

***THE CAPITAL AREA CHAPTER
OF
The Pennsylvania Sports Hall of Fame Inc***



BY-LAWS

Updated

March 18, 2025

**THE BY-LAWS
OF THE
CAPITAL AREA CHAPTER
OF THE
PENNSYLVANIA SPORTS HALL OF FAME**

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1.00 NAME

The official name of the organization is the *Capital Area Chapter of the Pennsylvania Sports Hall of Fame, Inc.*

2.00 PURPOSE

The purpose of the *Capital Area Chapter of the Pennsylvania Sports Hall of Fame, Inc.*, hereinafter referred to as the Chapter, is to perpetuate the memory of individuals within the Chapter's franchise area of operations who have brought lasting athletic fame and recognition to said area and/or the Commonwealth of Pennsylvania and her citizens through their achievements in athletics.

3.00 MEMBERSHIP

3.10 Eligibility and Dues

3.11 Chapter membership is open to all sports-minded individuals regardless of age, race, color, religion, sex, sexual orientation or national origin.

3.12 Chapter membership shall not be limited in number.

3.13 Annual membership dues will be established by the Chapter Executive Committee.

3.14 Designated state dues will be forwarded to the State Treasurer by the Chapter Treasurer, along with the current Chapter Membership Roster on dates specified by the Pennsylvania Sports Hall of Fame By-Laws and/or Directives

3.20 Membership Year

3.21 The Chapter Membership Year will be 1 January through 31 December or any part of the year in which individual membership dues is paid. Chapter membership dues will not be pro-rated.

3.22 The Chapter Membership Chair will provide a written notice of annual membership expiration to members whose membership is due to expire at the conclusion of the current Chapter Membership Year, no later than 1 November.

3.23 Members who fail to renew their current year membership by 31 March will forfeit their membership and will be removed from the Chapter roster effective 1 April of the current membership year. Any reinstatement shall be as a new member.

3.30 Renewal of Membership Membership is renewable on an annual basis by the payment of dues to the Membership Chair. Members may pay additional years dues should they desire to do so.

3.40 Privacy Policy

3.41 The Chapter will protect the privacy of its members by restricting the use of its membership roster and/or personal information to official Chapter business.

3.42 The membership roster and the associated data of each member (I.E. mailing address, telephone numbers, e-mail address) will be made available to the Executive Committee or duly appointed Committee Chairs as needed to conduct official Chapter business.

3.43 Any release or use of the Chapter roster or personal information of Chapter members, unless specifically approved in writing by the Executive Committee will subject the person(s) who release(s) said information to review and disciplinary action by the Executive Board.

3.44 Disciplinary actions may be taken by the Executive Committee to include censure, removal from office/committee, probation, or other measures including revocation of Chapter membership.

4.00 CHAPTER OFFICERS

4.10 The Chapter officers shall be: President, Vice-President, Chairman of the Board, Secretary and Treasurer. There shall be no more than twelve (12) Executive Directors. These 17 officers/directors and any past president willing to serve, collectively will make up the Chapter Executive Committee. Chapter officers/Executive Directors will receive no salary or wage for their services to the Chapter.

4.20 Chapter executive officers and directors shall be elected to office by the general membership. Officers and directors shall hold office for a term of one (1) year, and until successors are elected.

4.30 Should a presidential vacancy occur, the line of succession to the presidency shall be the vice-president, secretary and then the treasurer.

4.40 The Executive Committee shall have the authority to fill the unexpired term of the presidency should those in line of succession fail to accept the office of the presidency.

- 4.50 The Executive Committee shall have the authority to fill all vacant unexpired officer terms.
- 4.60 At any meeting of the Executive Board where notice of this purpose was provided to all its members at least five (5) days in advance any elected officer, director or chair of a standing committee may be removed from office, with or without cause, by the majority vote of the Executive Committee present. If the officer, director or chair of a committee is no longer capable of fulfilling their duties or has failed to do so for any reason, the Executive Board, by the same voting requirement (simple majority) may declare the office vacant.
- 4.70 The day-to-day business of the chapter will be conducted by the president and the executive officers, who are the principle officers of the chapter.

