

# Woburn Hall of Fame for Achievement, Community Contributions and Athletics

## By-Laws

### Article I

#### NAME

The name of this organization shall be the Woburn Hall of Fame, managed in accordance with the terms set forth in this document as a collaborative effort of Woburn Memorial High School (WMHS) and the Woburn Community Educational Foundation (WCEF).

### Article II

#### PURPOSE

Woburn Memorial High School has a proud and distinguished tradition of educational excellence and athletic achievement. This Hall of Fame has been established to recognize those individuals whose integrity, achievements, sportsmanship and character have enhanced the overall educational experience of our youth, and inspired pride in our community.

### Article III

#### GOVERNANCE

The Woburn Hall of Fame Selection Committee will serve as the governing body and manage all events and activities.

- The Selection Committee will be made up of no fewer than seven (7) and no more than eleven (11) members, including at least two (2) representatives from WCEF and three (3) from WMHS. WCEF and WMHS representatives will comprise the Standing Committee, which shall not comprise more than 2/3 of the Selection Committee. A majority of current voting members at any meeting will be considered a quorum.
- The sitting WMHS Athletic Director will serve as Chairperson of the Committee. The Chairperson will only vote on matters that end in a tie by the voting committee members.
- The Secretary of the Committee will be the WCEF Executive Director and will be a non-voting member. The Secretary will be responsible for keeping the records of all nominees and meeting notes.
- The Treasurer of WCEF will also serve the Woburn Hall of Fame in this capacity, and oversee management of financial activities.
- Voting Members: With the exception of the Chairperson and Secretary, all members will have voting rights. Standing members will be appointed by WMHS and WCEF; additional members will be voted in for an initial four-year term by a two-thirds vote of the standing members. After year 3, these By-Laws will be amended in order to set staggered term limits. New members will be nominated and voted upon in June on the year of an induction event.

Article IV  
MEETINGS

The Woburn Hall of Fame Selection Committee will hold an inaugural meeting in September the year before an induction event, with additional meetings scheduled at least monthly. Members must attend a minimum of 75% of these meetings in order to be eligible to participate in voting.

Article V  
ELIGIBILITY AND CRITERIA

SECTION 1

Membership in the Woburn Hall of Fame will be granted to those who meet the following criteria:

- They have distinguished themselves and brought honor to Woburn Memorial High School and the greater community through their outstanding participation in athletic programs, or through their remarkable achievements and/or contributions to industry or society.
- They have continuously served as persons of character, courage, leadership and accomplishment, worthy of recognition and as examples for others to emulate.

SECTION 2

- Athletes – all-scholastic student athletes who have graduated from WMHS and have made a significant contribution to the school. Selection shall be based on playing ability, leadership, character, integrity and sportsmanship. Provisions will be made for female student athletes who participated in programs prior to 1972. Candidates are eligible for induction beginning ten (10) years after graduation. The graduation requirement will be waived in exceptional and extenuating circumstances such as death before graduation, enlistment in time of war, or hardship.
- Coaches – athletic coaches who have promoted integrity, sportsmanship and sound educational values in student-athletes. Selection shall be based on a high degree of competency and success. Candidates are eligible for induction three (3) years after ending their coaching career at WMHS.
- Teams – student athletes whose collective behavior and success inspired pride in school and community. Teams are eligible for induction ten (10) years after noted year of competition.
- WMHS Community Member – person who has made substantial and outstanding contributions to the WMHS interscholastic athletic program. Candidates may be nominated and inducted at any time.
- Distinguished Alumni – graduate of WMHS who has achieved remarkable success in industry or has made outstanding contributions to society, so as to serve as a source of pride to WMHS and the greater Woburn community. Candidates are eligible for induction ten (10) years after graduation.

