

NORTH BAY SPORTS HALL OF FAME

FOUNDED 1977

www.northbaysportshalloffame.ca



CONSTITUTION, BY LAWS AND APPENDICES

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NORTH BAY SPORTS HALL OF FAME



CONSTITUTION

ARTICLE I: DECLARATION

A. MISSION STATEMENT

To honour and perpetuate the names and deeds of those whose athletic prowess brought recognition to their community and to themselves; of those whose interest in and work for sport resulted in a climate which benefited athletes and athletics.

B. MANDATE

To suitably honour and recognize athletes and sport builders as per Mission Statement.

C. METHODS (See Appendix I - Pg. 1 for more detail)

The NBSHF shall achieve the above mandate by:

1. insuring research is conducted on candidates deemed worthy of consideration for induction into the NBSHF.
2. fairly and impartially examining the data presented, determining the viability of the candidate for induction.
3. hosting an annual awards and induction ceremony to publicly honour inductees and sporting award winners as well as recognize teams of merit.
4. developing and maintaining a data base of pertinent data on inductees and award winners.
5. organizing and maintaining displays outlining the accomplishments of inductees along with presenting sporting artifacts, memorabilia, pictures and historical documents relating to the history of sport in North Bay.
6. promoting and marketing the NBSHF and local sporting history through an ongoing communication strategy.
7. developing relationships and partnerships with local regional, provincial and national sporting heritage groups.

D. TO THESE ENDS

The North Bay Sports Hall of Fame (hereinafter referred to as the NBSHF) is a non profit organization. Work towards the above mandate shall be carried on without purpose of gain for the Board members and any profits or other accretions to the organization shall be used in promoting said mandate.

In recognition of the above the NBSHF is a Registered Charity with the Canada Customs and Revenue Agency with the BN/Registration Number: 11905 9293 RR0001. (Date of Reg. April 25,1979)

Further, the NBSHF was Incorporated as a Corporation without Share Capital with the Ontario Ministry of Consumer and Business Services as of January 19, 2005 with Number 1644955. Papers and Seal at the offices of Lucenti, Orlando & Ellies, 373 Main Street West, North Bay, ON P1B 2T9.

ARTICLE II: DEFINITIONS

1. As of Jan. 2012, the NBSHF recognizes the following Sport Canada definition of sport:

“Sport is a regulated form of physical activity organized as a contest between two or more participants for the purpose of determining a winner by fair and ethical means. Such contest may be in the form of a game, match, race, or other form of competitive event. Sport is governed and sanctioned by a sport governing body (sport federation) that holds the responsibility for, notably, setting out the rules of play, either at national or world level, for awarding the organization of its championship(s), and designating the winner(s) of its championship(s).”

The NBSHF also adheres to the Characteristics of Sport identified by Sport Canada listed in APPENDIX X – CHARACTERISTICS OF SPORT. A list of sports is included in APPENDIX XI – LIST OF SPORTS ACCEPTED BY NBSHF

In the event that the Nomination Committee receives an Application for Induction in a sport that has not been accepted by the NBSHF and before any discussion regarding the candidate’s qualifications, the matter shall be referred to the Chair of the NBSHF who then must bring the matter to the Board to decide whether the sport is accepted. The matter may be referred to an Ad Hoc Committee for further study before bringing the matter to the Board. In either case acceptance of the sport would be **required**.

2. For the purposes of the NBSHF, a "North Bay athlete" shall be defined as a person 18 years of age or over and connected to any sport, who has attained significant recognition for himself/herself and for the City of North Bay and shall include the following:
 - (a) Anyone who was born in and resides in North Bay and who over an extended period of time excels in his/her sport(s) in North Bay even if he/she eventually moves away from North Bay.
 - (b) Anyone who is not born in North Bay but who comes to the city and over an extended period of time excels in his/her sport(s) in North Bay. The said athlete may be considered even if he/she eventually moves away from North Bay.
 - (c) Anyone who falls within (a) or (b) who after a local sports career moves into amateur, university or professional sports elsewhere and who is deemed worthy of induction into the NBSHF.
 - (d) Notwithstanding subparagraphs (a) to (c) above, the Board shall have full and absolute discretion to consider individuals who reside outside the boundaries of the City of North Bay for induction into the NBSHF.
3. For the purposes of the NBSHF, a "North Bay Builder" shall be defined as in Article II – 2 (a) – (d) Pg. 2 (above)
4. Categories - (As related to the above definitions):
 - (a) Amateur - Article II - 2 - - 2 (a), (b), (c), (d) - Pg. 2
 - (b) Professional - Article II - 2 (a), (b), (c),(d) - Pg. 2
 - (c) Builder - as above all sections - involving coaching, officiating, sponsoring, training, media work, etc. - even if not involved in an active, on the field, role.

(d) Automatic - Article III - 8 - Pg. 4

ARTICLE III: CRITERIA

1. (a) Restricted to North Bay athletes and builders of sport. (See definitions of North Bay athlete and builder).
- (b) Notwithstanding subparagraphs 2. (a) to (c) from Article II, the Board shall have full and absolute discretion to consider individuals who reside outside the boundaries of the City of North Bay for induction into the NBSHF.

Athletes – Amateur and Professional

2. Athletes to be considered for induction into the NBSHF must have been (or be) outstanding in their athletic field of endeavor or to have achieved better than average proficiency in a number of sports even if not reaching the absolute top level in any one. The label "outstanding" must be applicable over an extended period of time in competition against peer athletes. This involves those competing on a strictly local level and those going on to district, provincial, national and international events as well as those who enter professional sports. However, distinction should be made in the nomination paper as to the reason for the nomination. An athlete who is prominent locally over a period of time should not necessarily be downgraded if she/he has limited success on a higher level or in professional ranks. Conversely, an athlete who had limited success locally (etc.) should not be downgraded for this if he/she achieves top proficiency in a wider arena, whether this be amateur or professional.
3. The criteria must necessarily be broad, however, documentary evidence should be available, including views of her/his contemporaries, if possible.
4. (a) All athletes qualified for induction into the NBSHF shall be eligible on having retired from active participation in the sport or sports involved for a period of three years; or in having reached thirty-five years of age regardless of whether she/he is still active in the sport or sports involved.
- (b) Death voids the age / retirement rules.

