

**BYLAWS OF THE
HALL OF HONOR AWARDS COMMITTEE
OF THE BATAVIA FOUNDATION FOR EDUCATIONAL EXCELLENCE
FOR BATAVIA UNIT SCHOOL DISTRICT 101**

Article 1 General Information

Section 1.1 Name

The name of this Committee is the Hall of Honor Awards Committee.

Section 1.2 Parent Organization and Principal Office

- (A) The parent organization of the Committee is the Batavia Foundation for Educational Excellence.
- (B) The principal office of the Committee in the State of Illinois shall be located in the City of Batavia, County of Kane.

Section 1.3 Object

The object of this Committee is to recognize and honor individual:—

- graduates of Batavia Unit (or Unified) School District 101 (“District 101”) who have demonstrated excellence in their field of endeavor and/or outstanding service to District 101;
- employees of District 101 who have demonstrated outstanding service to District 101; and
- friends of District 101 who have demonstrated outstanding, meritorious service to District 101.

Article 2 Definitions

As used in these Bylaws, unless the context otherwise clearly requires, the words in this article shall have the following meanings:—

1. Alumni.....A person who attended Batavia schools or graduated from Batavia High School
2. BFEE.....Batavia Foundation for Educational Excellence, established 1985
3. Candidate.....An individual who was nominated for election to the Hall of Honor; preferred over “nominee”
4. Class.....A group of award recipients that was inducted in the Hall of Honor in a particular year
5. Committee.....The Hall of Honor Awards Committee
6. District 101.....Batavia Unit (or Unified) School District 101, established April 1911 by a voter-approved merger of District 101 (East Batavia) and District 102 (West Batavia), encompassing individual schools, past and present, and the predecessor school districts

7. Employee.....Any person who works or has worked for District 101; preferred over “staff member”
8. Executive Secretary.....The Administrator of the Batavia Foundation for Educational Excellence; SEE Section 4.4
9. Friend of District 101.....A particular award category; SEE Section 7.2 (C)
10. Graduate.....A person who graduated from Batavia High School
11. Member.....A member of the Hall of Honor Awards Committee
12. Recipient.....A person who was elected to the Hall of Honor; preferred over “honoree” or “inductee”
13. Year.....The official year of the Committee begins on November 1 and ends on October 31

Article 3 Members

Section 3.1 Number of Members

The number of Members may range from a minimum of fourteen (14) to a maximum of twenty-one (21). The Members shall be divided into two (2) classes: Ex Officio and At Large.

Section 3.2 Members Ex Officio and Tenure

The Members Ex Officio shall be nine to fourteen (9–14) in number, as follows:—

- One (1) shall be the Superintendent of Schools, whose term shall be concurrent with the position’s tenure;
- One (1) shall be the Principal, Batavia High School, whose term shall be concurrent with the position’s tenure;
- One (1) shall be the Communications Manager, District 101, whose term shall be concurrent with the position’s tenure;
- One (1) shall be an incumbent member of the Board of Education appointed by the Board of Education or its designee, whose term shall be concurrent with the position’s tenure;
- Four (4), but no fewer than two (2), shall represent the Batavia Foundation for Educational Excellence (BFEE) appointed by its Board of Directors or designee, whose terms shall be one (1) year;
- Two (2), but no fewer than one (1), shall represent District 101 employee groups—defined as Batavia Education Association (BEA) and Batavia Education Support Professional Association (BESPA)—appointed collectively by their presidents, whose term shall be one (1) year;
- Four (4), but no fewer than two (2), shall represent the four Batavia High School support groups—defined as Bulldog Boosters (Batavia Bulldog Booster Organization Inc.); Bulldog Music Buffs; STAGE (Supporting Theatre Arts for a Greater Education); and Studio: Batavia Visual Arts Boosters—appointed collectively by their presidents, whose terms shall be one (1) year.