Article VI  
NOMINATION PROCEDURE

- Nominees shall be solicited from the public for a period of at least six (6) weeks. Members of the Woburn Hall of Fame Selection Committee may not participate in the nomination process. An individual must be nominated by someone other than himself or herself and those making nominations must provide their name and contact information. Nominations must contain a rationale for consideration and cite supporting documentation.
- Only nominations received during the stated and advertised time period and delivered through established procedures will be considered. Selection announcement should be made at least 8 weeks before any Hall of Fame event in order to notify inductees and prepare awards.
- Nominations will only be accepted if submitted in accordance with all publicly stated procedures. Those submitting nominations will be required to assist the committee in gathering relevant documents (i.e.: records, scorebooks, yearbooks, or newspaper clippings). Once submitted a nomination remains active indefinitely.
- In the first year of selection, the total number inducted will be determined by the Selection Committee. In the second year of selection, no more than ten (10) nominees and two teams will be inducted. In all years thereafter no more than five (5) nominees will be inducted at any one time, with the objective to induct a new member into each category. If a viable candidate does not exist for any category, the Selection Committee reserves the right to induct up to five new members to the Woburn Hall of Fame from the available pool of nominees.
- Nominees not selected from the previous selection periods will be evaluated, and then nominees from the current period will be evaluated. Names of all nominees will be held in the strictest confidence.

Article VII  
VOTING PROCEDURE

- Members of the Selection Committee who have met the 75% meeting requirement will be eligible to participate in voting.
- Members of the Selection Committee will receive the full roster of nominees for consideration at least four (4) weeks prior to a scheduled vote.
- A minimum of seven (7) committee members must be present for a vote to take place.
- Each member of the Selection Committee will rate each nominee on a numeric scale using a scoring rubric (Appendix B). The Committee Chair and Secretary, as non-voting members, will tally the total points of each candidate and transfer the information to the Final Voting Sheet (Appendix C). A copy of the Final Voting Sheet will be given to each member of the Selection

Committee for discussion and final confirmation. To be inducted, each candidate listed on the Final Voting Sheet must receive an affirmative vote from 75% of the members present.

- All activities of the Woburn Hall of Fame, including nominations, meetings, scoring, and votes, will be held in the strictest confidence and not discussed with any person not part of the Selection Committee. Any member found in violation is subject to dismissal by a majority vote of the Committee.

#### Article VIII

The Woburn Hall of Fame Selection Committee shall not discriminate in its policies, solicitations or selection on the basis of race, color, sex, religion, ethnicity, sexual orientation or national origin.

#### Article IX

##### INDUCTION

The Selection Committee will organize an event to induct new members to the Woburn Hall of Fame at a date, place and time to be determined by the members.

- Each inductee shall be included as part of a permanent installation at WMHS. Inductees will also be given a commemorative of the occasion at the induction ceremony. It shall be the responsibility of the committee that the quality and consistency of the plaques and commemoratives given to the inductees be equal to the award being presented.

#### Article X

##### MANAGEMENT OF FUNDS

Management of all donations, sponsorships and event ticket purchases, as well as payment of all invoices related to the Woburn Hall of Fame will be handled by the WCEF Executive Director, under the supervision of the WCEF Treasurer and reported to the Woburn Hall of Fame Selection Committee.

- WCEF will charge the HOF Program a \$5,000 fee to manage each induction process and event; to be booked as an expense in the financials of each year's event.
- 50% of the NET proceeds from each induction event shall be designated and held by WCEF as restricted, and paid directly to WMHS through a simple request process (Appendix D).
- Funds restricted to WMHS will be held in escrow by WCEF for a period not to exceed 6 months. Funds will be paid directly to WMHS through a simple request process (Appendix D).
- Remaining proceeds from the Woburn Hall of Fame activities will be designated for use by WCEF.

Article XI  
AMENDMENTS

These By-Laws may be amended at any time by a two-thirds (2/3) vote of the standing members of the Woburn Hall of Fame Selection Committee.

These By-Laws were approved by members of the inaugural Woburn Hall of Fame Selection Committee on April 12, 2018.

Members of the Committee:

Woburn Memorial High School:

Jessica Callanan, Principal

Jim Duran, Athletic Director

Edward Maguire, Assistant Principal

Meghan Patrissi, Assistant Principal

Woburn Community Educational Foundation:

Michael Martini, Board Member

Don Queenin, Treasurer

Brian Teague, Board Member

Maureen Willis, Executive Director

Maria Zeqo, Board Member

Community Members:

Dr. Paul Andrews, Superintendent, Woburn Public Schools (retired)

Bob Norton, Principal, Woburn Memorial High School (retired)

**Amendments**

December 14, 2023:

Article X was updated to indicate that WCEF would charge the HOF Program a \$5,000 fee for event management, to be booked as an expense. Net proceeds from the event will be allocated evenly, with WMHS funds released within 6 months post induction event.