Builders

5. Builders - including officials (referees, umpires etc.) sponsors, executives, trainers, coaches, media, etc. - whose work for sport over an extended period of time has been outstanding, whether it be in organization of leagues and facilities, achieving a high degree of success in coaching teams and/or individuals, keeping a league or team active, providing services of consistently high level over a considerable period of time etc. However, just because someone has worked many years for a sport as a builder, does not necessarily mean induction into the NBSHF. His/her work over that period of time, or over most of it, must have been of a consistently high level with regard to services provided or results achieved, or both.
6. Any person nominated in the Builder Category (executive, coach, official, etc.) shall be eligible at any time. There shall be no waiting period in this category and indeed, the person may still be active in the role(s) for which he/she is nominated.

ARTICLE III: CRITERIA (CONT'D)

Automatic Induction

7. (a) Any North Bay athlete who participates in the Olympic Games or Paralympic Games (team or individual sport), or participates in a Senior World Championship event (team or individual sport) sanctioned by the recognized international body for that sport, and considered authentic by the NBSHF Board, shall be automatically inducted into the NBSHF.
- (b) Any North Bay athlete who places in the top three in any open senior multi - country games event sanctioned by the recognized international body for that sport, and considered authentic by the NBSHF Board (e.g. Pan American, Parapan American, Commonwealth Games) shall be automatically inducted into the NBSHF.
- (c) Any North Bay athlete who wins a Canadian championship in any Senior ("A") non-team discipline sanctioned by a governing body affiliated with Sport Canada and considered authentic by the NBSHF Board shall be automatically inducted into the NBSHF.
- (d) Other cases may be reviewed on merit. Automatic induction is intended to honor outstanding feats.
- (e) The NBSHF must follow all procedures outlined in By-Law III (Candidates for Induction into the NBSHF) to nominate and process a candidate for Automatic Induction.
- (f) Providing the above and other restrictions are met the NBSHF Board shall vote as to whether the credentials and research presented is factually proof of feat. Only one (5-10) vote is necessary, but approval must be by 80% of points assessed. If research is disputed and a 80% vote is not received the same athlete / feat may be presented at a later meeting with more definitive information to back the nomination.

8. Deceased Nominations:

Each case to be decided on the merits of the person involved by the NBSHF Board as to whether the three year delay regulation shall be invoked.

9. Team Recognition:

The NBSHF shall recognize qualified "teams" as follows. "Teams" shall be eligible for "Special Recognition" by the NBSHF. Each team nominated for Special Recognition shall be judged on merit by the Board. Nominations shall be made as per individual nomination. A "team" for NBSHF purposes is defined as "any group" of two or more athletes engaged in the same sport who work together as a unit in that sport. The team may be made up of members of the same sex or the sexes may be intermixed. Classification - a boxer and his manager do NOT constitute a team. A figure skating pair, tennis doubles, curling rink, cross country running team etc. are defined as teams for our purposes. (See By Law V - Voting System)

ARTICLE IV: OFFICIAL CREST (See Appendix II - Pg. 2 for Crest)

The NBSHF shall have an official crest which shall be used on letterhead, scrolls and any memento presented to the nominees to the NBSHF. The crest shall be oval in shape with laurel wreath surround. The central focus shall be the "Gateway of the North" as a familiar insignia of the city of North Bay. A maple leaf shall be included in the design along with the wording "North Bay" and "Sports Hall of Fame". The NBSHF has adopted a Latin motto which is to be included on crest, letterhead, etc.

"FACTIS EORUM REMINISCERE" (BY THEIR DEEDS SHALL YE REMEMBER THEM)

ARTICLE V: AWARDS

Each inductee to the NBSHF shall receive a scroll suitable for framing and an official lapel pin.

Commemoration in the NBSHF shall be in the form of a plaque, with picture and career information as well as a listing on the NBSHF master plaque. A picture and career information will also appear on the NBSHF website - www.northbaysportshalloffame.ca

The NBSHF shall make jacket crests available only to inducted members (including deceased) of the NBSHF for a reasonable fee.

Pictures and press clippings of individuals and teams awarded Special Recognition may be placed in a showcase for a suitable length of time, to be determined by the Board. These clipping and photos would be copies so originals would not be lost or damaged.

ARTICLE VI: ORGANIZATION OF RULING BODY OF NBSHF

A. BOARD OF DIRECTORS

1. The NBSHF will be governed by a volunteer Board of not fewer than ten and not more than twenty individuals.
2. The Executive of the NBSHF will be comprised of the Chair; the Immediate Past Chair; the Vice Chair; The Secretary; the Treasurer (or the Secretary-Treasurer); the Chair of the Public Relations Committee; the Chair of the Fund Raising Committee.
3. The NBSHF Board will be made up of the Executive plus between three and thirteen Directors chosen for their knowledge of and/or interest in North Bay's sporting heritage. Directors may be members or chair Standing or Ad Hoc Committees, perform specific tasks or general tasks as directed by the Chair and/or the Executive.
4. The Board of the NBSHF will meet at regular intervals at least nine (9) times in each calendar year including the AGM.
5. Board meetings shall be at the call of the Chair (or designate) (including the AGM - which however does have a time line.)

ARTICLE VI: ORGANIZATION OF RULING BODY OF NBSHF (CONT'D)

B. EXECUTIVE DUTIES

1. Chair - titular head of the NBSHF Board. The Chair serves one year term which may be renewed at the AGM an unlimited number of times depending on the wishes of the Chair and the Board. The Chair may be chosen from members of the Board of the NBSHF or from outside the Board. The Chair is an ex officio (non-voting) member of all Standing and Ad Hoc Committees of the NBSHF except those of which he/she is a named member. The NBSHF Chair will be in charge of all meetings of the Board and all Executive meetings. The Chair is in charge of directing and planning the direction of the Board. Public announcements of selectees to the NBSHF are made under the name of the Chair.
2. Immediate Past Chair - shall have the right to attend all Board and executive meetings where he/she will act in an advisory capacity with full voting privileges. Immediate Past Chair may chair or be a member of the Nominations Committee
3. Vice-Chair - shall chair meetings when Chair is unavailable and will undertake such duties as directed by the Chair including directing one of the Standing Committees.
4. Secretary - in charge of recording and disseminating minutes of Board and Executive meetings; in charge of disseminating minutes of all Standing and Ad Hoc meetings; keep historical files, revision and maintenance of the Constitution; documentary evidence on nominees; release media information under direction of Chair; respond to correspondence; keep Constitution current and suggest changes to keep it so; carry out other duties as necessary or as assigned by Chair and Board.
5. Treasurer - shall keep the books and financial records of the NBSHF and report on a regular basis as to the financial status of the NBSHF. The treasurer shall establish such bank accounts as are necessary and make such investments as are approved by the Board; shall file such tax reports as are required by the Federal Government and the Incorporations Act; shall be one of two signatures required on any cheque written on a NBSHF account; prepare the Annual Budget for the NBSHF in January of the current year.
6. Public Relations Chair - shall be in charge of updating and maintenance of NBHSF equipment, displays, and facilities.
7. Fund Raising Chair - shall be in charge of the committee, which has fund raising for NBSHF as its major objective.

