

**APPENDIX D. New Mexico State Trapshooting Association  
Hall of Fame Procedures and Guidelines (2016)**

*Note: The official Hall of Fame Procedures and Guidelines are held by the Secretary of the Association. These Procedures and Guidelines are included for information only and, while they were typed accurately for inclusion in this document, may not contain changes officially incorporated in the official Procedures and Guidelines.*

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**GUIDELINES AND PROCEDURES OF THE**  
**NEW MEXICO STATE TRAPSHOOTING**  
**HALL OF FAME COMMITTEE**

**INTRODUCTION**

1.0 There shall be established in New Mexico, under the auspices of the New Mexico State Trapshooting Association (hereafter identified as "the Association" or "the NMSTA"), a New Mexico State Trapshooting Hall of Fame ("the Hall of Fame"). The purpose for which the Hall of Fame is formed is to provide recognition to those persons who have distinguished themselves in the sport of trapshooting; and in having the highest standards of character, integrity, shooting ability, and desire to promote trapshooting in the State of New Mexico.

1.1 The purpose and affairs of the Hall of Fame shall be governed and administered by a New Mexico Trapshooting Hall of Fame Committee ("the Committee"), elected as hereafter provided.

1.2 All original written records of that committee, and any historical documentation obtained or utilized by the Committee in accomplishing its purposes, shall be maintained and safeguarded by the Chairperson during his or her tenure, and shall be delivered complete and intact to the NMSTA Secretary after the Hall of Fame nominees are inducted at the Annual Meeting of the NMSTA. The NMSTA Secretary shall make available copies of any records requested by Committee members for the purpose of deliberation concerning nominees to the Hall of Fame, or for the purpose of conducting the business of the Committee as hereinafter defined.

**COMMITTEE MEMBERSHIP**

2.0 The following Guidelines and Procedures shall govern the membership of the Committee:

2.1 Members: The number of members of the Committee shall be five (5), and shall consist of the current President of the New Mexico State Trapshooting Association elected each year, plus four (4) other members-at-large, none of whom shall be elected Officers of said Association.

2.2 Qualifications: All candidates for the Committee must be members in good standing of the AMATEUR TRAPSHOOTING ASSOCIATION OF AMERICA ("the ATA") and in the NEW MEXICO STATE

## NMSTA Hall of Fame Procedures and Guidelines (2016)

TRAPSHOOTING ASSOCIATION and must have been a resident trap-shooter of New Mexico for not less than ten (10) of the last fifteen (15) years, with the last five (5) years of consecutive residency in the State of New Mexico as an active trap-shooter.

### 2.3 Selection of Members:

a. The Board of Directors of the NMSTA shall be responsible for selecting any new member of the Hall of Fame Board of Directors, whether by expiration of term or by voluntary retirement, from a list of eligible candidates from a Zone identified annually by the Secretary/Treasurer of the NMSTA.

b. Zone 1 shall include the clubs in Albuquerque, the Belen, Roswell, Melrose and all NMSTA members residing in close proximity to those clubs. Zone 2 shall include the clubs in Raton, the NRA Whittington Center, Farmington, and all NMSTA members residing in close proximity to those clubs. Zone 3 shall include the clubs in Silver City, the Alamogordo, T or C, Hobbs and all NMSTA members residing in close proximity to those clubs. This distribution was agreed to at a NMSTA Annual Meeting in 2016 at Albuquerque Trap Club to approximately equalize the number of candidates in each Zone.

c. The NMSTA Board of Directors shall pick the successor to a Chairman retiring from Zone 1 from Zone 2; a Chairman retiring from Zone 2 from Zone 3; and a Chairman retiring from Zone 3 from Zone 1. This rotation was chosen such that there will be no more than two (2) HoF directors from any one Zone, and that the same Zone will never have two directors for two consecutive years.

d. The President of the NMSTA Board of Directors shall contact the new member of the Hall of Fame Board of Directors as soon after he/she is selected for the purpose of obtaining his/her agreement to serve on the HoF Board. In the event the member declines the offer, the President will convene a Board meeting to select another candidate as soon as is convenient, such that the Board shall be complete no later than the end of the calendar year, in order that the business of the HoF Board of Directors can proceed in an orderly manner.

e. Upon agreement by the new HoF Board member, the President of the NMSTA will announced the name of the member at the next Board meeting.

