



HALL OF FAME GUIDELINES AND RULES

Mission Statement

The Troopers Drum and Bugle Corps Hall of Fame (HOF) annually recognizes individuals for distinguished service in contributing to the health, growth, and advancement of the Troopers as a civic youth organization in support of the Troopers' mission:

"To provide a youth activity with positive educational experiences that promotes the growth and development of specific life skills consistent with the Trooper Tradition of Excellence"

The Troopers Hall of Fame was established to honor the outstanding individuals who have made a substantial and positive impact on the Troopers organization through their distinguished service, achievements and enduring contributions. Inclusion in the Hall of Fame is the highest honor given by the Troopers Drum and Bugle Corps to its former members, administrators, instructional staff, volunteers, and significant supporters.

Section 1. Hall of Fame Membership

1.1 Membership: Members have participated either as performing members, staff members, volunteers or those who have made other significant contributions within the Troopers organization. Membership is bestowed for life and is maintained in perpetuity within the organization.

1.2 Membership Responsibilities: The most significant responsibility of a Hall of Fame (HOF) member is the honor of voting each year for the induction of new members. HOF members who are not on the HOF subcommittee are eligible to solicit and submit nomination applications and/or letters of support for individuals they believe to be worthy of induction into the Troopers HOF. All HOF members are encouraged to participate as a member on the Hall of Fame Committee (HOFC) to assist with the selection and screening of nominations to determine those to be placed on the ballot. HOF members are encouraged to continue their involvement, to the best of their ability and life circumstances, in activities that support the current performing membership and Troopers organization.

1.3 Inactive Status: While membership is a lifetime honor, there may be times when a member cannot fulfill their responsibilities as an HOF member. When this occurs, it is requested that the member, or a family member, notify the Hall of Fame Committee, in writing, as soon as possible and identify if this is a temporary or permanent situation. During any period of incapacity, voting rights are withdrawn. If an HOF member is deceased, voting rights cease to exist.

1.4 Removal from the HOF:

In the event a HOF nominee or member does not maintain the high moral character expected of a Troopers HOF member as outlined in the nomination criteria, or if a nominee or member has been convicted of a felony or a misdemeanor involving moral turpitude, that individual may be removed from

nomination or membership in the Troopers Hall of Fame. Any individual knowledgeable of such infringement has the affirmative responsibility to document and report them to the Troopers confidential whistleblower hotline at:

1. Call the Direct Access hotline, 866-494-3161 or log onto eniweb.com and
2. Click on "DirectAccess Login"
3. Enter PIN number 4762
4. Provide a detailed report of witnessed activity including date and location in a secure and confidential voicemail.

The report will be evaluated as with all whistleblower reports, with the results communicated to the Troopers Executive Committee for review and decision as deemed appropriate in their sole and absolute discretion. If concluded that removal is appropriate, the individual in question will be notified and may request an appeal of the decision. The decision to hear an appeal and any decision on appeal shall be in the sole and absolute discretion of the Troopers Executive Committee. Removal from the HOF may result in the removal of their name from the HOF plaque, Troopers HOF web page, a complete ban from involvement in all activities of the Troopers organization, and any other action deemed appropriate in the sole and absolute discretion of the Troopers Executive Committee.

Section 2. Hall of Fame Committee (HOFC)

2.1 General Function: The function of the HOFC will be to administer and govern the annual election to select the new inductees to the Troopers HOF.

2.2 Composition, Qualifications and Term: The HOFC shall consist of seven (7) members - minimum three (3) active Sabers Circle members, inclusive of a Chair, and minimum two (2) HOF members, and the Executive Director. All HOFC members are to be selected by the Sabers Circle and approved by the Troopers Executive Director. Each HOFC member shall have at least six (6) years of experience in both the performing arts and their involvement within the Troopers organization. The minimum term of an HOFC member is three (3) years and if willing, and approved by the current Executive Director, the HOFC member may continue indefinitely.

If a vacancy occurs on the HOFC, the Sabers Circle will query the active HOF membership to ascertain members who are interested and able to serve on the HOFC. Should there be more members interested than the number of vacancies, a vote of the Sabers Circle membership may be scheduled to determine who will fill the vacancy and submit the name(s) to the Executive Director for approval.