ARTICLE VI: ORGANIZATION OF RULING BODY OF NBSHF (CONT'D)

C. ANNUAL GENERAL MEETING

Incorporation regulations require the NBSHF to hold an annual general meeting (AGM) at which time Executive positions for the next twelve months shall be determined and annual reports filed.

1. The NBSHF AGM will take place no later than January 31 of the following year. e.g. 2011 AGM before January 31, 2012 etc.
2. NBSHF Officers for the next twelve months will be determined at the AGM using the following procedure:
 - (a) Secretary will provide master list of Executive incumbents.
 - (b) Each incumbent will declare intention (in person or in writing) with regard to position involved - to continue or not continue.
 - (c) Should an incumbent not wish to continue in post -
 - (i) a Board volunteer will be sought or
 - (ii) a talent search shall be instituted with incumbent remaining in office until successor is found.
3. Reports shall be filed at the AGM by the Chair, Treasurer and heads of the permanent committees when appropriate.
4. Agenda:
 - (a) Call to Order and Opening statement by Chair
 - (b) Minutes of last AGM
 - (c) Reports - Chair, Treasurer, Committee Heads (where appropriate)
 - (d) Executive declarations and follow-up if needed
 - (e) Constitution changes (can be done at any meeting)
 - (f) Business (old or new)
 - (g) Board Photo
 - (h) Adjournment

D. BOARD MEMBER REPLACEMENT

1. If a Board member resigns or retires for any reason at any time other than at the AGM, the remaining members of the Board shall discuss the names of possible replacements within two (2) meetings. These replacements shall be approached (in choice order), not excluding current members of the Board. One person on the Board shall be given the duty of approaching the candidates (in order) until receiving an affirmative answer. That person's name shall be brought before the Board for official ratification, by simple majority.
2. Any individual wishing to work on the Board or a committee of the NBSHF may write the Secretary and the letter shall be tabled to an appropriate meeting of the Board for discussion.

ARTICLE VI: ORGANIZATION OF RULING BODY OF NBSHF (CONT'D)

E. COMMITTEES

The NBSHF shall have Standing Committees and may have Ad Hoc Committees.

1. STANDING COMMITTEES

There shall be five Standing Committees of the NBSHF: Nominations Committee, Fund Raising Committee, Public Relations Committee, Awards Committee, Induction and Awards Dinner Committee.

These committees are to meet at the call of each Standing Committee Chair and bring any recommendations to the full NBSHF Board for further discussion and possible action unless given clearance for particular actions by the complete Board in advance; (Exception - Awards, see below).

The NBSHF Board Chair is an ex officio (non-voting) member of all Standing Committees except those of which he/she is a named member.

(a) Nominations Committee

Chair: to be named from within itself by members of the nominations committee after consultation with the Board Chair;

Members: All shall be Board members – minimum of three

Mandate:

- (i) to actively pursue and, where necessary, research candidates for induction into the NBSHF;
- (ii) to determine whether research material on a candidate is as all encompassing as possible and is presented on the official NBSHF nomination form or includes all the information requested on the form;
- (iii) to determine when a candidate's name is to be presented to the Board Note: If (i) and (ii) have been completed, every effort should be made to bring the candidate's name forward at the earliest possible opportunity.

(b) Fund Raising Committee

Chair: to be named from within itself by members of the fund raising committee after consultation with the Board Chair;

Members: minimum of three, which can include non-Board members.

Mandate:

- (i) to actively pursue funds and fund raising possibilities to enable the NBSHF to carry on various present and future activities;
- (ii) to approach potential sponsors of NBSHF projects;
- (iii) to search out government and other funding bodies which might consider an application from NBSHF.

ARTICLE VI: ORGANIZATION OF RULING BODY OF NBSHF (CONT'D)

1. STANDING COMMITTEES (CONT'D)

(c) Public Relations Committee

Chair: to be named from within itself by members of the planning committee after consultation with the Board Chair;

Members: any members of Board who wish to take part (should be at least three).

Mandate:

- (i) to explore, discuss and prioritize projects which would fulfill the NBSHF's mandate;
- (ii) maintain and update the NBSHF sport photo archive, NBSHF displays, facilities and equipment;
- (iii) oversee the NBSHF Website.

(d) Awards (North Bay Sports Awards) Committee

Chair: to be named from Board members or from general citizenry by members of the awards committee itself.

Members: minimum of seven which can include board members and will include media representatives, secondary school representatives (with the aim of having each North Bay secondary school represented - providing the interest is there) and knowledgeable and interested citizens.

Mandate:

- (i) to examine candidates and declare winners of all sports awards presented annually at the NBSHF Induction and Awards Dinner (with the exception of the Avery-Mitchell football award - named by a special committee of football coaches and media);
- (ii) to maintain an up to date master list of candidates for all awards for which the committee is responsible;
- (iii) to annually determine the release dates of the names of the winners of ALL the awards presented at the NBSHF Induction and Awards dinner;
- (iv) to annually be responsible for the writing of the media releases relative to the winners of ALL the awards presented at the NBSHF Induction and Awards Dinner;
- (v) See Appendix for the list awards to be presented at the NBSHF Induction and Awards Dinner.

NOTE: the NBSHF Board itself has no jurisdiction as to the procedure of the North Bay Sports Awards Committee or as to the winner of any of the awards in question.