5.00 CHAPTER EXECUTIVE COMMITTEE

- 5.10 The Chapter Executive Committee shall consist of the duly elected chapter officers, twelve (12) elected board members, the immediate past president, and any and all past presidents who wish to serve.
- 5.20 The Chapter President shall chair the Chapter Executive Committee.
- 5.30 The responsibilities of the Executive Committee shall be as follows;
- a. Review chapter policies, procedures, and bylaws.
 - b. Fill vacancies among the elected officers and remove officers in the manner prescribed by the bylaws,
 - c. Conduct annual elections of chapter officers,
 - d. Review of the annual budget and all expenditures requested that exceed budget amounts
 - e. Receive and review names of scholarship winners from the scholarship committee.
 - f. Review all nominations to the Chapter Hall of Fame.
 - g. Receive ballot count for the election to the Chapter Hall of Fame, a count that will be taken and validated by the Chapter's Hall of Fame Nominations and

Elections Committee, which will consist of the Chapter president and no fewer than three designated committee members.

- h. Receive for review a maximum of two (2) meritorious service honorees annually to be inducted into the Chapter Hall of Fame. The meritorious serve nominees will be presented by the Chapter's Hall of Fame Nominations and Executive Committee.
- i. Recommend Chapter nominations to the State Sports Hall of Fame.
- j. Establish annual Chapter membership dues, recommend any changes in annual Chapter membership dues, increases or decreases to be decided up the four elected offices of president, vice president, secretary, and treasurer.
- k. Approve all amendments to the Chapter by-laws,
- l. Recommend and review all appointees made by the Chapter President
- m. Recommend and review all appointees made by the Chapter President
- n. The President will serve as Chapter delegate to State Hall of Fame business meeting and select appropriate additional delegates.

6.00 STANDING COMMITTEES

- 6.10 When needed, the Chapter President shall appoint for his/her term of office, the chairs of the following standing committees from among Executive Committee members who shall appoint their own committee members;
 - a. Chapter Induction Banquet, Inductee, Nominating, Membership, Program, Scholarship, By-laws
- 6.20 Ad hoc committees and their chairs may be appointed by the Chapter President as necessary.
- 6.21 Committee Chairs are responsible for writing their committee procedures which will be included herewith as enclosures.
- 6.22 Committee Chairs will provide the Chapter Treasurer with their annual budget requests no later than 1 November of for the following membership year.

7.00 DUTIES OF CHAPTER OFFICERS

7.10 Duties shall be as common usage indicates.

7.20 The Chapter President shall be the chief executive officer, chairman of the Executive Committee, and presiding officer over any executive committee and general membership dinner meetings as planned by the Executive Committee.

7.21 For Executive Committee meetings, provide each member of the Executive Committee with an agenda.

7.22.1 Open all meetings at the time it is specified to be opened by taking the chair and calling the members to order, and have on hand the current Chapter and State By-Laws as well as a current Chapter membership roster.

Updated August 17, 2016

7.23 For Executive Committee meetings, ascertain that a quorum (33% of the Executive Committee) is present.

7.24 Announce the business before the assembly in the correct order;

7.25 State and put all motions to a vote in order;

7.26 Enforce all rules of debate in accordance with Roberts Rules (The Modern Edition);

7.27 Maintain his/her impartiality as well as order and decorum;

7.28 Respond to parliamentary inquiries, points of order, and any other motions that require action.

7.29 Declare the assembly recessed or adjourned.

7.30 In the absence of the President, the Vice-President serves in his/her place, and doing so is his/her chief duty.

7.40 The Chapter President shall continually review the organizational structure, inductee eligibility, nomination selection and voting processes, and the executive policies to determine their validity in accomplishing the purposes of the Chapter and shall make any recommendations regarding the same to the Executive Committee deemed necessary to accomplish the purposes of the organization. The Chairman of the Board shall;