Section 3.3 Members At Large and Tenure

The Members At Large shall be seven (7) in number, but no fewer than five (5) in number, appointed by the Committee, whose terms shall be one (1) year.

Section 3.4 Qualifications

All Members shall be appointed on the basis of their demonstrated expertise, experience, or interest in the areas of the Hall of Honor, District 101, and/or Batavia history.

Section 3.5 Members' Roles, Responsibilities, and Privileges

- (A) **Privileges:** In general, all Members may actively participate in the deliberative process, make motions, and vote.
- (B) **Responsibilities:** It is the responsibility of Members to promote the Hall of Honor, encourage nominations, review nominations, select award recipients, and manage the induction ceremony.
- (C) **Specific Roles:** SEE Appendix A

Article 4 Officers; Executive Secretary

Section 4.1 Officers; Duties

- (A) **Officers:** The officers of this Committee shall be a Chair and a Vice Chair.
- (B) **Duties:** These officers shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted herein.

Section 4.2 Nomination Procedure; Time of Elections

- (A) **Nomination Procedure:** The Committee may, at its option, appoint a "Special Committee on Nominations." If so constituted, such special committee shall present its report at the annual meeting in September.

In the absence of a "Special Committee on Nominations," the Committee shall accept self-nominations. In either instance, before the election at the annual meeting in October, nominations from the floor are permitted.

- (B) **Time of Elections:** Elections shall take place at the annual meeting in October.

Section 4.3 Election; Term of Office; Removal from Office

- (A) **Election:** The officers shall be elected by a majority vote.
- (B) **Term of Office:** The officers shall serve for one year or until their successors are elected. Their term of office shall begin at the close of the annual meeting at which they are elected.
- (C) **Removal from Office:** Officers may be removed from office at the pleasure of the Members as provided in the parliamentary authority.

Section 4.4 Executive Secretary; Duties

- (A) **Executive Secretary:** The Administrator of the Batavia Foundation for Educational Excellence shall serve ex officio as the Executive Secretary of the Committee.

- (B) **Membership Status:** The Executive Secretary is not a Member of the Committee. However, the Executive Secretary may actively participate in the Committee’s deliberative process, but shall not make motions or vote.
- (C) **Duties:** The Executive Secretary shall attend meetings of the Committee and shall perform the duties prescribed in these Bylaws and by the parliamentary authority adopted herein.

Article 5 Meetings

Section 5.1 Annual Meeting; Regular Meetings

- (A) **Annual Meeting:** The regular meeting in October shall be known as the annual meeting for the purpose of electing officers, receiving reports of officers and special committees, and for any other business that may arise.
- (B) **Additional Regular Meetings:** The Committee may provide, by resolution, the time and place for the holding of additional regular meetings of the Committee without other notice than such resolution.
- (C) **Frequency:** There shall be a minimum of four (4) regular meetings per year.

Section 5.2 Special Meetings

Special meetings of the Committee may be called by or at the request of the Chair or any two (2) Members.

Section 5.3 Quorum

Unless specified otherwise in these Bylaws, a majority¹ of Members shall constitute a quorum.

Article 6 Committees

Section 6.1 Standing Committee on Review

A committee of three members shall be appointed by the Chair promptly after the annual meeting, whose duty it shall be to review each candidate and nomination packet pursuant to Section 7.5.

Section 6.2 Other Committees

Such other committees, standing or special,² may be established by the Committee as it shall from time to time deem necessary to carry on its work.

Their members shall be appointed by the Chair unless this rule is suspended by a two-thirds vote before their appointment.

¹The word “majority” in this context means, simply, *more than one-half*.

²A *standing committee* has a continuing existence; a *special committee* goes out of existence as soon as it has completed a specific task.

Section 6.3 The Chair shall be ex officio a member of all committees³ except the Special Committee on Nominations and any disciplinary committee. (In other words, the Chair has the right, but not the obligation, to participate in the work of the committees.)