ARTICLE VI: ORGANIZATION OF RULING BODY OF NBSHF (CONT'D)

1. STANDING COMMITTEES (CONT'D)

(e) Induction and Awards Dinner Committee

Chair: NBSHF Board Chair or his/her appointee

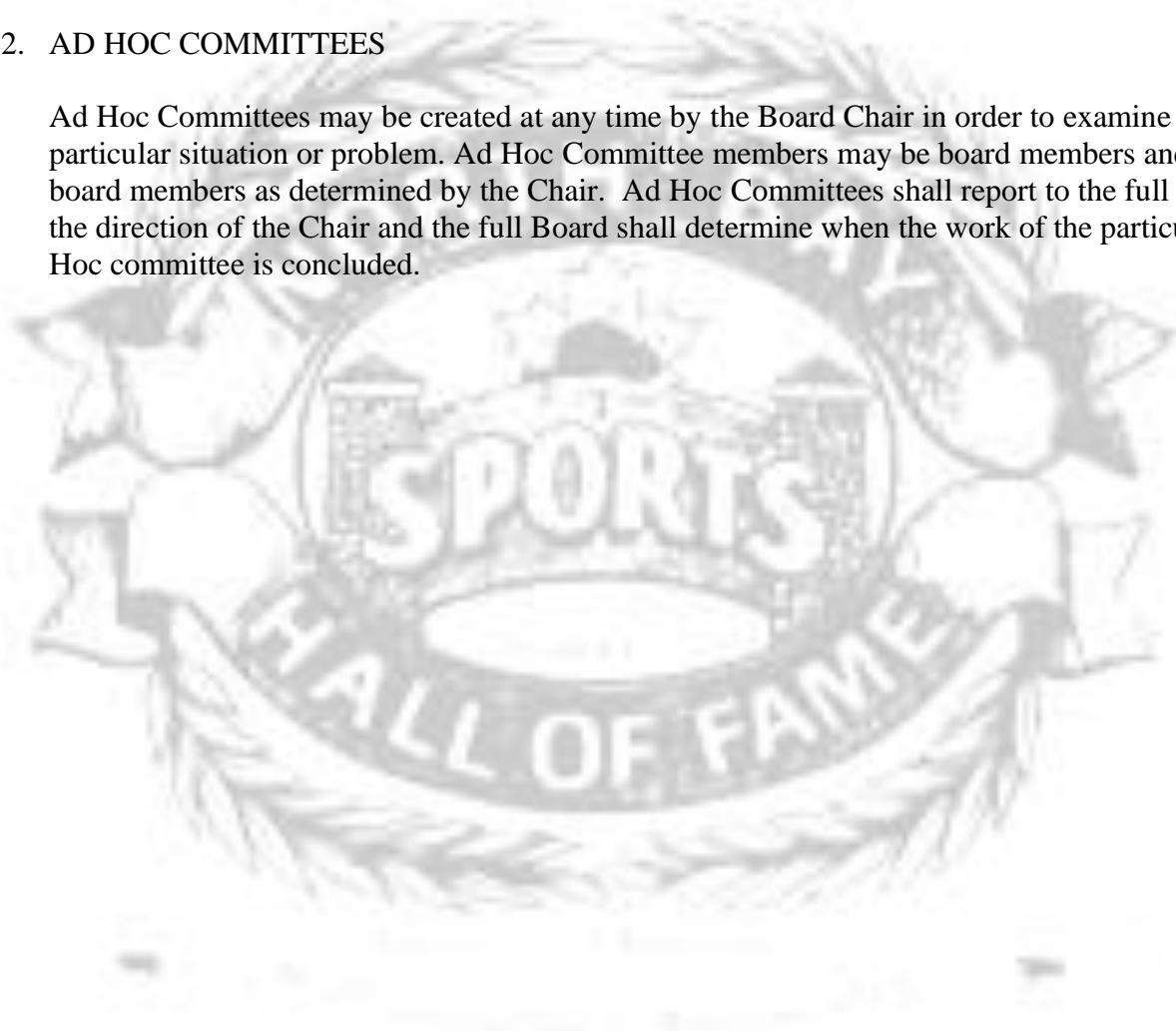
Members: NBSHF Treasurer, Trophy manager, Dinner MC. Others to be appointed at the direction of the NBSHF Board Chair.

Mandate: to make all arrangements for the Induction and Awards Dinner (see Appendix)

NOTE: NBSHF Board makes the decisions re Dinner site, date, ticket price, inductee number and names.

2. AD HOC COMMITTEES

Ad Hoc Committees may be created at any time by the Board Chair in order to examine any particular situation or problem. Ad Hoc Committee members may be board members and/or non-board members as determined by the Chair. Ad Hoc Committees shall report to the full Board on the direction of the Chair and the full Board shall determine when the work of the particular Ad Hoc committee is concluded.



NORTH BAY SPORTS HALL OF FAME



BY LAWS

BY LAW I: QUORUM

1. For any NBSHF Board meeting shall be 50% plus one for all matters except for voting on candidates for induction. (For example - 15 active board members, 50% is 7.5; 50% plus one is 8.5; thus quorum would be 9.)
2. For induction voting purposes quorum shall be our accepted quorum plus two. (For example - normal quorum is 9, inductee voting quorum would be 9 plus 2 or 11 (11/15 is .733 of Board). Voting members shall be present in person or via email or signed fax, sent directly to the Chair or Secretary, or by signed voting letter. (See Bylaw VI: ABSENTEE VOTING.)

BY LAW II: CANDIDATE PRESENTATION

1. A person is deemed "presented" as a candidate for the NBSHF when the information provided is extensive enough for NBSHF Board members to make an assessment of the candidate's status as a possible member of the NBSHF.
2. The NBSHF may ELECT as many candidates as it wishes during a year, but the maximum number to be INDUCTED in any one ceremony or year shall be seven (7), not counting team recognition(s). Any nominees elected but not inducted in any year shall have first right of induction the following year, depending on circumstances (such as personal availability).
3. No individual may be admitted to the NBSHF until the nominee's name is presented at two meetings (not necessarily consecutive). In other words, only one vote may be taken on a single nominee at any one meeting. **Exception** - in the case of extreme emergency (i.e. impending demise of possible nominee) the two meeting regulation may be set aside and the nominee may be voted on twice at one meeting. The two meeting regulation may be set aside only by unanimous vote of those qualified voters in attendance at said meeting.

BY LAW III: CANDIDATES FOR INDUCTION TO NBSHF

A. NOMINATION

Nomination to the NBSHF may be made by any member of the NBSHF Board or any member of the public. Said nomination may be filed on the official nomination form or any suitable alternative and should contain as much pertinent information concerning the proposed candidate as possible. Completed nominations should be sent to the NBSHF Secretary or the Chair of the Nomination Committee.