7.41 Maintain a master file of all those individuals nominated for induction into the Chapter's Hall of Fame.

- 7.42 Prepare the Chapter inductee nomination report for submission and validation by the Executive Committee.
- 7.43 Prepare the ballot for distribution to the membership.
- 7.44 Collect and compile the results of the induction ballot for submission to the Executive Committee.
- 7.45 Carry out special assignments as directed by the Chapter President.
- 7.46 The Chapter Secretary shall be responsible for keeping accurate records and reports of the business of the Chapter. The Secretary shall.
- 7.47 Call the roll at Executive Committee business meetings when required.
- 7.48 Record the minutes of all Executive Committee business meetings, keep them in a book, and make said minutes available to Chapter members at reasonable times and places.
- 7.49 Provide the President with a list of all Chapter committees and the members of each committee.
- 7.49 Other duties as requested by the President.
- 7.50 The Chapter Treasurer shall be the sole custodian of all Chapter funds and shall have the fiduciary responsibility to ensure the safekeeping of these funds. Only the Chapter Treasurer or the Chairman of the Board has the authority to expend Chapter funds.
- 7.51 Expend Chapter funds to pay all debts incurred by official Chapter business.
- 7.52 Maintain all financial records (including receipts of goods and services, bank deposit receipts, check registers, and monthly fiscal reports) of the chapter.
- 7.53 Submit a fiscal report at each Executive Committee meeting.
- 7.54 Appoint a Chapter member as deemed appropriate to assist in fiscal duties with the Chapter President's consent.
- 7.55 Receive dinner money and provide a dinner ticket to all who attend monthly chapter dinner meetings and receive funds from Chapter Committee Chairpersons relative to Chapter fundraising activities.
- 7.56 Make all bank records, receipts, files, and reports available to the auditor upon request.

7.57 Prepare and distribute a proposed operating budget to the Chapter Executive Committee for approval at the December Executive Committee meeting for the upcoming membership year.

7.58 Make no expenditure in excess of approved budgetary amounts without the authorization of the Executive Committee unless specific funds have been authorized and collected to pay said expenditures.

7.59 Propose to the Executive Committee that the necessary changes in the amount of chapter dues be paid by Chapter members. Proposed changes must be approved by the Executive Committee.

7.60 Forward designated dues payments to the State Treasurer along with the Chapter's official membership roster in accordance with State By-Laws and Directives.

7.68 Other duties as requested by the president.

8.00 MEETINGS

8.10 The executive committee may meet on the Wednesday before the Chapter membership dinner/meeting at a time and location established by the Chapter President.

8.10.1 The President will provide each member of the Executive Committee with a copy of the proposed agenda.

8.10.02 A quorum for the purpose of conducting Chapter business shall constitute thirty-three per cent (33%) of the members of that body.

8.10.03 A simple majority (50% + 1) of Executive Committee members present and eligible to vote shall be required to carry a motion. The Chapter Secretary shall advise the president if there are any ineligible person(s) present.

8.20 The chapter membership shall meet on a designated time no fewer than three times per year, including the annual Hall of Fame induction ceremony in June. The time and date will be established by the elected officers of president, vice president, secretary, and treasurer.

8.30 All notices of general membership meetings will be disseminated by E-Mail and posted to the official Chapter website at least seven (7) days before the proposed meeting.

8.40 Special meetings of the Executive Committee and/or Chapter membership may be called by the Chapter President.

PARLIAMENTARY AUTHORITY

- 9.10 The rules contained in the **Modern Edition of Robert's Rules of Order** shall govern the Chapter in all cases where they are not inconsistent with these By-Laws and any special rules of order the Chapter may adopt.