Article 7 Awards

Section 7.1 Individual Awards; Frequency

- (A) **Individual Awards:** Election to the Hall of Honor is reserved for individual recipients only and is *not* open to groups of two or more persons (e.g., teams).
- (B) **Posthumous Awards:** Awards may be given posthumously.
- (C) **Frequency:** It is not necessary to give awards each year.

Each year, the Committee shall decide whether to (a) give awards that year, or (b) select more than one class of recipients for recognition in a particular year.⁴

- (D) **Members:** A qualified Member is eligible for election to the Hall of Honor.

In such instances, such a nomination may be deferred until the candidate is no longer a Member, at that person's request.

Section 7.2 Categories; Number of Awards

- (A) **Graduates of District 101** (SEE Section 7.3 (A) for qualifications)

The initial class (2015) included ten (10) recipients and each successive class shall include six (6) recipients, but no fewer than four (4) recipients.

- (B) **Employees of District 101**, past or present (SEE Section 7.3 (B) for qualifications)

The initial class (2015) shall include two (2) recipients, and each successive class shall include one (1) recipient.

- (C) **Friends of District 101** (SEE Section 7.3 (C) for qualifications)

The initial class (2015) shall include two (2) recipients, and each successive class shall include one (1) recipient.

- (D) **Namesakes**—those for whom current or former school district buildings (or parts of buildings) were named—were admitted to the Hall of Honor as a special category in 2015 and are not eligible for further individual recognition.

Future namesakes, as designated by the Board of Education, are automatically added to the Hall of Honor in the category of namesakes.

³According to *Roberts Rules of Order Newly Revised, 50.16*, the Chair “has the right, but not the obligation, to participate in the proceedings of the committees, and” the Chair “is not counted in determining the number required for a quorum or whether a quorum is present at a meeting.”

⁴This option is based on giving awards to two classes (2020 and 2021) in 2021, due to the pandemic. No awards were given in 2023, so the Committee has the discretion to give awards to two classes (2023 and 2024) in 2024.

Section 7.3 Qualifications

(A) Graduates of District 101:—

- who, through significant personal achievement, have demonstrated excellence in their field of endeavor; and/or
- who, through outstanding service, have contributed significantly to their community, their state, or their country; and
- who have brought great credit to District 101 by demonstrating the high caliber of its students; and
- who have been out of school for 15+ years.

(B) Employees of District 101, past or present:—

- who have demonstrated outstanding service to District 101; and
- who have brought great credit to District 101 by demonstrating a deep commitment to its students and parents, and their fellow employees; and
- who worked for District 101 for 15+ years.

(C) Friends of District 101:—

- who are not graduates, but who may be alumni; and
- who are not employees who worked for District 101 for 15+ years, but who may have worked for District 101 for fewer than 15 years; and
- who have meaningful connections to District 101 and/or who have brought great credit to District 101; and
- who have demonstrated outstanding, meritorious service to District 101.

Section 7.4 Solicitation and Encouragement of Nominations

(A) Nominations may be submitted to the Committee by anyone, including Members.

(B) The window in which to submit nominations is September 1 to February 1, inclusive, for consideration in that year.

The Committee, by resolution, may extend the window in which to submit nominations as it shall annually deem necessary.

(C) In general, nominations must include the following items, which are identified on the nomination form (SEE Appendix B).

- Category
- Contact Information for Nominator
- Contact Information for Candidate or, if deceased, family members or other interested parties. (Absence of contact information may invalidate a nomination.)
- **Overview:** A summary in 100 words or fewer explaining why the nominee deserves to be recognized.
- **Evidence:** Specific evidence or examples that support the nomination.

- **References:** Links to articles, Web sites, or other types of support; this section is optional.
- In summary, the Committee encourages nominators to provide as much information as possible.

Section 7.5 Review of Candidates and Nomination Packets

(A) Two-Step Review Process

- **Step 1** (all candidates)—The Standing Committee on Review shall determine whether a candidate is eligible for nomination, that is, meets the requirements for “Categories” and “Qualifications,” as defined in Section 7.2 and Section 7.3, respectively.