## NMSTA Hall of Fame Procedures and Guidelines (2016)

### 2.4 Term of Office:

a. Each member of the Committee except the President of the New Mexico State Trapshooting Association shall serve a term of four (4) consecutive years. Each year one (1) vacancy will be created through the retirement of the most senior member (the outgoing Chairperson) of the Committee. The election of a qualified person, as described in paragraphs 2.1 and 2.2 above, to serve on the Committee, shall be conducted at the first meeting of the Board of Directors held after the election of new Officers for the New Mexico State Trapshooting Association at the annual New Mexico State Tournament. The four (4) members-at-large on the Committee are not considered Officers or Directors of the Association by virtue of their membership on this Committee.

b. Regardless of the number of terms to which a President of the Association may be reelected, the President of the Association may not also hold the position of Chairperson of the Committee. The President of the Association may serve as the recording secretary of the Committee.

2.5 Date of Term: Each term of office shall begin at the meeting of the Committee held in conjunction with the Annual New Mexico State Tournament, and shall expire at the Annual Meeting of the Committee held in conjunction with the Annual New Mexico State Tournament in the fourth year following the election of each member.

2.6 Succession: The most senior member of the Hall of Fame Committee excluding the President of the Association shall immediately and automatically succeed as the Chairperson of the Committee upon the retirement of the current Chairperson for any reason. Unless the Chairperson wishes to serve also as the recording secretary of the Committee, the second most senior member of the Committee shall succeed to become the recording secretary of the committee.

2.7 Resignation: Any Committee member may resign at any time by giving written notice of such resignation to the Secretary of the Association, who shall in turn notify the President of the Association of the resignation. No reason for resignation shall be required.

2.8 Vacancies: The NMSTA Board of Directors may fill the unexpired portion of the term of office of any Committee member unable or unwilling to complete his or her term of office, by

## NMSTA Hall of Fame Procedures and Guidelines (2016)

the election of a qualified person by a simple majority of the Board. The Chairperson of the Committee will be notified by the Secretary of the Association when such a vacancy is filled, including the effective date of the change of office, and the date on which the term on the new member of the Committee will expire.

### 2.9 Committee Responsibilities:

a. The Chairperson of the Committee will be responsible for conducting the business of nominating and electing members to the Hall of Fame. This business will include (but not be limited to) conducting meetings to review the requirements of the Committee; nominating the candidate of his/her choice, and substantiating the qualifications of the candidate; reviewing the qualifications of nominees submitted by other Committee members; and voting on the candidates.

b. The Chairperson will also be responsible for keeping the Secretary of the Association informed of the business of the Committee, and for delivering all original written records of the Committee, and any historical documentation obtained or used by the Committee in accomplishing its purpose, to the NMSTA Secretary, after the Hall of Fame nominees are inducted at the Annual Meeting of the NMSTA.

c. The recording secretary of the Committee will be responsible for taking minutes of the meetings called by the Chairperson; keeping any records obtained or used by the Committee in accomplishing its purposes; nominating the candidate of his/her choice, and substantiating the qualifications of the candidate; reviewing the qualifications of nominees submitted by other Committee members; and voting on the candidates.

d. The remaining members-at-large of the Committee are responsible for nominating the candidate of his or her choice, and substantiating the qualifications of the candidates; reviewing the qualifications of nominees submitted by other Committee members; and voting on the candidates.

e. Members of the Committee shall pursue any and all information they deem necessary for the evaluation of each candidate's qualifications, as well as for establishing the character and integrity of the candidate, and verifying the shooting abilities of the nominee.

f. As a function of the Committee, the President of the

## NMSTA Hall of Fame Procedures and Guidelines (2016)

Association is allowed to vote on the nominees presented by the other members of the Committee during the current term or remaining from previous terms. Because of these powers related to the business of the Committee, the President of the Association is not allowed to nominate candidates to the Hall of Fame, nor is the President allowed to Chair the Committee.

