Article I
Name of Organization

The name of this organization shall be the “Concordia University, St. Paul Athletic Hall of Fame”

Article II
Purpose of the Organization

The Concordia University, St. Paul Athletic Hall of Fame is established to pay tribute and give recognition to former varsity letter winners, coaches, administrators, and others who have made exceptional contributions to the athletic programs of Concordia University, St. Paul, Concordia College St. Paul, or Concordia High School (pre 1967)

Article III
Types of Membership

Membership into the Concordia University, St. Paul Athletic Hall of Fame shall consist of varsity letter winners, coaches, administrators, and others

A. Varsity Letter Winner Membership
   i. One must have a minimum of two (2) varsity athletic letters as documented in college or high school records
   ii. A candidate must be a graduate of Concordia, St. Paul
   iii. Consideration for selection shall be based on athletic achievements while at Concordia, St. Paul, academic achievements, extra-curricular activities, campus leadership and post-graduate activities
   iv. There must be a ten (10) year time lapse since a candidate last participated in athletics at Concordia, St. Paul
   v. Alumni athletes may not be considered for induction while serving on the Hall of Fame selection committee

B. Coaches
   i. Consideration for selection shall be based on the following criteria:
      1. Recognition as an authority/leader in the sport area involved
2. Length and quality of the coaching tenure
   ii. There must be a five (5) year time lapse since the candidate last coached Concordia, St. Paul
   iii. Coach may not be considered for induction while serving on the Hall of Fame selection committee

C. Administrators/Others
   i. Consideration for selection shall be based on the following criteria:
      1. Unique and/or outstanding contributions to the Department of Athletics at Concordia St. Paul
   ii. Deceased candidates shall be given equal consideration in all categories to receive recognition posthumously in the Concordia University, St. Paul Athletic Hall of Fame

Article IV
Administration

A. The Concordia University, St. Paul Athletic Hall of Fame shall be coordinated through the Department of Athletics
B. The Athletic Hall of Fame Selection Committee (AHOF Selection Committee) is to govern and administer the Concordia University, St. Paul Athletic Hall of Fame within the guidelines set forth in these by-laws
C. The AHOF Selection Committee shall establish policies and procedures necessary for the proper functioning of the Concordia University, St. Paul Athletic Hall of Fame
D. The AHOF Selection Committee shall consist of no more than twelve (12) active members:
   i. Director of Athletics
   ii. Associate Athletic Director
   iii. Director of Alumni Relations
   iv. Two (2) faculty members (current or Emeriti) recruited and appointed by the Department of Athletics to a four (4) year term
   v. Six (6) alumni, recruited by the voting members of the AHOF Selection Committee for a four (4) year term
E. All members of the AHOF Selection Committee, except the Chairperson, shall be voting members
F. Officers, Term, and Duties
   a. Officers of the AHOF Selection Committee shall be:
      i. Chairperson: Director of Athletics
      ii. Vice Chairperson: Appointed Alumni (2 year term)
      iii. Secretary: Associate Athletic Director
   b. Duties of Officers
      i. Chairperson
         1. Shall call meetings
2. Shall preside at all meetings of the AHOF Selection Committee
3. Shall see that all actions of the AHOF Selection Committee are carried out
4. Shall approve all news releases or other releases containing information about the AHOF Selection Committee, nominees, and induction

ii. Vice Chairperson
   1. Shall perform the duties of the Chairperson when so directed
   2. Shall perform additional duties as delegated by the Chairperson

iii. Secretary
   1. Shall give adequate written notice to all AHOF Selection Committee members of regularly scheduled meetings and/or special meetings
   2. Shall prepare and keep accurate records of the minutes of all AHOF Selection Committee meetings
   3. Shall send a copy of all minutes to each AHOF Selection Committee member within ten (10) days following a meeting
   4. Shall handle all communication as requested by the Chairperson

G. There will be at least four (4) regular AHOF Selection Committee meetings
   i. Meeting 1
      1. Welcome new AHOF Selection Committee members
      2. Designate and introduce AHOF Selection Committee Officers
      3. Review previous Athletic Hall of Fame inductions
      4. Set Meeting 2
   ii. Meeting 2
      1. Initiate nomination process for Athletic Hall of Fame to procure additional nominees and strategize publicity
      2. Recognize any AHOF Selection Members who are departing
      3. Advise the Department of Athletics regarding the recruitment of new AHOF Selection Committee members
      4. Set Meeting 3
   iii. Meeting 3
      1. Welcome new AHOF Selection Members
      2. Review By-Laws of Concordia University, St. Paul Athletic Hall of Fame
      3. Review nomination forms for Athletic Hall of Fame
      4. Review all prior and new nominations for Athletic Hall of Fame
      5. Set Meeting 4
   iv. Meeting 4
      1. Select Athletic Hall of Fame Inductees
      2. Establish a plan to communicate with Inductees
      3. Create logistics for the Hall of Fame banquet
      4. Strategize promotion of the Hall of Fame banquet
      5. Finalize all awards and other details of the Hall of Fame banquet
      6. Recognize departing AHOF Selection Committee members
7. Set Meeting 1 for following induction year

Article V
Finances

Any funds necessary to finance the Concordia University, St. Paul Athletic Hall of Fame shall be shared between the Alumni and Athletic budgets and from contributions made by interested individuals and/or organizations

Article VI
Quorum

A Quorum shall be more than half of the AHOF Selection Committee (6 member’s minimum)

Article VII
Number Inducted into the Concordia University, St. Paul Athletic Hall of Fame

The number selected to become a part of the Concordia University, St. Paul Athletic Hall of Fame, shall be determined, biannually and shall ordinarily reflect equitable distribution of male and female inductees for post-1967 alumni

Article VIII
Induction into the Concordia University, St. Paul Athletic Hall of Fame

Election to the Concordia University, St. Paul Athletic Hall of Fame shall be every two (2) years

Article IX
Procedure for Induction into the Concordia University, St. Paul Athletic Hall of Fame

Procedure for induction to the Concordia University, St. Paul Athletic Hall of Fame shall be as follows:

1. After a candidate is nominated, a letter of acknowledgement and an informational form is sent out by the Secretary to the candidate
2. The returned candidate information forms are reviewed during Meeting 3 by the AHOF Selection Committee members and candidates are elected by the voting AHOF Selection Committee members
3. Individuals elected into the Concordia University, St. Paul Athletic Hall of Fame are called by the AHOF Selection Committee Chairperson
4. Inductees and guest, immediate family and former teammates of the Concordia University, St. Paul Hall of Fame inductee are invited to the Hall of Fame banquet by invitation
5. A plaque in recognition of each inductee is placed if the Hall of Fame Room located on the second level of the Gangelhoff Center
6. A plaque is presented to each inductee
7. Inductees are introduced at halftime of the Homecoming football game
8. Inductees are provided the opportunity to purchase a commemorative Concordia University, St. Paul Hall of Fame ring