If a candidate is eligible for nomination, then continue with Step 2.

If a candidate is not eligible for nomination, then return the candidate’s nomination packet to the nominator(s) with a letter of explanation.

- **Step 2** (eligible candidates only)—Determine whether a candidate’s nomination packet is complete.

If the candidate’s nomination packet is *incomplete*, then continue with Section 7.5 (B), below. Such nomination packets are called an “Incomplete Nominations.”

If the candidate’s nomination packet is *complete*, then continue with Section 7.5 (C), below. Such nomination packets are called a “Pending Nominations.”

- (B) **Incomplete Nominations** (from Step 2, above): In instances in which a candidate’s nomination packet is incomplete (called an “Incomplete Nomination”), the Standing Committee on Review shall return the nomination packet to the nominator(s) with a letter of explanation and a request for more information.

In addition, as resources allow, the Members shall make a reasonable effort to work with the nominator(s) to obtain all materials necessary to complete such “Incomplete Nominations.”

- (C) **Pending Nominations** (from Step 2, above): In order for such candidates to be considered for election to the Hall of Honor, each candidate (or Pending Nomination) must be designated as an “Active Nomination.”

To this end, at any regular meeting, the Standing Committee on Review may make a motion to approve (or designate) a candidate as an Active Nomination; for example, “I move to designate [candidate’s name] as an Active Nomination.” Such a motion requires a second and a majority vote.

The Members shall consider the complete nomination packet for each candidate and, after proper and appropriate discussion, cast their vote to determine whether a candidate is approved as an Active Nomination.

- (D) **Active Nominations:** Only Active Nominations are eligible for election to the Hall of Honor (SEE Section 7.6, below).

- (E) **Rejected Nominations:** Pending Nominations that are not approved by the Members shall be considered further by the Standing Committee on Review, taking into account the factors identified by the Members in their discussion.

Section 7.6 Election to the Hall of Honor

- (A) **Time of Election; Notice of Meeting:** The election to the Hall of Honor shall take place at a regular meeting designated for that purpose.

The purpose of the meeting shall be stated in the call, which shall be sent to all Members at least ten (10) days before the meeting. In addition, the call shall include an official ballot and the nomination packets (or a link to the nomination packets).

- (B) **Voting by Ballot:** Voting shall be by ballot, and the official ballot(s) shall take substantially the following form:—

- The header for each year’s official ballot(s) shall read, “Official Ballot for Hall of Honor [INSERT YEAR].”
- A single official ballot shall list the three categories in the following order: Graduates of District 101; Employees of District 101; and Friends of District 101.

As another option, an official ballot may be produced for each of the three categories.

- In each of the three categories, each Approved Nomination shall be listed in alphabetical order by surname, and each name shall be preceded by a blank line for purposes of voting.
- The footer for each year’s official ballot shall include a line for the voter’s name and signature, and date.
- Sample ballot for purposes of illustration:—

