meeting.

b. Applications will be classified as to worthiness, "A", "B", "C" by a majority vote

c. Upon official acceptance as a valid application, said application shall remain in the permanent files for possible selection for future inductions.

d. Additional background information on all applications rated "A" shall be gathered by general membership.

e. All "A" nominees will be placed on the final ballot where nominee will be voted upon.

## **H. Final Ballot Guideline:**

a. The number of inductees shall be \_\_\_\_\_

b. Each nominee will be discussed by the committee

c. Each committee member will then vote for \_\_\_\_\_ nominees giving the highest rated nominee \_\_\_\_\_ points, the second rated nominee \_\_\_\_\_ points on down to one point for the lowest rated nominee.

d. The \_\_\_\_\_ nominees receiving the highest total of points shall be inducted.

e. Nominees not selected will have their applications put on file for possible selection at a later date.

f. One or more teams may be considered for induction in any given year.

## **I. Hall of Fame Induction Ceremony:**

The Hall of Fame induction ceremony, banquet site and date will be determined by the Athletic Hall of Fame committee