### **DUTIES OF MEMBERS**

3.0 The Hall of Fame Committee shall perform the following duties:

3.1 Annual Meeting: Immediately after the election of Officers of the Association and of the Committee at the Annual State Tournament, the new Chairperson and all other members of the Committee, including [1] the Secretary of the Association, [2] the outgoing Chairperson of the Committee, [3] the new Committee member elected to membership that year, and [4] the remaining members of the Committee, shall meet briefly at the club hosting the New Mexico State Tournament for the purpose of establishing a preliminary agenda for the business of the following year.

3.2 Special Meetings: In addition to the meetings scheduled for the conduct of the business of the Committee, Special Meetings of the Committee may be called at any time by the Chairperson. Notice of a Special Meeting stating the time, place, and purpose, shall be given not less than fifteen (15) days before such a meeting may be held.

3.3 Quorum: At any meeting of the membership of the Committee, the physical presence of three (3) of the members shall be necessary to constitute a quorum for all purposes of holding the meeting. Members in attendance by phone or email can not be counted as part of the quorum of three (3) required to be physically present.

3.4 Records:

a. At each Annual Meeting, or as soon thereafter as can be arranged, the outgoing Chairperson of the Committee and the Secretary of the Association shall agree on when, where, and how to transfer the original copies of [1] the minutes of the meetings of the Committee for the preceding year, and [2] the written records and results of deliberations concerning the nominees for the Hall of Fame in the preceding year, for historical purposes.

## NMSTA Hall of Fame Procedures and Guidelines (2016)

b. During the activities of the following year, members of the newly formed Committee reconsidering candidates nominated in previous years may request copies of any records in the possession of the NMSTA Secretary, but only for the purpose of deliberation concerning the qualifications of specific candidates.

### 3.5 Nomination of Candidates:

a. Each Committee member excluding the President of the Association may but is not required to nominate one (1) candidate annually to be considered for induction into the Hall of Fame. Each candidate's name, and the qualifications of that candidate, shall be submitted in writing (preferably by email) to the Chairperson of the Committee not later than February 1st of each year. The Committee Chairperson will immediately distribute the nomination to all members of the Committee for their consideration.

b. Once nominated, a candidate's name will remain in consideration for a period of five (5) years, or until inducted into the Hall of Fame. If a nominee is not inducted after the fifth year of consideration, his or her name will be removed from the list of candidates. If a candidate's name is removed from consideration, there shall be no prohibition against re-nominating that same person. The Chairperson shall compile a list of all eligible candidates nominated in the current year and in the previous five (5) years, and shall distribute the list to each Committee member for consideration.

c. In addition to the information provided by the Committee member at the time of the nomination, a candidate may be requested to submit a resume form for consideration as a nominee to the Hall of Fame, without any commitment guaranteeing that the candidate's name will be submitted for consideration by the Committee.

d. The Secretary of the Association shall be responsible for using any information provided by the Committee members in drafting a nomination, and any information sub-mitted by potential Hall of Fame nominees, in constructing and maintaining the history of trap shooting in the State of New Mexico.

3.6 Voting: Any Committee meeting at which the election of nominee(s) to the Hall of Fame will be held must be called in

## NMSTA Hall of Fame Procedures and Guidelines (2016)

compliance with the quorum requirements in paragraph 3.3. At the meeting, each Committee member shall vote for one (1) or more candidate(s) from the list nominees. Members can register their vote in person at the meeting or verbally by phone to the Chairperson or by email, and shall return the choice(s) in person at the meeting or verbally by phone to the Chairperson or by email not later than March 1st of each year. To be voted into the Hall of Fame, a nominee must receive three (3) or more votes, regardless of the number of Committee members present (in person, by phone, or email). In the event no candidate receives three (3) or more votes, any award to be made in that year will be subjected to the tie-breaking process described below, if there is a tie.