Official Ballot for Hall of Honor 2024

Graduates of District 101 **Vote for Top 6 (6 points, 5 points,...)**

_____ [INSERT CANDIDATE’S NAME]	_____ [INSERT CANDIDATE’S NAME]
_____ [INSERT CANDIDATE’S NAME]	_____ [INSERT CANDIDATE’S NAME]
_____ [INSERT CANDIDATE’S NAME]	_____ [INSERT CANDIDATE’S NAME]
_____ [INSERT CANDIDATE’S NAME]	_____ [INSERT CANDIDATE’S NAME]
_____ [INSERT CANDIDATE’S NAME]	_____ [INSERT CANDIDATE’S NAME]
_____ [INSERT CANDIDATE’S NAME]	_____ [INSERT CANDIDATE’S NAME]
_____ [INSERT CANDIDATE’S NAME]	_____ [INSERT CANDIDATE’S NAME]
_____ [INSERT CANDIDATE’S NAME]	_____ [INSERT CANDIDATE’S NAME]
_____ [INSERT CANDIDATE’S NAME]	_____ [INSERT CANDIDATE’S NAME]
_____ [INSERT CANDIDATE’S NAME]	_____ [INSERT CANDIDATE’S NAME]
_____ [INSERT CANDIDATE’S NAME]	_____ [INSERT CANDIDATE’S NAME]
_____ [INSERT CANDIDATE’S NAME]	_____ [INSERT CANDIDATE’S NAME]
_____ [INSERT CANDIDATE’S NAME]	_____ [INSERT CANDIDATE’S NAME]
_____ [INSERT CANDIDATE’S NAME]	_____ [INSERT CANDIDATE’S NAME]
_____ [INSERT CANDIDATE’S NAME]	_____ [INSERT CANDIDATE’S NAME]
_____ [INSERT CANDIDATE’S NAME]	_____ [INSERT CANDIDATE’S NAME]

Employees of District 101 **Vote for Top 1**

_____ [INSERT CANDIDATE’S NAME]	_____ [INSERT CANDIDATE’S NAME]
_____ [INSERT CANDIDATE’S NAME]	_____ [INSERT CANDIDATE’S NAME]
_____ [INSERT CANDIDATE’S NAME]	_____ [INSERT CANDIDATE’S NAME]
_____ [INSERT CANDIDATE’S NAME]	_____ [INSERT CANDIDATE’S NAME]
_____ [INSERT CANDIDATE’S NAME]	_____ [INSERT CANDIDATE’S NAME]
_____ [INSERT CANDIDATE’S NAME]	_____ [INSERT CANDIDATE’S NAME]

Friends of District 101 **Vote for Top 1**

_____ [INSERT CANDIDATE’S NAME]	_____ [INSERT CANDIDATE’S NAME]
_____ [INSERT CANDIDATE’S NAME]	_____ [INSERT CANDIDATE’S NAME]
_____ [INSERT CANDIDATE’S NAME]	_____ [INSERT CANDIDATE’S NAME]
_____ [INSERT CANDIDATE’S NAME]	_____ [INSERT CANDIDATE’S NAME]
_____ [INSERT CANDIDATE’S NAME]	_____ [INSERT CANDIDATE’S NAME]
_____ [INSERT CANDIDATE’S NAME]	_____ [INSERT CANDIDATE’S NAME]

MEMBER’S NAME _____ SIGNATURE _____ DATE _____

(C) **Bases for Determining a Voting Result**

- A decision can be validly made only when (1) a quorum is present, and (2) a vote is cast by two-thirds of the entire membership.
- Absentee voting is allowed.—SEE Section 7.6 (D), below

(D) **Absentee Voting**—which, for the purposes of these Bylaws, is defined as voting by email or hand-delivery—is allowed only for the election of Active Nominations to the Hall of Honor, and are valid only under the following circumstances:—

- Each qualified voter shall receive an official ballot containing a space for the voter’s signature, to ensure against votes being cast by persons not entitled to vote, together with full instructions for marking and returning the completed ballot by the required deadline.
- Members voting absentee must fully complete, sign, and date the official ballot.
- A completed ballot must be received by 12:00 noon on the day of the meeting at which an election is scheduled.
- Each ballot must be certified by the recipient’s initials, date, and time it was received.
- A ballot that is received after the designated deadline shall be rejected.
- A ballot that is incomplete in any way (lacking votes, lacking a signature, etc.) shall be rejected.

(E) **Proxy Voting**, as defined by the parliamentary authority, is not permitted.

(F) **Preferential, Weighted Voting for Graduates of District 101**

- Each Member is allotted 21 points in six (6) increments, as follows:—

Increments
6 points
5 points
4 points
3 points
2 points
1 point

- Each Member is asked to indicate in order of preference the top six (6) candidates, placing the numeral **6** (for 6 points) beside the first preference, the numeral **5** (for 5 points) beside the second preference, and so on, for the top six (6) choices.
- Any ballot in this category that does not identify a preference for exactly six (6) candidates is considered incomplete and shall be rejected—and not counted.
- The candidates with the top six (6) point totals shall be named recipients of the Hall of Honor award for this category.