10.00 ELECTION TO THE CHAPTER HALL OF FAME

10.01 Eligibility.

10.01.01 Nominees must have brought lasting fame and recognition to the Chapter franchise area, Dauphin County of operations as well as the Commonwealth of Pennsylvania and its citizens through outstanding achievements and accomplishments in athletics.

10.01.02 Nominees must be or have been native Pennsylvanians from the Chapter franchise area or non-Pennsylvanians participating in Pennsylvania-based organizations within the Chapter franchise area;

10.01.03 Nominees outside of Dauphin County in 10.01.01 and .02 must receive the permission of the Chapter whose franchise area of operations encompasses their roots or their organizational base.

10.01.04 Nominees must have been active sports participants, coaches, managers, promotional, administrative, or media personnel;

10.01.05 All nominees must meet the criteria established by 10.03 or 10.04 below.

10.02 Nominating Procedure

10.02.01 Any member in good standing with the Chapter may nominate individuals for consideration for induction by completion of (1) the approved Chapter nomination form, (2) an appropriate length resume, and (3) submission of a 5X7 photograph.

10.02.02 The nominating committee will review and confirm the salient points of each nominee's resume before validating the nominee for induction into the Chapter Hall of Fame.

10.02.03 Nominations not submitted on the official Chapter nominating form or received after the closing date of 31 December of the year preceding the Chapter induction banquet will not be considered.

10.02.04 Nominees whose resume exceeds the designated length will have their resume returned to the member who nominated him/her with instructions to comply with the length specifications. The application for nomination will not be accepted until the resume falls within the guidelines.

10.03 Nomination Criteria for Living Individuals

10.03.01 To be nominated, a person must have retired from his/her sport or position for a minimum of three (3) years, **OR**

10.03.02 be in the sport or position for a minimum of twenty-five (25) years, **OR**

10.03.03 has reached his/her fifty-fifth (55th) birthday, **AND**

10.03.04 Ensure the Chapter that, if elected, he/she will attend the induction banquet.

10.04 Nomination Criteria For Deceased Individuals

10.04.01 To be nominated, the decedent must have been deceased a minimum of one (1) year before nomination, **AND**

10.04.02 The nomination sponsor must provide the name of the nominee's representative who will accept induction on behalf of the deceased nominee at the Chapter Induction banquet.

10.05 Screening and Selection of Nominees

10.05.01 The maximum number to be included in the Chapter Sports Hall of Fame shall consist of;

Category 1 – Five (5) living.

Category 2 – Two (2) deceased; and

Category 3 – Two (2) meritorious service honorees.

10.05.02 In the event of a voting tie in Category 1 or 2 above, an additional inductee may be added by at least three-quarters approval from the four-member Nominations and Elections Committee.

10.05.03 Should Category 2 fail to reach its maximum of two (2) inductees, the remaining inductee space(s) may be added to Category 1 upon approval of at least three-quarters of the four-member Nominations and Elections Committee.

10.05.04 The Executive Committee will be notified in writing or by email as to the Nominations and Elections Committee's voting results no later than three (3) months before the June induction banquet.

10.05.06 A ballot will be cast by an Executive Committee member only for those deserving potential induction, regardless of the amount of submitted resumes in any category. There shall be no limit placed on the number of potential inductees for which an Executive Committee member may vote.

10.06 Meritorious Service Nominee Criteria

10.06.01 He/she must have made a significant contribution to sports as a long-term (defined as twenty [20] or more years of service) benefactor of amateur athletics; **AND**

10.06.02 his/her contributions occurred within the Chapter franchise area, or a contiguous area not covered by other Chapters, or, if from another Chapter's franchise area, only after permission is granted from that Chapter; **AND**

10.06.03 Nominee may not have received any compensation or remuneration for contributions made for the betterment of sports. Likewise, contributions cannot be considered if the nominee was an active ball player; only consideration is given to amateur coach/manager or other capacities such as administration, promotion, medical, and et carta where a contribution has been made to the betterment of sports; **AND**

10.06.04 must be approved by the President and at least three- quarters of the four-person Nominations and Elections Committee.