2.3 Responsibilities of the HOFC:

- The primary focus and responsibility will be to ensure that each nomination submission is complete and meets the nomination procedural requirements. This committee will choose which nominees will go forward to the ballot for new members to the HOF.
- It will assist with the preparation of the HOF ballot and administer the annual voting process.
- The HOFC also functions as a resource to the Troopers organization regarding the HOF policies and procedures.
- It will serve as the liaison with the Executive Director to plan and conduct the induction ceremony for new members.
- Periodically, the HOFC may solicit opinions from the HOF membership regarding the policies and procedures to ensure an efficient and effective process.

2.4 Restrictions: No member of the HOFc shall be allowed to submit a nomination application or write letters of support while serving on the committee. This requirement creates a commitment to a fair and transparent process.

Section 3. Calendar of Events.

3.1 Key dates for HOF process:

- February 1 - 15: Nominations Accepted
- February 15 -March 1: HOFc Review of Nominations for Inclusion on Ballot
- March 2 - 15: Notification that Ballots Available Electronically
- March 15: Voting Ends
- March 16 – 20: Ballots Tallied and Processed
- March 20-31: Board of Directors Ratifies HOF Inductees
- April 1: Nominators Notified of their Nominee’s Induction
- June, TBD: HOF Inductee Celebration

Section 4. Nomination Criteria and Troopers Core Values

Anyone may submit nominations for the Troopers Hall Of Fame. Qualifying roles for eligibility in the HOF are defined as all performing members of Troopers A-Corps and Troopers Legacy Corps; staff members (educational, administrative, design, etc.); volunteers (food crew, sewing, drivers, parents, etc.) or other significant contributors. There are two categories of nominations – Heritage and Contemporary. Nominees will be inducted into one Hall of Fame; however, the nominations will be submitted and voted on separately in these two distinct categories. The Contemporary Category has two subcategories: Staff and Volunteers.

4.1 Heritage or Contemporary Category: The nominator is responsible for determining the category most appropriate for their nominee. The significant difference between the two categories is that a Heritage nominee served or participated prior to 25 years ago after which is considered Contemporary.

4.2 Nomination Criteria Questions: The nomination criteria will be the same for both categories. The criteria for nomination are based on the significance and impact of the nominee’s contribution to the overall success of the Troopers organization. Nominators will be asked to provide answers to criteria questions on the Nomination Form.

Consider the Troopers Tradition of Excellence as defined in the current member handbook:

INNER STRENGTH

Troopers learn that self-discipline and self-motivation are areas of personal growth that are invaluable traits. Having these two qualities allows for a lifetime of personal achievements and provides a resoluteness of will needed as a member, and more importantly, in life.

PERSEVERANCE

Troopers learn that hard work builds achievements that instill perseverance. Perseverance and persistence, as an individual as well as a group, build strengths that give members confidence in their capabilities. Striving to surpass yourself is a way of life in the Troopers.

PRIDE

Troopers promote the innate personal standards necessary to live within the fold of the corps as well as on the field. The expectation of precision leads to personal standards unique to each member. Pride as a member of the Troopers results in meaningful and healthy self-pride.

IDEALS

Troopers not only represent ideals, but they also strive to live their ideals. There are numerous principles the corps endeavors to encapsulate. The corps motto, "Honor, Loyalty, and Dedication" along with dignity and respect, are the foremost ideals.

DECORUM AND GRACE

Understanding authority when learning how to take criticism, as well as give meaningful criticism, is a gift in life. By truly understanding the role of leadership, whether as a teacher or as a student, members can understand decorum. The grasp of this insight is beyond measure.

ACCEPTANCE

Inclusion promotes understanding which leads to acceptance. The Troopers have practiced this premise from the beginning. Learning and depending on one another for a common purpose gives the life-breath necessary to accomplish goals.

