



**RULES
AND
REGULATIONS**

AMENDED March 14, 2017

Sponsored by:





HALL OF FAME FIRST BOARD OF DIRECTORS 1993

Rita Campbell	Ronnie Fraresso	Ron Gumbley
David Hastings	Wayne Hillson	Larry Kelly
Wayne Mizen	Paul Osborne	Randy White
		Ted Woods

Creation Date: August 1993

Revised: July 1996, Revised: January 2013, Revised: March 2017

I NAME

The Name of this organization shall be “The Guelph Sports Hall of Fame” (hereinafter called “the Hall”). The Hall is a committee of the City of Guelph.

II LOCATION

To be determined by Council of the City of Guelph on recommendation from the Board of Directors.

III OBJECTIVES

The objectives of the Hall shall be:

- a) To annually recognize and honour the achievements of Guelph individuals and teams who have attained prominence and distinction in any field of sport, and those who have made a major contribution to the development and advancement of sports in Guelph.
- b) To permanently record and give public prominence to the achievements of such individuals and teams in a public display center.
- c) To partner with the Kiwanis Club of Guelph.

IV BOARD OF DIRECTORS

- a) The affairs of the Hall shall be managed by a Board of Directors. The Board of Directors shall administer all matters relating to the Guelph Sports Hall of Fame. The Board of Directors along with the Selection Committee shall be the final determining body for the selection of Inductees into the Hall.
- b) The Board of Directors shall consist of 9 voting members –Kiwanis Club of Guelph (3), at large (6) and a Secretary.
- c) The Selection Committee shall have two votes (by any two members of the committee) at the Board of Directors meeting to finalize inductees.
- d) The Board of Directors shall be appointed by the Council of the City of Guelph. Council shall appoint replacement members for the Board of Directors for those whose terms have expired.

- e) The term of office for at-large members of the Board of Directors shall be 3 years. An individual may not serve as a member of the Board of Directors for more than 10 consecutive years. However, when an individual is appointed to complete the unexpired term of a member who has resigned or is deceased and the said unexpired term is less than one year, that individual may serve as a member for an additional 10 consecutive years.
- f) The Board of Directors shall hold at least 3 meetings in each calendar year. The organization shall give notice of the time and place of a meeting of the members in accordance with the by-laws, but in any event not less than ten days and not more than 50 days before the meeting to each member of the board. Except as otherwise required by law, the Board of Directors may hold its meetings at such place or places as they may from time to time determine. No formal notice of any such meetings shall be necessary if all the Governors are present or those absent have signified their consent to the meeting being held in their absence. Any member of the Board of Directors missing three consecutive meetings may be removed from the Board of Directors by Guelph City Council and a replacement appointed.
- g) Decisions arising at any meeting of the Board of Directors shall be decided by a majority of votes. A quorum shall consist of 5 members including the Chair. All votes shall be taken in the usual way by assent or dissent and a declaration by the Chair that a resolution has been carried and any entry to that effect in the Minutes shall be prima facie evidence of the fact without proof of the number or proportion of votes recorded in favour or against such resolution.
- h) The Governors shall receive no remuneration for acting as such, nor shall the Governors authorize payment of any money, nor the transfer of any property to any member of the Hall in respect to his membership in or services to the Hall.

V OFFICERS OF THE HALL

- a) There shall be a Chair, Vice-Chair, Secretary and such other officers as the Board of Directors may determine from time to time. One person may hold more than one office, except the offices of Chair and Vice-Chair. The said offices, excepting that of the Secretary shall be elected by a majority vote of the Board of Directors and shall hold office at the pleasure of the Board.
- b) The Chair and the Vice-Chair of the Board shall serve for two years and may be re-elected by a majority vote of the Board members. The Chair shall be charged with the general management and supervision of the affairs and operations of the Hall.

The Chair, with the Secretary or other officers appointed by the Board for the purpose, shall sign all by-laws, minutes and other formal documents. During the absence or inability of the Chair, his/her duties and powers may be exercised by the Vice-Chair.

- c) A Manger from and appointed by Community and Social Services of the City of Guelph shall be the Secretary to the Board, but shall not be a voting member of the Board. The Secretary shall attend all meetings of the Board of Directors, record all facts and minutes of all proceedings in the books kept for that purpose. He/she shall give all notices required to be given to all members and directors. He/she shall be the custodian of all approved minutes, books, papers and records, correspondence, contracts and other documents belonging to the Hall which he/she shall deliver up only when authorized by a Resolution of the Board of Directors to do so and to such person or persons as may be named in the resolution, and he/she perform such other duties as may from time to time be determined by the Board of Directors.

VI SUBCOMMITTEES

The Board of Directors shall from time to time have the authority to form subcommittees of the Board and to appoint people at large to the subcommittees of the Board.

