



**Festus R-VI School District**  
**“Hall of Fame”**  
**Bylaws**

*“Educating all Students for Tomorrow’s Challenges”*

*Approved*  
*by*  
*R-VI Board of Education*  
*on*  
*Wednesday, April 17, 2013*

## **I Name**

The name of this organization shall be the Festus R-VI School District "Hall of Fame". The Festus R-VI School District Board of Education is the sponsoring entity.

## **II Purpose**

The purpose of the Festus R-VI School District "Hall of Fame" is to recognize Festus and Douglass High School graduates, as well as students who may have been called to military duty prior to graduation. Nominees shall have distinguished themselves in the areas of Leadership, Character, Achievement, Service, Suitability as a Role-Model, and/or Contributions to Society as a Whole. The permanent honor of being elected to the Festus R-VI School District Hall of Fame will represent individuals who, through their individual actions, have exemplified the established vision of the Festus R-VI School District.

## **III Qualifications for Nomination**

A nominee for the Festus R-VI "Hall of Fame" shall:

- **be a graduate of the Festus Senior High School or Douglass High School who attended four (4) semesters as a student\*\* or a student who left school prior to graduation to enter military service;**
- **have been out of high school for at least ten (10) years\*\*;**
- have their nomination based on the qualifications of LEADERSHIP, CHARACTER, ACHIEVEMENT, SERVICE, SUITABILITY AS A ROLE MODEL, and/or CONTRIBUTIONS TO SOCIETY AS A WHOLE

***\*\*The selection committee shall have authority to 'waive' the calendar year and/or semester requirements in the event of extenuating circumstances.***

#### IV. Submittal of Nominations

The selection committee shall consider all nominees who meet the criteria for induction into the Festus R-VI School District "Hall of Fame". Anyone may submit nominations by completing the official nomination form, a copy of which can be obtained in person at the Roy D. Burnside Administrative Building or downloaded from the Festus R-VI School District website at [www.festus.k12.mo.us](http://www.festus.k12.mo.us). **All applications nominating a candidate must be submitted no later than the last Friday in May of each year** in order to be considered for selection in that specific calendar year.

Nominations that meet eligibility criteria will remain active for three (3) selection cycles. **Nominees who do not attain at least ten percent (10%) of the committee vote in the third year of their selection cycle will have their application withdrawn from further consideration and declared 'inactive'.** However, an inactive nominee can become active with the submission of new supporting documentation *(from the nominee or other external source)* that warrants new consideration from the selection committee.

**A nominee must give approval to having their name submitted for consideration to the Festus R-VI School District "Hall of Fame". An 'active' nominee cannot be a current member of the Festus R-VI School District Board of Education, a current Festus R-VI School District employee *(including substitute teacher, coach, bus driver, etc.)* or a member of the Festus R-VI "Hall of Fame" Selection Committee.**

#### V. Selection Committee

Each nominee shall have their supporting documentation reviewed by the Festus R-VI "Hall of Fame" selection committee. The "Hall of Fame" selection committee shall be composed of:

Four (4) Festus R-VI School District employees *(preferably one from each school attendance center)*

One (1) Festus R-VI School Administrator

One (1) Festus R-VI Board of Education member

Three (3) Festus R-VI High School students *(i.e. Student Council President; National Honor Society; Senior Class President, Student, etc.)*

Four (4) Festus Community Members, Festus High School Alumni or Douglass High School Alumni

The Superintendent or their designee shall facilitate the selection process and chair the selection committee, but is a non-voting member.

All committee members, other than students shall serve a three year term, but may choose to remain on the committee on a year-to-year basis. All committee members serve without monetary compensation. **No committee member may be relative within the fourth degree, either by consanguinity *(by blood)* or affinity *(by marriage)* to any nominee.** Committee members should share any special relationship to any nominee with other committee members prior to any discussion.

**A member of the selection committee may be removed from the committee for improper conduct or lack of regular attendance by a majority vote of committee membership.**

The Superintendent or their designee shall be responsible for facilitating the meetings, developing agenda items and procedures, establishing meeting dates, times and locations, contacting nominees, and releasing information to the media.

The selection committee shall select a secretary each year from the current membership. The secretary shall be responsible for keeping minutes of the meeting including accurate notes of discussions and votes etc.

The selection committee shall meet after the deadline to receive nominations has passed. Normally, the selection committee will meet in June and forward a recommendation to the Festus R-VI Board of Education in July.

## **VI. Selection Process**

Each committee member will review each completed nomination form to verify eligibility. Special attention will be given to the qualification statements regarding ***Leadership, Character, Achievement, Service, Suitability as a Role Model, and/or Contributions to Society*** as a Whole. All committee members will share any information gathered in its search to validate the nominee's qualifications so that all members will have the same information to synthesize into the selection process.

**After each nominee has been discussed by the committee, each committee member will select three (3) nominees from the group of eligible candidates to place before the committee for further consideration.**

**Each committee member will rate three individuals from all of the eligible candidates on a scale of one (1), two (2), or three (3), with three (3) being their first choice for nomination. This rating process will be conducted by secret ballot.**

**The selection committee shall then review the three (3) candidates with the highest total scores, review the number spread in the most recent rating, hear closing remarks from committee members and then by secret ballot have a final vote on the finalists to determine which of the three (3) final candidates may be presented to the Festus R-VI Board of Education for formal approval into the Hall of Fame. An individual MUST receive a least two-thirds (2/3) majority of votes in order to merit recommendation for induction. If no candidate receives the 2/3 majority vote minimum, no recommendation will be made for that given year. If final vote totals are 'at or above' the two-thirds vote minimum, the committee may recommend that more than one nominee be presented to the Festus R-VI Board of Education for consideration. The Festus R-VI Board of Education shall make the final decision.**

## **VII. Formal Notification**

The Festus R-VI Superintendent of Schools or their designee shall notify any nominee or their representative approved by the Festus R-VI Board of Education for formal induction into the Festus R-VI “Hall of Fame”.