10.06.04(a) Nominees unable to attend the induction banquet will not be eligible for re-nomination for a period of two (2) years.

10.06.05 Selection of Meritorious Service honorees will be made with the approval of the majority of members of the Executive Committee."

10.07 INDUCTEE ELECTION PROCESS

10.07.01 The number of nominees to be placed on the general membership ballot shall be determined by the four-member Nominations and Elections Committee.

10.07.02.1 The general membership ballot, along with applicable and validated resumes of each nominee and an addressed envelope, will be distributed to all members in good standing with the Chapter via US Mail three (3) months before the scheduled induction banquet.

10.07.03 The Chapter membership must vote for the specified number of living and deceased nominees and return the ballot no later than the specified date. Failure to vote for the specified number of candidates or returning the ballot after the specified date will render the ballot invalid.

10.07.04 Upon receipt of the count from the four-member Nomination Committee, the certified results will be presented to the Executive Committee.

10.07.05 CHANGE last sentence to read: The four-member Nominations and Elections Committee shall have the authority to select two (2) meritorious service inductees.

10.07.06 The elected inductee **MUST** attend the scheduled induction ceremony, or he/she will not be inducted. Should the inductee be unable to attend the induction ceremony, the inductee must submit reasons for failure to attend the Executive Committee for their consideration as to whether the inductee shall be inducted at the following year's induction ceremony.

10.07.07 The Chapter President or his/her designee will personally notify each successful inductee verbally and in writing of their election to the Chapter Hall of Fame. At a minimum,

the inductee must be informed of the ceremony's location, date, and time, as well as their reporting time and the name/phone number and email address of the ticket chair. Initial contact MUST be made with each successful inductee no later than seven (7) days following the verification of the induction class by the Executive Committee,” to “following the notification of the induction class to the Executive Committee.”

10.07.09 Initial written notification by the Chapter President will be by way of Certified US Mail with Return Receipt Request. A follow-up letter will be penned by the Chapter President and mailed first-class US Mail to each inductee no later than 30 days before the scheduled induction banquet.

11.00 ELECTION PROCESS OF CHAPTER OFFICERS AND EXECUTIVE COMMITTEE DIRECTORS

- 11.01 The Chapter President will name an ad hoc search committee chairman no later than September of each Chapter year. The search committee chair will secure names of those members in good standing with the Chapter who are interested in holding elected office within the Chapter.
- 11.02 A slate of potential officers will be presented to the Chapter membership by the search committee chair at the October membership meeting.
- 11.03 The officer slate will once again be presented to the membership at the November membership meeting by the search committee chair. He/she will solicit other nominees three (3) times from the floor for each office before closing that office for voting. Should there be multiple candidates for one office, an election runoff supervised by the search committee chair will be pursued. Nominees need to receive only a simple majority of the paper votes cast to be elected.
- 11.04 All elections take effect at the first Executive Committee meeting in January of the ensuing year.
- 11.05 In the event elections are not held as scheduled, the Chapter Officers and Executive Directors shall continue in office and perform their duties until successors are duly elected.

12.00 AMENDMENTS

12.01 Chapter by-laws may be amended or rescinded and new by-laws adopted by the affirmative vote of a majority of the members of the Executive Committee present at any meeting where 30 days' notice of the proposed amendment has been provided and at which quorum is present.

12.02 New by-laws approved and changes to or rescissions of existing by-laws will be published in the Chapter newsletter not later than three (3) months after such action is taken.

The aforementioned by-laws of the Capital Area Chapter of the Pennsylvania Sports Hall of Fame, Inc., were adopted by the Chapter Executive Committee on

March 18, 2026

Franklin Gantz, President

Franklin Gantz

Ed Holweig, Vice-President

Ed Holweig

Owen James Hannah, Secretary

Dave DelBiondo, Treasurer

Owen James Hannah

Dave DelBiondo