



## OKLAHOMA INTERSCHOLASTIC ATHLETIC ADMINISTRATORS ASSOCIATION

Article I The name of this program will be the Oklahoma High School Athletic Administrators Hall of fame.

Article II Purpose:

Section 1 The Oklahoma High School Athletic Administrators Association Hall of Fame is designed to honor athletic Administrators who have contributed in an exemplary manner their time and leadership ability to the professional development of Athletic Administration in Oklahoma.

Article III Governance:

Section 1 The Oklahoma High School Athletic Administrators Association Hall of Fame shall be governed by the OIAAA Board of Directors. The two level selection process shall be governed by the Hall of Fame Screening Committee and the Hall of Fame Selection Committee.

Article IV Hall of Fame Screening Committee:

Section 1 Voting Members: The Hall of Fame Screening Committee Shall have six voting members.

- a. One chairperson (appointed by President )
- b. One member representing East 5A-6A
- c. One member representing West 5A-6A
- d. One member representing East 2A-3A-4A
- e. One member representing West 2A-3A-4A
- f. One member representing East A-B
- g. One member representing West A-B

Section 2 Non-Voting Member

- a. One chairperson (appointed by President )
- b. President of OIAAA

Section 3 Term of Office

- a. All elected members shall serve two year terms.
- b. Vacancies for the OIAAA screening committee shall be filled by the OIAAA Board of directors.
- c. Vacancies that occur on the Screening Committed prior to the conclusion of the terms shall be filled for the remainder of the person's term by OIAAA Board of Directors.

Section 4 Duties and Responsibilities

- a. Attend Screening Committee meetings
- b. Evaluate each year nominations of individuals submitted to OIAAA by deadline date.
- c. To approve individuals who have had significant and long term contributions or accomplishments in the OIAAA. Those who are worthy of recognition by exhibiting sustained superior performance shall be approved and forwarded to the Hall of Fame Selection Committee.

Section 4 Duties and Responsibilities - continued

- d. Each year evaluate and establish induction guidelines. The number of members inducted into each class of the OIAAA Hall of Fame shall be determined after approving all worthy nominees. These quotas shall be used to select the induction class after voting by selection committee.
- e. Keep all action of Screening Committee confidential.
- f. Solicit financial support from district nominee resides.

Section 5 Voting Procedures:

- a. After discussing a candidate, voting shall take place by a show of hands. A secret ballot may be used if necessary.
- b. The Screening Committee shall decide one of two options for each nominee:
  1. Approve: send to the Selection Committee.
  2. Hold for future consideration: perhaps more information is needed or has potential for induction in a future class.
- c. A nominee shall be approved and sent to Selection Committee if approved by two-thirds vote of Screening Committee present.
- d. Screening Committee shall review candidates information provided by nomination application and related material.
- e. Nominee approved by screening committee shall be sent to Selection Committee. Those who do not receive the necessary votes from the Selection Committee for induction shall be retained in the hold for future consideration file. The nominee may receive future consideration by the Screening Committee unless the nominee is withdrawn by the person or the organization who nominated the candidate. A candidate shall be considered no more than three consecutive years but may be considered again after a one year absence. Candidate must be re-nominated.

Article V Membership:

Section 1 The OIAAA three member Hall of Fame Selection Committee shall be appointed by the President of the OIAAA.

Section 2 The Term of Office: Hall of Fame Selection Committee members shall serve two year terms.

Section 3 The Hall of Fame Selection Committee does not have to meet as a group. Selection Committee members complete rating sheet and return to OIAAA.

Section 4 Voting Procedure: Selection Committee members shall rate each candidate approved by Screening Committee on a scale of one to five with one being highest rating possible and five being the worst rating possible. In the event of ties, the individual with the most one's shall be selected. If a tie still exists, the most twos and so on. Selection Committee members receive the same background information on the candidate proved the Screening Committee. The voting results of the Selection Committee shall be confidential. Results shall be kept on file with the OIAAA as to assist the Screening Committee in determining future consideration of nominees.

Section 5 Determination of Induction/Inaugural Class: The induction class shall consist of four Members. The Inaugural Class will consist of eight Members.

## Article VI Nominations

Section 1 Nominations for OIAAA Hall of Fame may be made by:

- a. OSSAA
- b. Local Schools
- c. OCA
- d. Anyone within a high school

Section 2 The nomination form produced by the OIAAA and is available from the OIAAA website must be used. This form shall be completed and submitted with appropriate support material by December 1st of each year for a candidate to be considered for the following year's class.

Section 3 Individuals may be nominated in one of three categories:

- a. Athletic Director
- b. Administrator
- c. Other

Section 4 Criteria

- a. All nominees must exemplify the highest standards, sportsmanship, ethical conduct, and moral character.
- b. All nominees shall be considered on the merits of contributions and achievement to high school sports administration.
- c. Longevity without significant accomplishments does not constitute appropriate credentials for Hall of Fame consideration.
- d. Prefer retired nominees.

Section 5 Requirements for consideration: In addition to the official nomination form, the following materials should be submitted for an individual to be considered for induction.

- a. Letters of recommendation: A completed nomination should be accompanied by letters of recommendation from the nominator, and other appropriate individuals from the nominee's related high school career.
- b. Support material: A limited number of newspaper clippings and magazine articles should be included to help substantiate the accomplishments and contributions of the nominee. These materials should focus on accomplishments and contributions and be listed in chronological order.

## Article VII Induction Ceremony

Section 1 The Hall of Fame Induction Ceremony is held each year in conjunction with the OCA meetings during the last week of July. Inductees shall be notified by February 15th of their selection.

Section 2 When an individual who is selected for induction into the Hall of Fame cannot attend the current Induction Ceremony because of a scheduling conflict, that person shall be offered the option of attending the following year's Induction ceremony.