## **VIII. Induction Ceremony/Activities**

Individuals approved for formal induction will be honored at a ceremony at a designated time during the following school year. At the ceremony, the inductee will be presented with a formal Board Resolution and an official engraved name plate. A formal portrait of the individual, along with their biographical sketch, will be framed and placed on display at Festus High School. **An inductee will have the option of having a formal photo taken or providing their own photo which will then serve as the ‘official’ induction portrait.**

Each inductee will be invited to spend an entire school day on the Festus R-VI campus, engaged in speaking activities with students, providing first hand insight into specifics of how they attained success throughout their career.

In the event that an inductee is deceased, members of the immediate family will be asked to participate in the induction activities and speak on behalf of the individual. If a family member is unavailable, a significant friend or classmate will be contacted.

## **IX. Amendment Clause**

These bylaws will be periodically reviewed and revised as desired by the “Hall of Fame” committee and presented for approval by the Festus R-VI Board of Education.

**Festus R-VI School District “Hall of Fame”  
Eligibility Criteria and Nomination Form”**

The purpose of the Festus R-VI School District “Hall of Fame” is to recognize Festus and Douglass High School graduates, as well as students who may have been called to military duty prior to graduation. Nominees shall have distinguished themselves in the areas of Leadership, Character, Achievement, Service, Suitability as a Role-Model, and/or Contributions to Society as a Whole. The permanent honor of being elected to the Festus R-VI School District Hall of Fame will represent individuals who, through their individual actions, have exemplified the established vision of the Festus R-VI School District.

Members of the Festus R-VI “Hall of Fame” shall demonstrate the positive impact that Festus and/or Douglass High School had on them as an individual/student. “Hall of Fame” members are positive role models that provide inspiration, hope, support and relevance to our current students as they progress through their own areas of study, extra-curricular activities, and/or community service. Selection to the “Hall of Fame” is a permanent honor.

**Eligibility Criteria and Documentation**

**Alumni** – An individual is eligible for nomination after the passage of ten (10) calendar years. **The individual must have been a Festus or Douglass High School graduate that attended for at least 4 semesters, or a student who was drafted or enlisted into the military prior to graduation. A nominee shall have distinguished themselves in the areas of Leadership, Character, Achievement, Service, Suitability as a Role Model, and/or contributions to society as a whole [Selection Committee has authority to ‘waive’ the calendar year and/or semester requirements in the event of extenuating circumstances].**

**Nomination** – The person nominating an individual for consideration must complete the following information in its entirety and return the completed document to: ***Festus R-VI School District ‘Hall-of-Fame’ Committee; Roy D. Burnside Administrative Building; 1515 Mid-Meadow Lane; Festus, MO 63028.*** All applications nominating a candidate must be submitted no later than ***the last Friday in May of each year*** in order to be considered for selection in that specific calendar year.

***Nomination May Also Be Completed via on-line at [www.festus.k12.mo.us](http://www.festus.k12.mo.us) and then click on the ‘Hall of Fame’ Tab.***

**Individual Submitting Nomination:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Relationship to Nominee: (i.e. brother; classmate; mother; friend; etc.): \_\_\_\_\_

**Nominee to be Considered for “Hall-of-Fame”:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number and/or Contact: \_\_\_\_\_

E-mail of Nominee and/or Contact: \_\_\_\_\_

*Nominee’s Consent Received via phone, e-mail, face-to-face; other: \_\_\_\_\_;*

**At time of submittal, nominee is:**

**Living**

**Deceased**

**Category for Eligibility**

**Festus High School Graduation Year:** \_\_\_\_\_

**Douglass High School Graduation Year:** \_\_\_\_\_

**Induction date into Military before Graduation:** \_\_\_\_\_

**Qualifications:** *(Use additional paper as necessary. Handwritten nominations are accepted but word-processed is preferred. Artifacts i.e. newspaper clippings, etc. may also be submitted).*

**Leadership:**

**Character:**

**Achievement:**

**Service:**

**Suitability as a Role Model:**

**Contributions to Community/Society or School:**

**Other Pertinent Information Deemed Helpful:**

**List Three (3) References of individuals that can attest to the nominee's qualifications:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**The 2013 “Hall of Fame” Revision Committee was comprised of the following individuals:**

**Mrs. Janice Burns**

President, R-VI Board of Education

**Ms. Carmen Christopher**

Student, Festus High School

**Mrs. Mary Dunn**

Alumni/Community Member

**Ms. Ashley Dyer**

President, National Honor Society

**Ms. Amanda Esparza**

Counselor, Festus High School/Alumni

**Mr. Ron Herrington**

Alumni/Community Member

**Dr. Link Luttrell**

Assistant Superintendent – Facilitator of Committee

**Mrs. Beth Moss**

Community Member

**Ms. Kim Neel**

Teacher, Festus Intermediate School/Alumni

**Mr. Justin Rhyneer**

Alumni/Community Member

**Ms. Abby Tinnin**

Student Council President – Festus High School