B. PROCEDURE

The Nomination Committee Chair shall convene a meeting of said Committee to discuss nomination(s) received. Said Committee shall review each nomination form or letter to determine:

BY LAW III: CANDIDATES FOR INDUCTION TO NBSHF

B. PROCEDURE (CONT'D)

1. if there is enough information provided to allow the Board to make an informed decision regarding the nominee.
2. if the information is not only complete, but accurate.
3. when the nominee's name and information should be forwarded to the complete Board.

If Nomination Committee declines to forward the nominee name the individual who provided the nomination should be informed as to reason(s) - not enough info etc. and possibly invited to re-submit.

C. BOARD

The Board may accept nomination or may ask for more information. If nomination is accepted then usual procedure (presentation, discussion, voting (see By Law V - Pg. 2) shall take place.

NOTE: There shall be no publicity as to nominees, voting, etc. at any time. The only names released via media release (announced by the NBSHF Chair) shall be those named/elected to the NBSHF.

BY LAW IV: INDUCTEE VOTING

1. No vote on any candidate for Induction (Automatic or Regular) shall take place unless quorum plus two of voting members are present in person or email or signed fax, sent directly to the Chair or Secretary, or by signed voting letter. (See Bylaw VI: ABSENTEE VOTING.)
2. Candidates for Induction are subject to two votes by the Board.

BY LAW V: VOTING SYSTEM

1. Induction voting requires two separate votes:
 - (a) On the first vote, a one to ten whole number voting system will be used to determine the validity of any candidate to become a member of the NBSHF. Each voter will mark on his/her ballot a whole number from one to ten; said number will express the voter's opinion as to the candidate's status as a possible NBSHF inductee. Voting of course is subjective - the voter is being asked to express, by the number assigned, the viability of the candidate - combining the information available and the voter's own assessment or knowledge. (See Appendix IV - Pg. 4 for Voting Guidelines) To qualify for the second vote the candidate must receive 50% plus one of the points available in vote one.
 - (b) On the second vote, voting shall proceed as in 1(a) except that:
 - (i) a five to ten whole number voting system will be used, and,
 - (ii) to qualify for induction, the candidate must receive 80% of the points available in vote two.

BY LAW V: VOTING SYSTEM (CONT'D)

- 2.(a) Voting for an Automatic candidate for induction shall be a single vote which will be the same as the second vote under candidate voting (See Bylaw V, 1. (b) above.) That is, the candidate must receive 80% of the available points.
 - (b) re: Notwithstanding Clause (8-Automatic) - the vote to invoke same shall require 85% of votes cast necessary to have clause come into effect.
 - (c) If a candidate comes within to 2 points of the required 80% on a second vote, the candidate is brought forward for another vote at the discretion of the Nomination Chair.
3. Voting for Team Recognition shall be exactly the same as that for individual induction - (two votes, using 1-10 point system on both ballots).

BY LAW VI: ABSENTEE VOTING

1. The NBSHF will NOT accept proxy votes as such (which give the holder the right to vote as he/she sees fit in the name of someone else), on any matter which comes up in the meeting involved.
2. The NBSHF WILL accept signed notes from any Board member unable to be present at the meeting involved and who is eligible to vote on the matter(s) involved. Such signed vote shall direct the holder (Secretary) as to how the vote shall be cast in any specific matter coming before the meeting. In the case of Induction voting the note shall contain the name of the candidate(s) and the voting number(s) assigned (1-10) (for each) for first or second ballot voting. An individual Board member may only vote once via letter for an individual candidate for induction (i.e. a voting letter from a Board member would be accepted for either the 1st or 2nd vote, but not both). The absent voter must be in possession of the documentation on any proposed nominee before the signed vote will be accepted. The Secretary shall cast the vote as directed by any absentee member. The voting note must be signed by the absentee member in person. Emails or signed faxes, sent directly to the Chair or Secretary, will also be accepted.

BY LAW VII: SIGNING AUTHORITY

Cheque signing authority for the NBSHF will be determined at each AGM. Three (3) individuals, all of whom shall be members of the Board of the NBSHF and one (1) of whom shall be the Treasurer, shall be designated by the Board as having expense cheque signing authority. Each expense cheque shall be signed by two (2) of the designated three (3) individuals, one (1) of whom shall be the Treasurer.

BY LAW VIII: AMENDMENTS TO CONSTITUTION AND BY-LAWS

1. Amendments to the Constitution and By-Laws may be made at any meeting of the NBSHF Board, providing a quorum is on hand.
2. Any amendments must be filed in advance with the Secretary and must be in the hands of all Board members ten days in advance of any meeting at which they are to be discussed.
3. Amendments to the Constitution require a two thirds (2/3) majority of Board members present, providing a quorum is in attendance.
4. Amendments to the By-Laws require a simple majority of Board members present, providing a quorum is in attendance.

BY LAW IX: RECOGNITION OF INDUCTEES

1. Each inductee (or family representative in the case of a deceased inductee) to the NBSHF shall receive a NBSHF scroll containing pertinent information; as well as an official member's lapel pin.
2. Commemoration in the NBSHF at Memorial Gardens will be in the form of a plaque containing a picture of the inductee and biographical information. The inductee's name shall also be permanently posted on the honour roll plaque in the front lobby.
3. The NBSHF shall make official jacket crests available to inducted members for a reasonable fee.
4. Artifacts and historic pictures (copies) with ties to inductees may be used in special showcase displays at Memorial Gardens and/or at the CPR Museum.

BY LAW X: INDUCTION PROTOCOL

New members of the NBSHF shall be inducted at the annual public Induction ceremony, or on an appropriate public or private occasion, depending upon circumstances. (See Appendix V - Pg. 4 for further information regarding the protocol for the induction)

BY LAW XI: ATTENDANCE

Board members shall make every effort to attend scheduled meetings. If unable to attend a Board meeting member is asked to notify Secretary or another Board member of the fact/reason. Any Board member who misses three consecutive Board meetings without notice or reason may be asked to retire from the Board.

BY LAW XII: REMOVAL FROM THE HALL OF FAME AND EXCLUSION CONSIDERATION

1. The NBSHF endeavours to acknowledge not only the sports achievements of individuals, but individuals who have achieved outstanding and extraordinary success while at the same time demonstrating exemplary values and/or personal characteristics and thus have made a defining contribution to his/her/their sport and/or community.

Removal from the North Bay Sports Hall of Fame or deeming a potential nominee ineligible is a decision made by the Board of Directors of the NBSHF in its sole and absolute discretion.

- a) The Board of Directors reserves the right to remove an inducted member and/or an individual who has been duly elected through the NBSHF process.
- b) The Board of Directors reserves the right to deny consideration for induction for an individual.