Section 5. Nomination Process and Procedures

5.1 Contact HOFC: Nominations will be accepted annually between the dates of February 1st thru February 15th. Prior to preparing a nomination application, it is highly recommended that the nominator contacts the HOFC to ascertain if the individual they are preparing to nominate has not already been nominated. The HOFC is a resource for any questions regarding the selection of your nominee, the application form or the nomination process and can be reached at alumni@troopersdrumcorps.com.

5.2 Nominations for Couples: While nominations for groups (more than two) will not be accepted, nominations for couples (two persons, even if one or both are deceased) will be considered as one nomination for induction to the Trooper HOF. *To nominate a couple, it is necessary that their contributions and achievements were only possible through the synergy of their combined efforts.*

5.3 Posthumous Nominations: Individuals and couples can be nominated posthumously. It is the responsibility of the nominator to indicate this on the Nomination Application under "Nominee Information". The nominator must also provide contact information for the closest living relative(s). If the nominee is inducted, and a relative, or appropriate organizational representative, is not available, the nominator may be asked to accept the honor on behalf of the nominee(s).

5.4 Self Nominations: Individuals may nominate themselves following the same criteria and process stated herein.

5.5 Letters of Support Required: The nominator is responsible for soliciting one letter of support from individuals who have been affiliated with the organization, know the nominee and can effectively speak to their contributions and achievements. If the nomination is for a couple, a letter of support should be written to include both individuals being nominated.

5.6 Format for Letters of Support: The nominator is responsible for informing the author of the formatting requirements. A letter of support shall not exceed two single-sided pages, may be single or double-spaced, on 8.5"x 11" paper, with all margins (top, bottom, left and right) no smaller than 1". Our preference is Calibri, Helvetica or Arial font – regular style, size 11. The letter of support must be signed

(digital signatures accepted) by the author attesting to the validity of the information provided *and given to the nominator as a PDF copy to be included with the nomination application.*

5.7 Restrictions:

- An individual may submit a total of one nomination application per year.
- An individual may write up to one letter of support per year. It is the responsibility of the nominator to ensure the individuals they solicit to write letters of support have not already exceeded the one letter per year limit. In the event an individual has authored more than one letter of support, the first of the letters received first will be accepted. The HOFC will notify the nominator impacted by this decision and request submittal of another letter of support. A nominator may not write a letter of support for their nominee.
- No member of the HOFC shall be allowed to submit a nomination application or write letters of support while serving on the committee.

5.8 Nomination Submission: The nominator is responsible for collecting the letter of support prior to submitting their application. The application and the letter of support will be considered a complete nomination submission. The nomination submission must be submitted through the Hall of Fame webpage, <https://www.troopersdrumcorps.org/hall-of-fame>.

5.9 Incomplete Nominations: Any nominations deemed to be incomplete for any reason will be returned to the nominator, before any review is conducted, in an effort to allow the nominator an opportunity to resubmit before the deadline. Any nominations deemed incomplete by the deadline will be rejected and returned to nominator. If rejected, the nomination may be submitted the following year.

5.10 No Rollover if Not Selected: Nominations not selected for the HOF ballot or selected for the ballot but not inducted, will not be rolled over to future years and must be resubmitted.

5.11 Removal from Process: The only time a submission will be removed from the process is 1) if the submission is deemed incomplete, or 2) the candidate does not meet criteria for nomination.

5.12 Number of Times a Nominee can be Renominated: Individuals who have been nominated in the past, but not chosen, may be renominated as long as the nominee continues to meet the criteria for nomination. There is no limit to the number of times a candidate can be nominated. If resubmitted, the nomination should be strengthened by adding additional information or edited to improve the chances of selection.

5.13 Photo Requirement: If a nominee is selected for the HOF ballot, the nominator will be contacted by the HOFC Chair and requested to provide a digital color photo of the nominee. Basic requirements for the photo are as follows: Resolution minimum 300 dpi/maximum 600dpi; File Type: JPEG (.jpg) and Orientation: Portrait.

Section 6. Screening and Selection Process

6.1 Receive, Review and Research: Once the nominations are received, they will be distributed to the members of the HOFC who will review, research and prepare their recommendations for the discussion and selection of nominees for the annual HOF ballot. The recommendations should be written and organized by category – Contemporary and Heritage. See key dates for this task in Section 3.1.