### 3.7 Tie-Breaker:

a. A tie can occur in the event one Committee member has resigned at a time too late in the deliberations for a replacement to be named; the vote can be divided 2-2. In the event such a tie occurs in the voting, the Chairperson will immediately conduct another vote to see if the tie can be resolved.

b. In the event the tie is not broken on the first run-off ballot the Chairperson may call a meeting of the Committee for the purpose of determining whether or not additional ballots should be required, or what further steps should be taken. In the event such a meeting is called, the notification requirements given in section 3.2 will not be enforced.

c. It is within the powers of the Chairperson of the Committee that, if there is no way to equitably and responsibly resolve a tie, the nomination involved in the tie shall not be submitted to the Board of Directors of the Association.

### 3.8 Notification:

a. After the selection process has been completed, the Chairperson shall submit a confidential report to the Committee members, and to the President and Secretary of the Association, stating the name(s) of the inductee(s), not later than April 7th. The inductee(s) name(s) will remain confidential until announced in the program for the New Mexico State Tournament.

b. The Chairman of the Committee will provide such bio-graphical, competitive, and service information to the Secretary of the Association for each inductee as can be used

## NMSTA Hall of Fame Procedures and Guidelines (2016)

in preparing a brief synopsis of the inductees' accomplishments in the program for the following Annual Tournament. The Secretary of the Association will forward this information in confidence to the person preparing the State Shoot program, for inclusion in the program.

3.9 Award: The inductee(s) shall receive an award deemed appropriate by the Committee and the NMSTA. All costs shall be paid by the New Mexico State Trapshooting Association, subject to the limitations discussed in section 5. Introduction of the inductee(s) and presentation of the awards will be performed by the Chairperson or his/her designee at a time and place specified by the NMSTA during the Annual Tournament.

### NOMINEES

4.0 Nominees shall be evaluated on the following bases:

4.1 Eligibility:

a. A nominee for induction to the Hall of Fame may be a currently active, retired, or deceased trap-shooter. A nominee must also have demonstrated his or her character, integrity and dedication to the sport of trapshooting during his or her years of competition or service to the sport.

b. No current member of the Committee may be considered for induction to the Hall of Fame. If the name of a trap-shooter was in consideration for induction to the Hall of Fame before the nominee was appointed to the Committee, his or her nomination shall be removed from consideration for the period of time he or she serves on the Committee, and his or her nomination shall be held by the Secretary of the Association. Once the nominee is no longer on the Committee, his or her name shall be reopened for consideration for the balance of the five (5) year nomination period.

4.2 Qualifications: The competitive and service requirements for an inductee into the Hall of Fame include:

a. having had a significant record of competition, in terms of winning events, in number as well as over a period of ten (10) or more years, at trapshooting tournaments held within the State of New Mexico; or

b. having made an outstanding contribution to the sport of trapshooting on the State and/or National level, or both,

## NMSTA Hall of Fame Procedures and Guidelines (2016)

through services rendered to the sport of trapshooting; or

c. having won five (5) or more State Tournament Championship events, including specific events (doubles, handicap, singles, high overall, or high all around) or in special categories (sub-junior, junior, veteran, senior veteran, or lady); or

d. having qualified for the State Team for five (5) or more years; and

e. having registered at least 25,000 singles targets.

4.3 Special Considerations: Special consideration should be given for competitive trapshooting awards received at the national level; election to State or National office positions; years of competition in or service to the sport of trapshooting; records set at the State or National level of competition; and promotion of the sport of trapshooting to young shooters.

### FINANCIAL OBLIGATIONS

5.0 The NMSTA Board of Directors and the Hall of Fame Committee each have to operate within the limited financial re-sources of the Association. The NMSTA Board of Directors shall establish the financial basis for the Hall of Fame awards in a given year, in a confidential meeting of the Board; and, it shall be within the powers of the Board to set the number of inductees allowed within a given year. After establishing these factors, the President or the Secretary of the Association will notify the Chairperson of the Committee of the number of nominees to be inducted in a given year, and the total amount of money available for awards. The Hall of Fame Committee shall thereafter be subject to these restrictions.

5.1 Financial Obligations: The commemorative plaque or certificate, and the other awards and/or honoraria provided to the inductee(s), shall be obtained by the Chairperson of the Committee in compliance with financial limitations established by the NMSTA Board of Directors.