In both cases, after careful review of supporting public rationale information on actions deemed to be extraordinarily undesirable or that which demonstrates detrimental conduct, the Board shall, upon review of the information provided, bring forth a recommendation to be voted upon by the Board.

Such vote will require quorum plus 3 or 80% of the Board members in attendance (virtual or in person).

All discussions regarding this matter must take place “in camera” and confidentiality must be maintained as to the outcome of the vote. Should the recommendation for removal of an inducted member or an elected member be confirmed through a vote, that individual will be notified in writing by the Chair. The member, having been notified, must be given the opportunity to appeal the decision to the Board of Directors of the NBSHF within one year from the date of notice in writing provided to the individual.

2. Appeal Process

If an appeal is requested by the affected individual, the Board will appoint an Appeal Committee that would be made up of 3 Board members and 2 individuals from outside the Board. Non-Board members of the committee will be appointed at the absolute discretion of the NBSHF Board. The Appeal Committee will be authorized to take the steps necessary to hear the appeal, which may involve:

- (i) an in person appeal,
- (ii) documentation supplied, or
- (iii) other evidence that the individual appealing deems necessary to present their case to overturn their removal from the NBSHF or their exclusion from consideration for nomination to the NBSHF.

The Appeal Committee shall rule on the appeal and present its’ findings by way of a recommendation to the Board. Once submitted to the Board, the Board as a whole may accept the Appeal Committee recommendation. Any Board decision requires minimum of quorum plus 3.

NORTH BAY SPORTS HALL OF FAME



APPENDICES

APPENDIX I: DECLARATION

A. MANDATE

To suitably honour and recognize athletes and sport builders as per the Mission statement.

B. METHODS

The NBSHF shall achieve the above mandate by:

1. searching out candidates for inclusion in the NBSHF and:
 - (a) conducting research or insuring adequate research is carried out with regard to any possible candidate.
 - (b) fairly and impartially examining and evaluating the credentials of every candidate whose name is brought forward
 - (c) fairly and impartially determining whether the available information makes the individual in question a viable candidate for induction into the NBSHF
 - (d) encouraging local organizations, groups and individuals to suggest candidates and undertake necessary research
2. sponsoring and organizing an annual ceremony where:
 - (a) those elected to the NBSHF can be inducted and publicly recognized
 - (b) the recipients of various sporting awards under the aegis of the NBSHF can be publicly recognized
3. organizing a method by which the individual team award winners under the aegis of the NBSHF are chosen fairly and impartially
4. maintaining an information bank on all inductees to the NBSHF and keeping said information bank as current as possible.
5. setting up and maintaining inductee pictures and data plaques in Memorial Gardens for public viewing and information
6. setting up and maintaining showcases containing pictures and sporting artifacts of local interest in Memorial Gardens and in other heritage/information sites.
7. maintaining all sporting artifacts and pictures in as safe a condition as possible.
8. obtaining, maintaining, storing, displaying, preserving and archiving sporting:
 - (a) photographs, artifacts and memorabilia of local historical interest
 - (b) CD's, videotape, audiotape and film of local historical interest
9. "recognizing" teams which have achieved a degree of success which merits such recognition.
10. making every effort to make the public more cognizant of North Bay's sporting and athletic history by:
 - (a) working and cooperating with individuals and organizations in the fields of heritage and history
 - (b) means of public and private presentations including sporting pictures, artifacts and memorabilia
 - (c) organizing and maintaining a NBSHF web page which includes historical and other information on Hall inductees as well as other pertinent data.
11. working with local sporting groups and heritage organizations to improve the conditions for sport, recreation and heritage in North Bay.
12. joining, working with and encouraging regional, provincial and national sporting heritage organizations in researching, promoting and publicizing sport, recreation and heritage.

APPENDIX II: OFFICIAL CREST

The NBSHF shall have an official crest which shall be used on letterhead, scrolls and any memento presented to the nominees to the NBSHF. The crest shall be oval in shape with laurel wreath surround. The central focus shall be the "Gateway of the North" as a familiar insignia of the city of North Bay. A maple leaf shall be included in the design along with the wording "North Bay" and "Sports Hall of Fame". The NBSHF has adopted a Latin motto which is to be included on crest, letterhead, etc.

"FACTIS EORUM REMINISCERE" (BY THEIR DEEDS SHALL YE REMEMBER THEM)



APPENDIX III: INDUCTION & AWARDS DINNER GUIDELINES

A. TASKS & TIME CHART

TASK	TIME LINE	WHO
1. Choose Dinner site & date	ASAP	Board
2. Final Inductee list, Tm Rec	3 months in advance	Board
3. Final Awards list	3 months in advance	Awards Com
4. Order Dinner Tickets	3 months in advance	Chair
5. Hire Photographer	3 months in advance	Sec
6. Distribute Tickets	10 weeks in advance	Chair
7. Check/order Scrolls	10 weeks in advance	Sec
8. Awards release schedule x	start 9 wks in advance	Awards Com Chair
9. Induction media releases	start 9 wks in advance	Awards Com Chair
10. Confirm Ind/Din/Spon details	2 months in advance	Chair
11. Letters to Inductees	2 months in advance	Chair
12. Letters to Award wins	2 months in advance	Chair
13. Palangio Cert	2 months in advance	Sec
14. Program update and order	2 months in advance	Sec
15. Honoured Team Certs	2 months in advance	Chair
16. Award Plq,tabs ordered	2 months in advance	Tr Chr
17. Any mail campaign	2 months in advance	V Chr
18. Program bios written	2 months in advance	Sec
19. Induct Scroll printing	6 weeks in advance	Sec
20. Palangio Award framed	6 weeks in advance	Sec
21. Program final proof	1 month in advance	Sec
22. Pickup plaques	Latest 1 week prior	Tr Chr
23. Acceptance list	1 week in advance	MC
24. Confirm final Dinner #	1 week in advance	Chair
25. Scrolls/Certs sign	1 week in advance	Ch/Sec
26. Pick up Banners from storage	Week in advance	Chair

B. TO DINNER DAY OF - DUTIES

Programs - Chair/Sec
 Master plaques and keepers - Trophy Chair
 Scrolls - Chair
 Pins - Secretary
 Palangio - Secretary
 Friend - Sponsor
 Honoured Team Certs - Chair
 Kelly Certificatess - Sponsor
 NBSHF Banners and take to venue – Chair
 Ticket pickup and sale table -Vice Chair

