

# WKU Hall of Distinguished Alumni Policies and Procedures

## **Purpose:**

The WKU Alumni Association has established the Hall of Distinguished Alumni to confer on its alumni the highest recognition. This award is intended to recognize the outstanding accomplishments of alumni who have made significant contributions to their field of endeavor.

- A.** Alumnus - Any person who attended WKU, Bowling Green Business University, Potter College, or Ogden College, and who completed at least one semester or the hourly equivalent of a semester.
  
- B.** Distinguished Alumnus - a person who distinguished himself or herself by reaching the highest level of accomplishment and who possesses the highest standards of integrity and character to positively reflect and enhance the prestige of WKU.

## **Nomination:**

- A.** Nominations may be made annually through forms made available through the WKU Office of Alumni Relations.
  
- B.** Nominations will be accepted through December 1st of each year for the selection of the next class and will remain in effect for three years before the candidate is required to be re-nominated.
  
- C.** Board Participation in Nomination Process - the Board of Directors may add up to three names to the pool of nominees sent to the Board by the Screening Committee:

## **Selection:**

**A.** Screening Committee - A screening committee will be established for the purpose of considering the initial pool of nominees and submitting ten (10) names to the Board. The committee shall include members with a diverse background, including ethnicity, gender and age. The screening committee will consist of nine (9) members: two WKU staff members, two WKU Faculty members and five alumni representatives, at least one of which will be a former Board member. The Alumni Board is encouraged to provide input on potential selection committee membership. The committee will be selected by the Alumni staff and the Executive Director, and approved by the Alumni Association Board of Directors Executive Committee. Selection committee members will serve up to five years and must rotate off for a minimum of one year before being eligible to serve another term.

- 1.) The Screening Committee will select the top 10 nominees through a plurality vote. In the case of a tie for the tenth nominee, another vote will be taken with only those involved in the tie on the ballot. A plurality vote shall break the tie.
- B.** All nomination information must be available to the Board prior to voting on any nominee.
  
  - C.** Any nominee presented by the Board must receive a majority of the votes of the Board members present to be placed in the pool of nominees.

**D.** Should more than three candidates receive a majority of the votes, the top three will be selected by a point system -- three points for first -- two for second -- one for third. The top three candidates in the voting will be added to the pool.

**E.** Alternates - In an attempt to ensure that there are three inductees per year, the Board will select up to two alternates. Alternates are selected in the same manner and at the same time as other inductees. Alternates not needed to replace current year recipients shall automatically be placed the following year in the list of 10 nominees coming forth from the Screening Committee to the Board. The Screening Committee shall reduce their number of selections accordingly to account for the necessary alternates. In the event that the alternates cannot attend the induction ceremony either, the Alumni Association may induct less than three recipients for that class year.

**F.** Members of the Board of Directors of the Alumni Association may be nominated. Such a nominee, however, is restricted from involvement in the screening or selection process of any nominee for as long as his or her name is in nomination. (Determination of a quorum must reflect the absence of that member.)

**G.** Size - Each class will not exceed three (either living or deceased).

**H.** A quorum must be present to conduct a vote on any nomination. All three of the class selected must have a majority vote of those present and voting from the Board to be inducted.

### **Induction**

**A.** Attendance Required—No one will be inducted unless he or she attends the induction ceremony (unless seriously ill or deceased). Those selected, but unable to attend, will have up to three years to attend the induction ceremony. In the event the inductee is unable to attend in the third year, then the inductee may be given the option of video acceptance with approval by the Executive Committee. A family member or another representative is then required to be present at the induction ceremony on behalf of the inductee.

**B.** In the event that a representative for a seriously ill or deceased inductee cannot be identified, the Director of Alumni Relations will appoint a representative to receive the award on behalf of the inductee.