(G) **Preferential Voting for Employees of District 101**

- The Member is asked to vote for one (1) candidate.
- In order to be named the recipient of the Hall of Honor award for this category, a candidate must receive at least six (6) votes.
- In the event that no candidate receives at least six (6) votes on the first ballot, the pool of candidates shall be sorted by the total number of votes received in order to identify the top three (3) candidates. The Members will then vote for one of the top three (3) candidates.
- In the event that no candidate receives at least six (6) votes on the second ballot, the pool of candidates shall be sorted by the total number of votes received in order to identify the top two (2) candidates. The Members will then vote for one of the top two (2) candidates.
- The candidate with the most votes, and at least six (6) votes, shall be named the recipient of the Hall of Honor award for this category.

(H) **Preferential Voting for Friends of District 101**

- The Member is asked to vote for one (1) candidate.
- In order to be named the recipient of the Hall of Honor award for this category, a candidate must receive at least six (6) votes.
- In the event that no candidate receives at least six (6) votes on the first ballot, the pool of candidates shall be sorted by the total number of votes received in order to identify the top three (3) candidates. The Members will then vote for one of the top three (3) candidates.
- In the event that no candidate receives at least six (6) votes on the second ballot, the pool of candidates shall be sorted by the total number of votes received in order to identify the top two (2) candidates. The Members will then vote for one of the top two (2) candidates.
- The candidate with the most votes, and at least six (6) votes, shall be named the recipient of the Hall of Honor award for this category.

Section 7.7 Accolade; Recognition; Award

- (A) **Award:** The Committee shall present each recipient (or surviving relative) with an appropriate award, insignia, or regalia.
- (B) **Recognition:** The Committee shall recognize the recipients in the fall of each year, preferably during Homecoming Week at Batavia High School, or at some other appropriate time and venue determined by the Committee in collaboration with District 101.

The Committee shall decide what form the ceremony and associated celebrations will take each year (e.g., gala dinner, school assembly, classroom visits, etc.) in collaboration with District 101.

- (C) **Accolade:** In collaboration with District 101 and BFEE, the Committee shall establish consistent guidelines and other parameters for the design and display of plaques,

exhibitions, and other permanent or quasi-permanent accolades at Batavia High School, the Rosalie M. Jones Administration Center, or other appropriate locations.

- (D) **Documentation** relating to this section of the Bylaws shall be collected for future reference as Appendix C.

Article 8 Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall guide the Committee in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Committee may adopt.

Article 9 Amendment of Bylaws

Section 9.1 Power to Amend

The power to amend these Bylaws shall be vested in the Committee.

Section 9.2 Amendment of Bylaws

These Bylaws may be amended at any regular meeting. Changing the Bylaws requires (1) sending written notice to each Member at least 10 days before the meeting, (2) having a quorum present for the vote, and (3) having two-thirds (2/3) of the votes support the change.

Section 9.3 Periodic Review

A “Special Committee on Bylaws” shall be appointed by the Committee as needed, but at least every five (5) years, for the purpose of reviewing these Bylaws and suggesting revisions.

Approval History

- Original Bylaws, 1 December 2015 (under the aegis of Batavia Foundation for Educational Excellence)
- Revised, February 2019 (presumably under the aegis of District 101)
- Hall of Honor Awards Committee once again under the aegis of Batavia Foundation for Educational Excellence (2023)
- New “Bylaws of the Hall of Honor Awards Committee of the Batavia Foundation for Educational Excellence for Batavia Unit School District 101” adopted by the Hall of Honor Awards Committee on Wednesday, 17 January 2024

Appendix A—Roles

Appendix B—Nomination Form

Appendix C—Award; Recognition; Accolade