APPENDIX III: INDUCTION & AWARDS DINNER GUIDELINES

C. DINNER FOLLOW-UP

Inductee and Palangio tabs order - Sec
Master plaques back to Memorial Gdns if taken to dinner -Tr Chr
Ticket report -Chair
Bills, invoices sent to award and other sponsors - Chair
Inductee bios to website – PR/Webmaster:
Inductee Bios ready for display plaques -Sec
General dinner pix to website – PR/Webmaster
Inductee and Palangio tabs to M Gdns - Sec/PR
Showcase display update – Chair/PR
Dinner report & financial statement - Treas

APPENDIX IV: VOTING GUIDELINES

A. Guidelines to the one to ten system:

- 1-3 info available casts doubt as to whether this is a viable candidate
- 4-7 the gray area - in some ways a reasonable candidate, but does he or she really have all the necessary credentials to be an inductee? What is needed - a lot or a little?
- 8-10 a strong candidate, one who deserves to be an inductee without a serious doubt.

- B. Voting example - (simplified) ten voters, on hand or via email or signed fax sent directly to the Chair or Secretary, or via signed letter, which means maximum voting total would be 100 points (1-10 vote tabulation on ten ballots).
- For vote one - candidate would have to receive 51 points (10 ballots) on tabulation to qualify for vote two.
- For vote two - candidate would have to receive 80 points (10 ballots) on tabulation to qualify for induction.

APPENDIX V: INDUCTION PROTOCOL


The protocol for the induction of new members of the NBSHF shall be as follows:

1. Chair (or representative) calls the inductee (or representative) forward
2. A one page capsulated account of the honouree's achievements in sport shall be read aloud.
3. Chair (or representative) shall then read the scroll inscription (or paraphrase) concluding with "is hereby inducted into the NBSHF".
4. Chair (or representative) shakes hands with inductee (or representative) and presents him/her with scroll and lapel pin (pins on pin if practical).
5. Inductee (or representative) expresses his/her thoughts in a maximum of two minutes time.

APPENDIX VI NBSHF AWARDS

PRESENT AWARDS

YR. 1st PRESENTED

- 
1. Jack Burrows Memorial Sports Achievement Award 2014
 2. Mike Mitchell / Larry Avery Memorial Award - Football 1973
 3. Judge Harry J. Reynolds Memorial Award - Hockey (Law Society) 1975
 4. George Martyn Memorial Award - Basketball 1977
 5. Pete Palangio Award - Sports Person of Year 1983
 6. Dominico Family Award – Softball / Baseball 2014
 7. Britt Jessup Memorial Trophy 2008
Outstanding Achievement by a Local Male Athlete
 8. Mort Fellman Memorial Trophy 2008
Outstanding Achievement by a Local Female Athlete
 9. Al Brennan Memorial Award - Coach 2012
 10. Jim Aspin Memorial Award - Executive 2012
 11. Pete Handley Friend of Sport Award 1998
 12. James Kelly Memorial Award - Team of the Year 2002
 13. Dedication to Soccer Award 2008

PAST AWARDS

1. DIA Sports Achievement Award (formerly USAF Award) 1966
2. Al Knapp Award – Softball / Baseball 1984
3. Al Brennan Memorial Award – Coach / Executive 1997
4. Britt Jessup Memorial Trophy – Outstanding Local Male / Female 1993

APPENDIX VII: NOMINATION FORM (Reduced Size)



NORTH BAY SPORTS HALL OF FAME

NOMINATION FORM

Please complete the information on this form to the best of your ability and knowledge.

Nominee: (Full Name) _____

Date of Birth: Day _____ Mo. _____ Yr. _____ Place of Birth: _____

If Deceased: Date of Death: Day _____ Mo. _____ Yr. _____

Address: _____ Home Phone: _____

_____ Bus. Phone: _____

Email Address : _____

How long has nominee lived in North Bay (in yrs.)? _____ From _____ To _____ Return?/ Yr. _____

Nominee's Other Cities of Residence: _____

Nominated as: (check one or both) Athlete _____ Builder _____

Key Sport(s): _____

Builder Category(s): (coach, official, exec., sponsor, media, etc.) _____

Level of Involvement: (check appropriate designations)

Local _____ Regional _____ Provincial _____ National _____ International _____

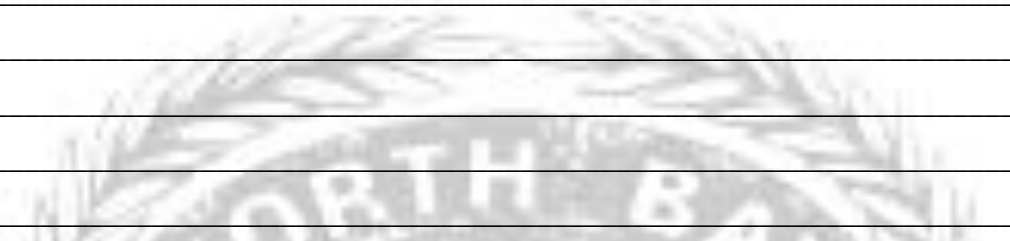
Amateur _____ Professional _____ Sanctioned _____ Non Sanctioned _____

If sanctioned, indicate by what group(s): _____

Honours Received or Won: _____

Please file complete details on nominee on the reverse side of this page.

Please provide a complete narrative describing the activities and achievements of the individual being nominated. Attach supporting documents as required.



Nominated Date: _____

Dave Saad,
Nomination Chair,
469 Maplewood Avenue,
North Bay, ON
P1B 8Z3
Cell – 705-472-7041
Email – davesaad1@gmail.com

APPENDIX VIII: NEW AWARD CRITERIA

A. TERMS OF REFERENCE

For an award to be considered to be part of the selection process and presentation under the umbrella of the North Bay Sports Hall of Fame, the following criteria must be followed:

Provide a list of contact information, i.e. Board of Directors

1. Outline the accomplishments attained by the sport locally, regionally, provincially or nationally.
2. List the leagues and levels of participation and numbers registered in each league.
3. Identification of the name of the award being proposed.
4. Outline the criteria that would be used in the selection of the award winner and the method of selection.
5. Declaration as to who will assume financial responsibility for the award on an annual basis.

B. PROCESS

The North Bay Sports Hall of Fame committee will review the data presented, pose any questions that might be applicable and make a decision based on the information provided as to whether or not a new award would be part of the North Bay Sports Hall of Fame Induction Dinner.

