



**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  
Revised on  
Thursday, February 15, 2024*

## **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 nominees' qualifications so that all members will have the same information to synthesize into the selection process.

### **If the committee has six (6) or fewer nominations to choose from:**

Proceed to the final selection process below.

### **If the committee has more than six (6) nominations to choose from:**

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 (3) 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 three candidates with the highest total score shall proceed to the final selection process below.

### **Final selection process:**

The committee shall review all remaining eligible candidates, discuss the qualifications of those candidates and hear closing remarks from any committee members who would like to be heard. Then, by secret ballot, committee members will cast a vote for the finalist to be presented to the Board of Education for formal approval into the Hall of Fame. An individual MUST receive at least two-thirds ( $\frac{2}{3}$ ) majority of votes in order to merit recommendation for induction. If no candidate receives the two-thirds ( $\frac{2}{3}$ ) majority vote minimum, the committee, by majority vote, may reopen the discussion and voting, limiting the discussion and re-vote to the two candidates receiving the most votes. If a majority fails to agree to a re-vote, or if after six votes [initial voting and five (5) re-votes] no candidate receives the minimum two-thirds ( $\frac{2}{3}$ ) majority, no candidate will be forwarded to

the Board of Education for recommendation for induction into the Festus R-VI Hall of Fame.

If final vote totals are “at or above” the two-thirds ( $\frac{2}{3}$ ) vote minimum for more than one individual, the committee may recommend that more than one nominee be presented to the Festus R-VI Board of Education for considerati

## **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. Distinguished Service Award**

In an effort to recognize Festus R-VI School District employees who have significantly impacted or have made significant contributions to student success, the Festus R-VI School District establishes the “Distinguished Service Award” to be given annually to a former District employee. This award is separate from the annual “Hall of Fame Award” that is only given to Festus High School or Douglass School graduates. The motivation behind the establishment of the Distinguished Service Award is to recognize employees who may merit consideration for the Festus R-VI Hall of Fame, if not for the fact that they are not alumni of the Festus R-VI School District, however, the award is open to both alumni and non-alumni.

## **X. Distinguished Service Award - Qualifications for Nomination**

- 15 school-years of service in the Festus R-VI School District
- Be a former employee of the Festus R-VI School District for at least one (1) year.
- Evidence of impact or significant contributions to student success
- Involvement outside school hours (coach, club sponsor, PTO, tutor, community involvement)

## **XI. Distinguished Service Award - Submittal of Nominations**

The selection committee shall consider all nominees who meet the criteria for receiving the Festus R-VI School District Distinguished Service Award. Anyone may submit a nomination by completing the official nomination form found on the District website [festus.k12.mo.us](http://festus.k12.mo.us) or may be obtained in person at the Roy D. Burnside Administrative Building at 1515 Mid-Meadow Ave., Festus, MO 63028. All nominations must be accompanied by at least two (2) letters of recommendation. The person submitting the nomination may submit one of the required letters of recommendation. Members of the Hall of Fame committee are not eligible for the award, nor are they eligible to nominate individuals or write letters of recommendation.

Nominations will remain active for three (3) years. After the third year, the nomination will become inactive, unless a new nomination is submitted.

Nominations must be received by March 31 to be considered for receiving the award during that calendar year.

## **XII. Distinguished Service Award - Selection Process**

“Each committee member will review each completed nomination form to verify eligibility. Special attention will be given to the letters of recommendation that accompany each nomination form. All committee members will share any information gathered in its search to validate the nominees’ qualifications so that all members will have the same information to synthesize into the selection process.

From 2024-2028 (five years) the committee **MAY** choose to recommend up to two people to receive the Distinguished Service Award, one posthumously and one living. If the committee chooses to recommend two people, nominations will be divided into posthumous and living nominees before proceeding to the final selection process.

### **If the committee has six (6) or fewer nominations to choose from:**

Proceed to the final selection process below.

### **If the committee has more than six (6) nominations to choose from:**

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 (3) 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 three candidates with the highest total score shall proceed to the final selection process below.

### **Final selection process:**

The committee shall review all remaining eligible candidates, discuss the qualifications of those candidates and hear closing remarks from any committee members who would like

to be heard. Then, by secret ballot, committee members will cast a vote for the finalist to be presented to the Board of Education for formal approval for reception of the Distinguished Service Award. An individual MUST receive at least two-thirds ( $\frac{2}{3}$ ) majority of votes in order to merit recommendation for induction. If no candidate receives the two-thirds ( $\frac{2}{3}$ ) majority vote minimum, the committee, by majority vote, may reopen the discussion and voting, limiting the discussion and re-vote to the two candidates receiving the most votes. If a majority fails to agree to a re-vote, or if after six votes [initial voting and five (5) revotes] no candidate receives the minimum two-thirds ( $\frac{2}{3}$ ) majority, no candidate will be forwarded to the Board of Education for recommendation for receiving the Festus R-VI Distinguished Service Award.

If final vote totals are “at or above” the two-thirds ( $\frac{2}{3}$ ) vote minimum for more than one individual, the committee may recommend that more than one nominee be presented to the Festus R-VI Board of Education for consideration.

### **XIII. Distinguished Service Award - Formal Notification**

The Festus R-VI Superintendent of Schools or their designee shall notify any nominee or their representative of their reception of the Distinguished Service Award.

### **XIV. Distinguished Service Award - Reception Ceremonies/Activities**

Individuals receiving the Distinguished Service Award will be honored during the Back To School Convocation in August that is attended by all employees of the school district. The inductee will receive a formal board resolution and an official engraved name plate. A formal portrait of the individual along with details of their contributions to student success will be framed and placed on display in the Festus R-VI School District. Recipients will be invited to speak at convocation and may be asked to speak with staff during other District activities or professional development days during the school year.

In the event that an inductee is deceased, members of the immediate family will be asked to participate in the reception ceremonies and speak on behalf of the individual. If a family member is unavailable, a former colleague will be contacted.”

### **XV. 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

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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

**The 2022 Revision Committee consisted of the following members:**

**Ms. Josie Allen**

NHS President

**Ms. Ava Beers**

Student Council President-Elect

**Mr. Peyton Besore**

Student Body President

**Mr. Roy Burnside**

Alumni/Community Member

**Mrs. Katie Dorlac**

Community Member

**Ms. Amanda Esparza**

Alumni/High School Counselor

**Ms. Madison Griffin**

Senior Class President

**Mr. Josh Martin**

Member, R-VI Board of Education

**Mrs. Mindy Moore**

Alumni/Elementary Teacher

**Mr. Kevin Pope**

Facilitator of Committee

**Dr. Nicki Ruess**

Superintendent

**Dr. Karl Shining**

High School Principal

**Mr Adam Whitehead**

Alumni/Middle School Teacher

**Mrs. Kelly Zehr**

Community Member