

Bylaws for the  
West Potomac High School  
Athletic Hall of Fame

## **MISSION**

The West Potomac High School Athletic Hall of Fame (WPHOF) will recognize those individuals who through their accomplishments have brought distinction and pride to our school and community as an athlete, coach, administrator, or as a contributor to the development and success of the West Potomac High School athletic program.

## **WPHOF COMMITTEE**

Membership: A WPHOF Committee will determine which candidates are selected to the West Potomac High School Hall of Fame. The Committee shall be comprised of the following members (each a "Trustee"):

1. West Potomac High School's current & former Director of Student Activities.
2. West Potomac High School's Assistant Director of Student Activities.
3. Current WABC President and/or Vice President, or designee (serving for one year).
4. West Potomac alumnus, coaches (current or former), administrators and faculty/staff (current or former).
5. Community members selected by Director of Student Activities and endorsed by Trustees.

The Committee will have a minimum of seven and a maximum of 13 Trustees. Trustees will be selected based on their knowledge and experience with the West Potomac High School athletic program. Trustees need not be currently associated with West Potomac High School to qualify. The current Director of Student Activities will chair the committee.

Trustees will receive no monetary compensation for their services.

Term: Each Trustee other than the West Potomac High School Director of Student Activities, the West Potomac High School Assistant Director of Student Activities and the WABC President or designee, is appointed to a five-year term, and may seek reappointment after the conclusion of her/his term. After the initial five-year period, no more than two-thirds (2/3) of the Trustees will remain on the Committee as voting members. Former Trustees will attain emeritus status at the end of their term and can remain on the Board as non-voting advisors.

Meetings: The Committee will meet annually, as determined by the Committee Chair. to select a new membership class into the WPHOF.

Initially, the Trustees will be tasked with nominating, as well as seeking nominations of, candidates for the WPHOF and with researching background material on each candidate. The Trustees will discuss the merits of each candidate. A Trustee is entitled to give up to a five-minute presentation introducing a candidate that has been nominated. The nominating process will be open to the public after the first year.

## **ELIGIBILITY & SELECTION**

### Eligibility:

Individuals may be nominated in one of three categories: athlete, coach and administrator/contributor. Consideration will be given to individuals who are a minimum of five years removed from the West Potomac High School sports programs and are based upon the following attributes. In special circumstances as determined by the Trustees in a simple majority vote, a waiver for consideration for membership into the WPHOF can be granted.

### Athletes

- Participated in a VHSL sponsored sport at West Potomac High School.
- Attained one or more of the following: Team Sports: First Team All-Region, First Team All-Met or First Team All-State; Individual Sports: Region Champion, First Team All-Met or State Champion; College Scholarship for athletics; Professional Team; Olympian; World Record Holder.
- Graduated from West Potomac High School in good standing OR spent at least two years at West Potomac High School

### Coaches

- Coached a VHSL sponsored sport at West Potomac High School for five years or more.
- Coaching accomplishments that merited statewide recognition, i.e, Region Champion or State Champion.

### Administrator or Contributor

- Individuals who over many years worked as an employee of or volunteer at West Potomac High School and made outstanding contributions to the athletic programs at West Potomac High School.

### Nominations:

To be considered by the Committee for selection into the WPHOF, an individual must be nominated by a Trustee or by a West Potomac alumni, current or former coach, administrator or community member. Candidates must be supported by two Trustees for the nomination to move forward. Nominations remain active for five years from the date of the initial nomination at which time they can be nominated again or their names will be put back into the pool. All nominations are to remain confidential and to be shared among the Trustees only. Information relating to a nominee's career statistics, records, achievements, etc., must be supported by accompanying documentation or sources cited so the information may be verified independently.

An online nomination form will be made available to the public after the initial two WPHOF classes on the West Potomac High School website.

### Selection Process:

The pool of candidates will be determined by using the 1985-1986 school year as a reference point. This is the first year that West Potomac High School participated in VHSL-sanctioned varsity sports.

An initial pool of candidates will be submitted to the Trustees at the first or second meeting each year. This will be a preliminary pool and is open to unlimited number of candidates that meet the criteria except the first year when nominees are nominated by Trustees.

Each nomination should be made on the online nomination form developed by the Committee, which will include a brief description of why the candidate should be a member of the WPHOF. For a candidate's name to progress in the selection process at least two Trustees must agree to support the candidate.

Upon completion of the nomination process, open discussion among the Trustees will commence. Discussion concerning any one candidate is limited to not more than five minutes. At the conclusion of the discussion involving all candidates, the Trustees will then vote on each candidate.

A Trustee may not nominate or support herself/himself or a family member as a candidate to be a member of the WPHOF. If a Trustee or family member of a Trustee has been nominated for membership, then the Trustee may leave the meeting during any discussion of his/her/family member consideration by the other Trustees. A Trustee may not cast a vote for herself/himself/family member in the election of members of the WPHOF.

Admission to the inaugural WPHOF class will be limited to no more than 10 Hall of Fame members. Admission to the second WPHOF class will be limited to no more than 10 Hall of Fame members. Each class, thereafter, will be limited to up to five Hall of Fame members.

Voting will be an open ballot system. Voting will be conducted using a two round ballot system by the Trustees in attendance. All WPHOF candidates must have 80% of the Committee's votes/approval to be elected. Should the number of candidates reaching 80% of the vote exceed the number of slots for the year; a second vote will be held.

The Director of Student Activities will notify each new WPHOF Class member by letter and/or phone call.

### **AWARDS**

Upon selection into the West Potomac Hall of Fame, each new member will have their selection displayed on the West Potomac Hall of Fame wall and in a video display; and will be given a personal ring/plaque/award to be determined by Trustees each year.

### **INDUCTIONS**

Induction dates will be decided by the Committee in conjunction with the school calendar. The honorees will be introduced during pre-game or half-time of an athletic event. The official induction ceremony will be at a reception or dinner at a site determined by Trustees each year.

Coordination of the Induction will be the responsibility of the West Potomac Director of Student Activities working together with the West Potomac Athletic Booster Club and other organizations within the school.

The Committee will be responsible for planning and organizing the induction activities to include: publicity, awards, notification, and any celebration such as a reception or dinner.

## **BUDGET**

The West Potomac High School Office of Student Activities, the Wolverine Athletic Booster Club and fundraising efforts will support the WPHOF budget for the initial two years. Fundraising efforts will commence the following year. Trustees will submit a budget at the May meeting for following year.

## **AMENDMENT TO BY-LAWS**

Upon a motion by both the West Potomac High School Director of Student Activities and Trustees, these by-laws may be amended based upon a simple majority vote by the Trustees. Changes will be implemented the following year.

**APPROVED April 29, 2019**

**AMENDED August 28, 2019**

**AMENDED November 6, 2019**

**AMENDED January 14, 2020**

**AMENDED September 2, 2020**

**AMENDED February 24, 2021**

**AMENDED November 16, 2023**