Note:

A form for making “Application for Initiation of New Award” is included in Appendix IX and is available as a Word document for completion by computer.

APPENDIX IX: APPLICATION FOR INITIATION OF NEW AWARD

**NORTH BAY SPORTS HALL OF FAME
APPLICATION FOR INITIATION OF A NEW AWARD**

Application Submitted By: _____

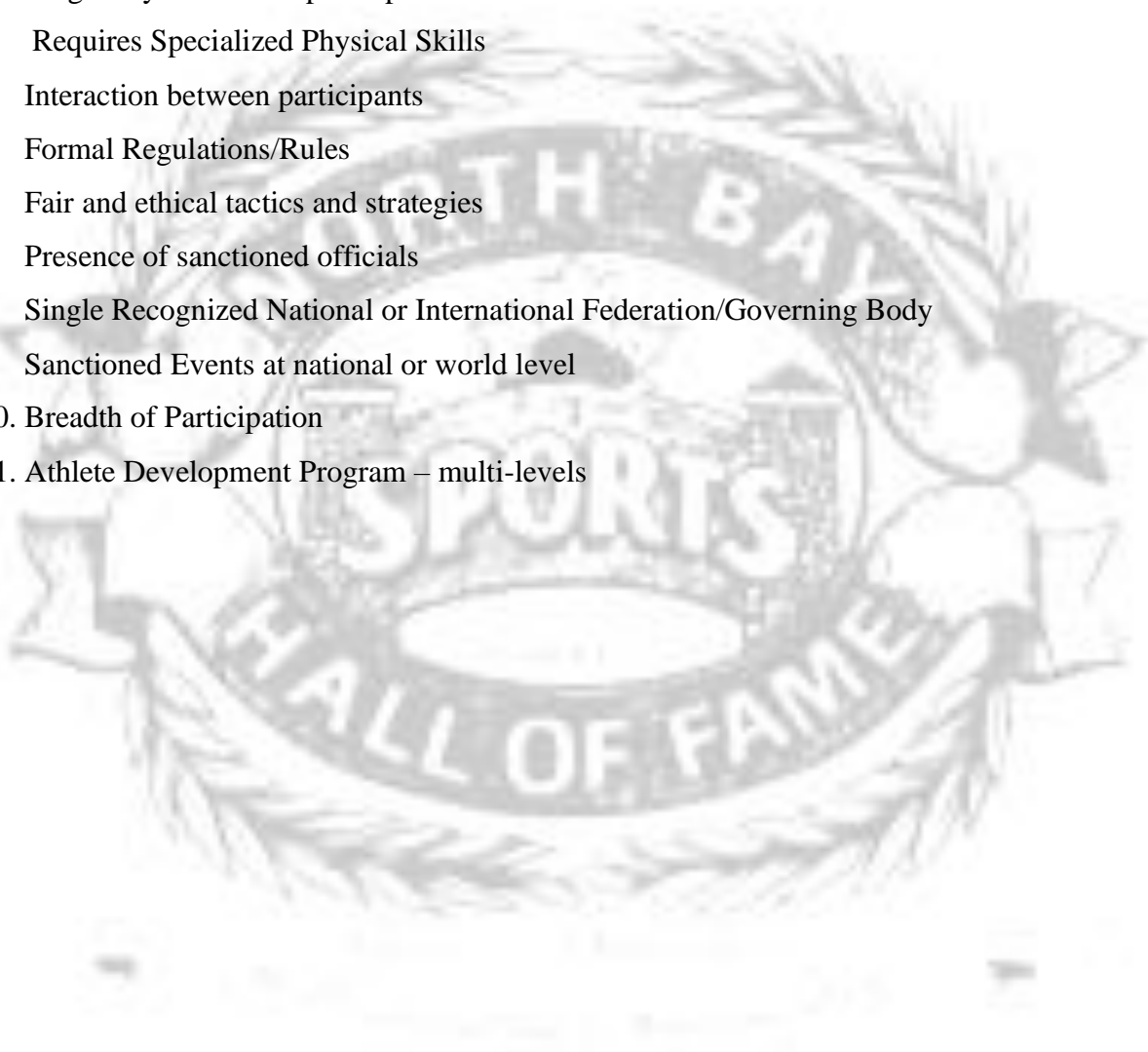
Date Submitted: _____

Application Criteria	Descriptive Information	Related Data: Numbers or Dollars
History of the Sport (Include dates of registration with provincial or national sport governing body)		
Board of Directors (Names & Contact Information)		
List of Leagues and Levels of Participation		
Name of Award and Rationale for it		
Criteria for the Selection of the Award Winner and Method of Selection		
Annual Financial Responsibility (Include Name (s) & Contact Information)		
Lead Contact		

APPENDIX X: CHARACTERISTICS OF SPORT

The following characteristics will be used as a guide by the North Bay Sports Hall of Fame Board to determine recognition of sports for consideration (after January 2012):

1. Element of Competition/Competitive Format
2. Eligibility criteria for participants
3. Requires Specialized Physical Skills
4. Interaction between participants
5. Formal Regulations/Rules
6. Fair and ethical tactics and strategies
7. Presence of sanctioned officials
8. Single Recognized National or International Federation/Governing Body
9. Sanctioned Events at national or world level
10. Breadth of Participation
11. Athlete Development Program – multi-levels



APPENDIX XI: LIST OF SPORTS ACCEPTED BY NBSHF



Alpine Skiing*	Diving*	Rugger*
Archery*	Dragon Boat Racing*	Rugby*
Arm Wrestling*	Fastball*	Running*
Athletics*	Figure Skating*	Skeet Shooting*
Auto Sports*	Football*	Ski Cross*
Badminton*	Freestyle Skiing*	Skiing*
Baseball*	Golf*	Soccer*
Basketball*	Gymnastics*	Softball*
Beach Volleyball*	Harness Racing*	Swimming*
Biathlon*	Hockey*	Tennis*
Bowling*	Judo*	Track*
Boxing*	Kayaking*	Track and Field*
Broomball*	Kick Boxing*	Trap Shooting*
Canoeing*	Lacrosse*	Triathlon*
Combined Skiing*	Mountain Bike Racing*	Ultimate Frisbee*
Cross Country Running*	Nordic Skiing*	Volleyball*
Cross Country Skiing*	Other	Weightlifting*
Curling*	Powerlifting*	Wrestling*
Cycling*	Ringette*	
Darts	Rowing*	

* Denotes Sport accepted prior to January 2012