5.2 Reimbursement: No member of the Committee shall be reimbursed for any expenses incurred during the execution of his or her duties on the Committee, such as for mileage to and from meetings, telephone calls related to Committee business, or materials used in Committee correspondence. Exceptions to this prohibition against reimbursements will include:

## NMSTA Hall of Fame Procedures and Guidelines (2016)

a. expenses related to obtaining the award (s) deemed appropriate by the Committee and the NMSTA, and the award(s) to be given to an inductee, subject to the limitations defined in paragraph 5.1; and

b. expenses incurred by the recording secretary, as necessary to store, reproduce, or maintain the records needed for the conduct of the business of the Committee, including postage, stationary and envelopes, file folders, storage cabinets or boxes, etc.

NMSTA Hall of Fame Procedures and Guidelines (2016)

**ENACTMENT OF THE REVISED GUIDELINES AND PROCEDURES**  
**OF THE**  
**NEW MEXICO STATE TRAPSHOOTING**  
**HALL OF FAME COMMITTEE**

These revised guidelines and procedures shall be acted by the Association, and executed by the Committee, subject to the approval of the NMSTA Board of Directors.

APPROVED BY:

\_\_\_\_\_  
PRESIDENT, 13 JULY 2016  
NEW MEXICO STATE TRAPSHOOTING ASSOCIATION

ATTEST:

\_\_\_\_\_  
SECRETARY, 13 JULY 2016  
NEW MEXICO STATE TRAPSHOOTING ASSOCIATION



NMSTA Hall of Fame Procedures and Guidelines (2016)

**NOMINATION TO THE  
NEW MEXICO TRAPSHOOTING HALL OF FAME**

The GUIDELINES AND PROCEDURES OF THE NEW MEXICO STATE TRAPSHOOTING HALL OF FAME provide that:

Each Committee member excluding the President of the New Mexico State Trapshooting Association, may, but is not required to nominate one (1) candidate annually, to be considered for induction into the Hall of Fame.

Each candidate's name shall be submitted in writing (preferably by email) to the Chairperson of the Committee not later than February 1<sup>st</sup> of each year. Please review the Guidelines and Procedures of the New Mexico Trapshooting Hall of Fame before making a nomination.

Once submitted, a candidate's name will remain in consideration for induction to the Hall of Fame for five (5) years, or until inducted. If a nominee is not inducted into the Hall of Fame by the fifth year of consideration, the name of that nominee will be removed from further consideration.

NOMINATION: \_\_\_\_\_

Member's Name: \_\_\_\_\_

Date of Nomination: \_\_\_\_\_

Please attach any information substantiating the qualifications of this nominee to this form, and submit the package to the Chairperson of the Committee no later than the first day of February.

NMSTA Hall of Fame Procedures and Guidelines (2016)

**COMPETITIVE AND BIOGRAPHICAL INFORMATION**

1. NAME: \_\_\_\_\_
2. YEAR STARTED TRAPSHOOTING: \_\_\_\_\_
3. NON-COMPETITIVE YEARS: \_\_\_\_\_
4. NUMBER OF REGISTERED TARGETS: \_\_\_\_\_  
(SGLS) (HDCP) (DBLS)
5. MEMBERSHIPS IN THE FOLLOWING ATA-AFFILIATED CLUBS:
  - a. CURRENT: \_\_\_\_\_  
\_\_\_\_\_
  - b. PAST: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. NEW MEXICO CLUB OFFICES HELD, WITH DATES OF OFFICE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. STATE AND/OR NATIONAL OFFICES HELD, WITH DATES OF OFFICE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. STATE CHAMPIONSHIP EVENT WINS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. STATE TEAM MEMBERSHIP YEARS: \_\_\_\_\_  
\_\_\_\_\_
10. ZONE CHAMPIONSHIP WINS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. ZONE TEAM MEMBERSHIPS YEARS: \_\_\_\_\_  
\_\_\_\_\_
12. GRAND AMERICAN OR SATELLITE GRAND WINS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NMSTA Hall of Fame Procedures and Guidelines (2016)

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13. OTHER INFORMATION RELATED TO COMPETITION IN OR  
CONTRIBUTIONS TO THE SPORT OF  
TRAPSHOOTING: \_\_\_\_\_

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(Use additional pages if required; identify additional  
material by item number)

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