VII EXECUTION OF DOCUMENTS AND FINANCE

- a) Notwithstanding any provisions to the contrary contained in the Rules and Regulations of the Hall, the Board of Directors may at any time by resolution direct the manner in which the person or persons by whom any particular instrument, contract or obligations of the Hall may or shall be executed.
- b) The cost of maintaining the Guelph Sports Hall of Fame shall be determined by the Board of Directors in conjunction with the Kiwanis Club of Guelph.
- c) The Hall shall be funded by the Kiwanis Club of Guelph through its annual Guelph Sports Celebrity Dinner and all accounts incurred by the dinner organizing committee shall be paid by this committee.
- d) The Guelph Sports Hall of Fame is a non-profit organization and shall be carried on without profit or gain for its members and any profits or other accretions to the organization shall be used solely for furthering and promoting the aims and objectives of the Hall.

VIII CLASSIFICATION OF INDUCTEES

There shall be five classes of induction into the Guelph Sports Hall of Fame; Athlete, Veteran Athlete, Official, Builder, and Team.

IX ELIGIBILITY FOR SELECTION OF INDUCTEES

- a) Any Nominees who by outstanding achievement have attained prominence in any field of sport, or who have made a major contribution to the development and advancement of sport in Guelph, or who have brought honour to Guelph in any field of sport are eligible for election to the Guelph Sports Hall of Fame.
- b) Nominees must have a connection to Guelph before or after post-secondary school years to be eligible.
- c) Athletes, Veteran Athletes and Officials nominees must have concluded their careers for a minimum of five years before their election, except where, by reason of outstanding prominence and skill and upon the request by the Selection Committee, made in advance, the Board of Directors may reduce such waiting period. Notwithstanding the foregoing, an athlete, veteran athlete or official who has reached his or her 50th birthday will be eligible for selection without any waiting period whether or not he or she is still active as a competitor. This is in recognition of the fact that many outstanding athletes and officials continue to participate in various sports (golf, tennis, bowling, curling, shooting, etc.) long after their peak competitive years.
- c) Builder and Team nominees may either be active or inactive at the time of their selection.
- d) Members of the Board of Directors and of the Selection Committee are not eligible for selection while serving on either body except in a team nomination.
- f) If the Selection Committee is deadlocked on any criteria for selection, the issue will be referred to the Board of Directors for a decision.

X FORM OF INDUCTION

Identical plaques will be created and attractively displayed for:

a) Individuals

1. A head drawing suitably framed and done by an accomplished artist.
2. A brief citation of not more than 150 words which shall be within the same plaque as the drawing.

b) Teams

1. A team photograph suitably framed or a graphic representation of the team.
2. A brief citation of not more than 150 words which shall be within the same plaque as the photograph or representation.

XI SELECTION COMMITTEE

- a) Annually a notice of vacancies on the Selection Committee will be announced through the media. Interested citizens of Guelph will be directed to forward their name and interest to the Chair of the Hall's Board of Directors.
- b) The Board of Directors shall appoint a Selection Committee consisting of a voting Chair and six additional members one of whom shall be from the Board of Directors and shall be a voting member. Annually, the voting members of the Selection Committee will choose annually a voting Chair.
- c) The secretary of the Board of Directors shall also be secretary of the Selection Committee. The Secretary shall not be a voting member of the Committee.
- d) The Selection Committee, from nominees submitted, shall in each year submit to the joint meeting with the Board of Directors a nominee from each classification.
- e) The term of office for members of the Selection committee shall be 3 years (not including the appointee from the Board of Directors who shall be appointed annually). Selection Committee members can be reappointed at the end of their 3 year term for an additional 3 years but may not serve longer than 6 years on the Committee.

When an individual has been appointed to complete the unexpired term of a Selection Committee member who has resigned or is deceased and the said unexpired term is 1 year or less, that individual may serve as a member for up to an additional 6 years as noted above. All appointed members will have one vote.

- f) A quorum shall consist of five voting members of the Selection Committee.
- g) Any member of the Selection Committee missing all of the meetings in one year may be removed from the Selection Committee and a replacement appointed by the Board of Directors.

XII BASIS OF SELECTION OF INDUCTEES

Candidates for selection shall be chosen on the basis of achievement, ability, sportsmanship, character, their contribution to their particular sport, and honour brought to Guelph.

