Committee Composition:

Board of Education Members (1 Must be Co-Chair): Diane Ellsworth & Matt Miller
Superintendent of Schools: Tammy Mangus (Facilitator)
High School (House) Principal: Dan McNeill
District Resident 1: Peg Heath
District Resident 2: Sally Lawson
District Resident 3: BJ Monacelli

Meeting Dates, Topics and Timelines:

1. August 20, 2025 (5:00 to 6:30) – Initial Meeting: Review of Bylaws, Election of Officers, Review of Timeline, Creation of Call for Nominees Applications, Request for Donors and Dates for Submissions
2. October 22, 2025 (5:00 to 6:30) – Fall Meeting: Finalization of Nominee Packets, Review of Donations and Release of Request Dates
3. February 25, 2026 (5:00 to 6:30) – Winter Meeting: Review of Nominee Counts, Review of Donations and Planning of Ceremony
4. April 22, 2026 (5:00 to 6:30) – April Meeting: Selection of Inductees
5. (To Be Scheduled) Summer Meeting: Final Induction Planning

Bylaws:

ARTICLE I: NAME AND STATEMENT OF PURPOSE

Section 1 NAME

The name of the organization is The Cassadaga Valley Central School District Den of Distinction.

Section 2 PURPOSE

The Cassadaga Valley Central School District Den of Distinction was established to honor those who have graced Cassadaga Valley Central School District with their excellence and contributions to the school district and the children it serves. Our Den of Distinction is unique in that it not only features prominent alumni, but also includes worthy members of the staff and administration that have contributed to Cassadaga Valley Central School District over the course of its history. While this is not specifically for athletic recognition, we do have athletes here. We also seek to have members who have had wonderful careers in many fields, as well as

members whose student achievements were exemplary. We hope to have teachers, principals, coaches, superintendents, athletic directors, dancers, athletes, scholars, musicians, actors, volunteers, leaders and philanthropists inducted.

ARTICLE II: AUTHORITY, MANAGEMENT, AND MEMBERSHIP

Section 1 AUTHORITY

The Cassadaga Valley Central School District Den of Distinction shall have such authority as granted by a representative of the Board of Education. The Board of Education member shall be a member of the Committee. The management of operations and financing of all activities shall be conducted by the Committee.

Section 2 FINANCIALS

As public funds may not benefit private citizens, no District funds shall be used for any Den of Distinction activity that does not serve an educational purpose. As the Committee is comprised of both community members and District Officials, any donation or gifting of funds shall be completely voluntary, made payable to the Den of Distinction and managed by committee members not affiliated with the District. District employees shall not act as signatories on any accounts. Monies shall not be spent by the District out of the Den of Distinction account unless a donation has been officially accepted by the Board of Education.

Section 3 MANAGEMENT

Once formed, the Committee shall review, amend and approve bylaws and procedures immediately, and thereafter review, amend and approve the bylaws, post an open call for Den of Distinction committee members as well as elect officers on a bi-annual basis.

Section 4 MEMBERSHIP

The committee shall consist of a Board of Education Member, the Superintendent of Schools, The High School Principal and at least three (3) district residents. One of the district residents shall act as the Committee Chair. A district resident must be the Treasurer, as no District Official may act as a signatory on bank accounts. The Board of Education Member shall serve as the Co-Chair. The Committee shall have no more than seven (7) members.

Section 5 COMMITTEE VACANCIES

Vacancies on the Committee shall be filled by nomination by current Committee members subject to the confirmation of a majority of the Committee members.

Section 6 QUORUM

At all meetings of the Committee, the presence of more than 50% of the Committee members shall be necessary to constitute a quorum.

Section 7 AGENDA

It shall be the duty of the Chairperson of the Committee to prepare the agenda and determine the procedures for all meetings of the Committee.

Section 8 PROXY VOTING

Committee members shall not be permitted to vote by proxy. Members may vote via virtual meeting attendance.