6.2 HOFC Chair Selection Process Responsibilities: The HOFC Chair will ensure that nominees meet the minimum qualifications and that submissions are complete.

6.3 Selection of Nominees for Ballot: To be included on the HOF ballot, a nominee must meet minimum HOF qualifications and the submission must be complete.

6.4 Even Number of Nominees: The HOFC must select an even number of nominees for both categories to be placed on the ballot. Each ballot category shall have a minimum of two (2) and a maximum of ten (10) nominees. Should an odd number of qualified nominees be submitted, the HOF Committee must decide which nominee to eliminate from consideration with a simple majority vote. In the event of a tie, the Executive Director will cast the deciding vote.

Section 7. General Election Rules

7.1 Authorization and Frequency: HOF elections are authorized by the Troopers BOD and will be held on an annual basis. Election into the Troopers HOF may only occur through the nomination and election process outlined in these Guidelines and Rules.

7.2 Election Administration: The HOFC, with the assistance of the Troopers administrative staff, shall send out ballots electronically to voting members per the dates listed in Section 3.1.

7.3 Voting Membership: The members eligible to vote in the general HOF election will be the:

- Current living members of the HOF.
- Sabers Circle members.
- Alumni Committee – A committee of distinguished alumni, spanning a broad range of eras, roles, and positions will be selected at the discretion of the Troopers Executive Director.
- Executive Director.

Voting privileges will continue as long as the voting member remains on their respective board, committee or in their leadership position as noted above and have not violated the polling rules outlined below in Section 7.8, Polling of Voters.

7.4 General Election Ballots: There is a single ballot for the general election. The ballot will have two parts – one for Contemporary and one for Heritage nominees. Each category shall have a minimum of two (2) and a maximum of ten (10) nominees. Each category shall have an even number of nominees.

7.5 Voting Process: The voters may choose up to a maximum of half the candidates in each category. For example, if in the Contemporary category, there are eight (8) candidates on the ballot, the voters will be asked to vote for up to four (4) candidates. No cumulative voting will be allowed, and voters are not required to vote all of their votes. To be inducted, a candidate must achieve a minimum of 60% of the vote by the total number of voters.

7.6 Voting Outcomes: Selection to the HOF requires that a candidate achieve a minimum approval of 60% of the voting members. In the event **no** candidates in a category receives the required 60%, the two candidates achieving the highest voter percentage approval rate above 50% will be inducted. In the event of a tie with more than two candidates being selected, the HOF will induct those who tie for the highest number of votes. In any case, the two candidates with the highest votes shall be inducted.

7.7 Ballot Completion: Each voter will complete and submit their electronic ballot according to dates noted in Section 3.1. The tabulation of votes will be done confidentially.

7.8 Polling of Voters: Discussion for the purposes of gaining additional knowledge of the candidates on the HOF ballot is encouraged to ensure the most educated and knowledgeable vote is cast. However, attempting to influence any member of the voting membership prior to the vote, or polling voters on their confidential vote after the vote, will not be allowed by the voting membership or any member of the Troopers organization. In the event this occurs, and it is a voting member, that member will lose their privilege to vote.

7.9 Certification of Results: Election results will be certified by the HOFC Chair and the Executive Director. The Executive Director will contact the new HOF inductees, and the HOFC Chair will notify the nominators of the induction of their nominees. Subsequently, the Executive Director will notify the Troopers membership and release the names to the Troopers website and social platforms at the appropriate time.

Disclaimer:

These Guidelines and Rules are intended to cover the nomination, screening, selection and voting processes of the Troopers Hall of Fame. It is our intention that this document be dynamic and continue to evolve over time to meet the needs of the organization. If while reading this document, you find any inadvertent contradictions or misunderstandings within any of the sections, or any ambiguity that requires clarification, or if you have any suggestions for areas of improvement, please document your findings and submit them to the attention of the HOFC Chair, with the Subject line: *Feedback* to the following email address: alumni@troopersdrumcorps.org.

Thank you,
HOF Committee