- a) Guidelines to fill Selection Committee vacancies:

To apply for a position on the Selection Committee:

- i. Before the actual process starts, the chair of the Board of Directors and Secretary will review the status of all members (who is staying, whose term of office has expired), plus when will they be notified of and thanked for their service.
- ii. On the Tuesday after Labour Day, the Chair of the Board of Directors and the Secretary will distribute a media statement calling for applicants interested in serving on the Selection committee. Board members will be encouraged to invite members of the public to apply.
- iii. Applications will be available by contacting the Secretary at sportshalloffame@guelph.ca, or at 822-1260, weekdays, 8:30am – 4:30pm.
- iv. All applications are to be received by the third Tuesday of September by 4pm.
 - Applications will be reviewed by a committee comprised of:
 - Hall of Fame Board of Directors Representative
 - Kiwanis Club Representative
 - Individual at Large (previous Selection Committee member).

- v. Appointments to the Selection Committee are to be completed at the first Board of Directors meeting in October.

b) Selection Committee Responsibilities/Guidelines:

- i. The Chair of the Selection Committee is to be selected annually by the Selection Committee Members (at their first meeting).
- ii. The nomination deadline is October 31st.
- iii. The Selection Committee must verify the information which the nominators have provided about each potential inductee.
- iv. The Secretary will prepare the Selection Committee by reviewing the nominations on file from the past as well as reviewing the city of Guelph's five year rule for retaining nomination forms.
- v. At the second meeting of the Selection committee, the Secretary will inform the members of the most recent placements of inductees in each category. This is to clearly ensure that someone who was close to being accepted as an inductee in the past is not being overlooked.
- vi. The chair of the Selection Committee will provide Board Members with nominee names and a copy of their Nomination Forms prior to the voting meeting.
- vii. When the Selection Committee Chairperson bring the nominees forward to the Board of Directors, he/she will bring a binder containing all nomination forms and related materials, as a reference item to answer questions asked by the Guelph Sports Hall of Fame Board of Directors. Questions will be directed to the Chairperson of the Selection Committee.

XIII PROCEDURE FOR NOMINATION

- a) Nomination shall be made on official nomination forms and submitted to the Selection Committee Secretary by the governing body of the particular sport or by an individual, and contain the fullest possible data concerning the record and merits of each candidate.

- b) All nominations submitted will be considered for election in the year nominated and succeeding years. Nomination forms of nominees will be retained for five years. After that time, they will be removed from the file.
- c) The Selection Committee shall, as far as possible, adhere to the following guidelines:
 - 1) Not more than one nomination from each classification to be selected in any year; however, if nominees who qualify for selection are not available in any particular category, then exceptions to the guidelines may be made.

CATEGORIES

ATHLETE

- 1. Achieved international, national, provincial or inter-city status in a particular sport.
- 2. An all-around athlete in many sports at these levels.

VETERAN ATHLETE

- 1. Achieved international, national, provincial or inter-city status in a particular sport.
- 2. An all-around athlete in many sports at these levels.

TEAM

International, national, provincial or inter-city achievement.

BUILDER

- 1. Served or held high position at the international, national, provincial or inter-city level.
- 2. Had a long and distinguished career with an athletic organization where their service has been recognized.

OFFICIAL

- 1. Officiated at the international, national, provincial or inter-city level.
- 2. Had a long and distinguished career with an official's organization where their service has been recognized.

XIV METHOD OF SELECTION

- a) A meeting to select nominees shall take place once a year and will precede by not less than 4 months an official induction ceremony.
- b) The quota of nominees selected in each year shall not exceed five, except if there is a tie vote or a virtual tie vote or the Board of Directors determine that more than five of the nominees recommended for selection are so deserving, the Board of Directors may exceed five. (The Kiwanis Club of Guelph directs that the number of inductees be increased to more than five under the most special circumstances only.)
- c) The power of selection of all nominees is vested in the Board of Directors and the Selection Committee and their selections are final.

XV PUBLICATION OF SELECTIONS

The Chair of the Board of Directors or a designate shall release the final selection results for general publication.

XVI PROCEDURE OF INDUCTION

- a) It shall be a condition for official induction that each newly elected inductee of the Hall of Fame, or proxy, shall be formally inducted at an official induction ceremony.
- b) The official induction shall take place at the annual Kiwanis Club of Guelph Sports Hall of Fame Celebrity Dinner. The time and place shall be determined by the Kiwanis Club of Guelph.
- c) At the time of induction, each inductee shall receive appropriate mementos of membership as the Board of Directors deems appropriate.

XVII AMENDMENTS

- a) Amendments to the Rules and Regulations may be made at meetings of the Board of Directors with notice of the proposed amendment being given sixty days prior to the date of the meeting of the Board of Directors at which it is to be considered.
- b) The Rules and Regulations will be reviewed annually (January – February) and any proposed amendments will be forwarded to the Board of Directors for approval. Once approved, the Secretary of the Board of Directors will be directed to revise the document and provide copies to each member of the Board of Directors and Selection Committee.