Section 9 OFFICERS

The officers shall be Chairperson, Treasurer, and Secretary, all of whom shall be elected by the Committee. No person shall hold more than one office at a time. The Secretary will maintain minutes from selection meetings (as well as general meetings) and shall be responsible for, in collaboration with other committee members, verifying information submitted with nominations and with preserving nomination records. The terms of officers shall be two years from July l to June 30. The officers shall hold office until their respective successors are chosen. Any officer elected by the Committee may be removed at any time by a majority vote of the Committee members. If any officer position becomes vacant for any reason, the Chairperson shall appoint one of the remaining Committee members to fill the vacant position. Each officer shall have all the general powers and duties usually vested in that office.

ARTICLE III: CRITERIA FOR NOMINEE ELIGIBILITY

Section 1 NOMINEES

Nominees must be former students, staff or volunteers who have graduated from and/or served The Cassadaga Valley Central School District. Special teams may also be nominated for selection into the Den of Distinction. All nominees must represent the Cassadaga Valley's tradition of excellence and values. Former students and teams will be eligible for nomination either 5 years from graduation or 5 years from the team's accomplishment(s) that would warrant nomination. Former staff (teacher/administrator/coach) will be eligible for nomination into the Den of Distinction 5 years from the time their employment ends. Should members and/or relatives of members of the committee be nominated, that committee member will be excused from the discussion session and voting on such a candidate. The Committee reserves the right to remove any individual from the Den of Distinction for personal conduct, which reflects discredit upon the school.

ARTICLE IV: NOMINATIONS AND PROCEDURES FOR SELECTION

Section 1 NOMINATIONS COMMITTEE

The Committee shall review all candidates based on information available at the time of the meeting.

Section 2 NOMINATION PROCESS

Annually, beginning in December, the Committee shall publicize the nomination process. Nomination forms will be made available on-line on the District website and social media. A completed nomination form (as created by the Committee) must be submitted to the District Offices by hand delivery OR postmarked no later than March 31st of the nominating year. Nominations may be made by anyone, however, self-nominations or unsigned/anonymous nominations will not be accepted.

Section 3 SELECTION OF HONOREES

The Committee will convene in April to review all nominees and to then select the nominees for induction. After open discussion about candidates, the committee shall call for a vote for the purpose of selecting inductees. To be accepted into The Den of Distinction, the nominee must receive a 2/3 approval rating from all voting members. Absent committee members will forfeit their right to vote, however, all attempts will be made to schedule a meeting day and time that is conducive to all committee members. The committee shall induct no more than 3 nominees per year (can be waived by two-thirds vote of the selection committee). Nominations for people not selected to the Den of Distinction will be retained and considered for two additional years.

Section 4 CONFIDENTIALITY

All deliberations of the Committee during the selection process shall be bound to strict confidentiality.

Section 5 DEN OF DISTINCTION ANNOUNCEMENT

Den of Distinction selections will be announced in June after the individual(s) have been notified and their acceptance of the induction and participation in the ceremony are verified.

ARTICLE V: INDUCTION CEREMONY

Section 1 CEREMONY

An Induction Ceremony Dinner will be scheduled by the Committee no later than April 30th of the nomination year and may occur between September 1st and October 31st of the nominating year. The Chairperson and Co-Chair will oversee the planning of the ceremony. All committee members are welcome to serve on the planning team. On the evening of induction dinner, new members as well as one guest will be considered guests of honor at the induction ceremony

dinner. Other invited guests can attend within the location's ability to accommodate, given they pay for their attendance in accordance with the menu and costs. If there is a limit to attendees, tickets will be sold on a first-come first serve basis. The inductee (or representative) will be officially introduced at the induction ceremony dinner. New members will be presented with a memento and their name, biography and picture will be listed on the Den of Distinction gallery wall.

Section 2 ATTENDANCE Each inductee must attend the Hall of Fame ceremony. If the inductee is deceased, a representative must attend the ceremony. In the case of an emergency or other hardship, which precludes the inductee or representative from attendance, the Hall of Fame Committee will make the appropriate decision regarding induction. Inductees or their representatives are invited to spend the day of the induction at the high school in speaking engagements with students as arranged by the principal.

ARTICLE VI: BYLAWS

Section 1 AMENDMENT The Committee shall have the authority to amend these by-laws by majority vote on a bi-annual basis. No amendment shall be adopted that will affect the process for the current year. Any adopted amendments will take effect prior to the call for nominations in the subsequent year.