

**WEST VIRGINIA STATE UNIVERSITY
ROTC HALL OF FAME BY-LAWS
(UPDATED 28 January 2014)**

1. PURPOSE:

The ROTC Hall of Fame is intended to honor West Virginia State University graduates who have completed the ROTC program and distinguished themselves in military and / or civilian pursuits.

2. CRITERIA:

The revised criteria to determine eligibility for nomination and induction into the Hall of Fame are as follows:

- a. *Be a graduate of West Virginia State University, also known as West Virginia State College prior to 2004, or partnership / affiliate school **AND**
 - 1. Receive a commission from the WVSU ROTC Program or its partnership program(s) offered at the University of Charleston, WVU Institute of Technology, and Glenville State College, **OR**
 - 2. Be a female graduate of WVSU who attended when females were restricted from taking ROTC **AND** went on to serve as a leader in the nation's armed forces, **OR**
 - 3. Be a graduate of WVSU who received a commission through any other source (Navy, OCS, Direct Commission, Air Force, etc.), **AND**
- b. Attained the rank of Lieutenant Colonel or higher while serving on active duty, or in the US Army Reserves, or in the National Guard, **OR**
- c. Been elected or appointed to an office of prominence in the public or private sector, **OR**
- d. Obtained a position of prominence in the private sector, **OR**
- e. Been recognized on a national or international level for outstanding achievement or service, **OR**
- f. Been awarded the Medal of Honor, regardless of rank.

***Note: Graduates of UC, GSC, and WVUIT that commissioned through the WVSU Army ROTC program, who meet the additional criteria as outlined in paragraphs b thru f above, are eligible for induction into the HoF.**

3. SOURCE OF NOMINATION(S):

Personnel in any of the following categories may submit nominations for induction into the ROTC Hall of Fame:

- a. Any present or former member of the faculty or administration of WVSU or other institutions hosting/hosted a partnership school/Extension Center Program under the WVSU ROTC Department. This includes: UC, GSC, and WVUIT
- b. Any graduate of WVSU or other institutions hosting/hosted a partnership school/Extension Center program under the WVSU ROTC Department. This includes: UC, GSC, and WVUIT
- c. The Alumni Association of WVSU or other institutions hosting/hosted a partnership school/Extension Center Program under the WVSU ROTC Department. This includes: UC, GSC, and WVUIT
- d. The PMS of the WVSU Military Science Department.

4. NOMINATION PACKET:

Nominations shall be submitted in an electronic Microsoft Word format, in order to facilitate transmission to committee members for early review and archiving. The following items are required:

- a. Submit an electronic Microsoft Word format submission packet, available by contacting the WVSU Army ROTC Dept at (304) 766-3108, or via email: rotcmail@wvstateu.edu or download from our website: <http://www.wvstateu.edu/Academics/ROTC.aspx>
- b. Nomination packet must include a succinct, one-page biography addressing the year of graduation, academic major, major assignments and commands (Germany, Ft. Hood, etc), accomplishments, and family. The entire packet must be complete and address contributions, awards, and assignments. See attached example (Biography - ANNEX A).
- c. Submit a high quality color photo of the applicant in .JPG format. Photo should be in uniform and should clearly show applicants head, shoulders and upper chest. Good examples are command photos or Department of the Army official photos. See attached example (Photo - ANNEX B).
- d. Hand written nomination packets will no longer be accepted.

5. SELECTION COMMITTEE:

The Selection Committee will meet during May in order to select personnel for induction into the HoF during the fall semester. The committee will consist of representatives from each of the following areas, with no less than four (4) and no more than five (5) voting committee members:

- a. PMS (Committee Chairperson)
- b. Three (3) Faculty / Staff Members (comprised of ROTC Cadre and / or WVSU administration)
- c. One (1) ROTC Student (Optional)
- d. APMS (Recorder) Non-voting Member

6. SELECTION PROCESS:

- a. Nominations shall be made using the electronic Microsoft Word Hall of Fame nomination form, see paragraph 4 above.
- b. Nominations received by the ROTC Department prior to the spring deadline, will be considered for induction during the upcoming fall school year.
- c. The Selection Committee will meet in May (date TBD) to select nominees for induction into the ROTC Hall of Fame. The committee is not required to select any of the nominees if the committee does not feel that any of the nominees deserve to be selected.
- d. Committee members will ensure the nominees meet all of the criteria in accordance with paragraph 2 above.
- e. Each nomination packet must receive 100% approval by all committee members in order to be inducted into the HoF. Any committee member [through anonymous vote] can disapprove a nomination packet. Likewise, any committee member can recommend a nomination packet be considered for induction into the Honorary HoF, in lieu of induction into the HoF proper.
- f. Personnel selected for induction will be notified via USPS mail no later than Memorial Day weekend. The WVSU Army ROTC department will provide the exact date, time, and location for induction into the hall of fame.

- g. Due to limited space inside the Ferguson-Lincoln building, no additional ROTC Hall of Fame inductees will be displayed on the walls with the silver framed photo and biography, but rather they will be digitally displayed [both photo and biography] on a digital monitor and made available online. See paragraph 4, a.

7. HONORARY INDUCTEES AND RECOGNITION:

- a. In 1982 our first honorary inductees were enshrined in the ROTC Hall of Fame. It was originally determined that honorary inductees would be considered every ten (10) years thereafter. In 2008 the selection committee revised the time criteria of selection for honorary inductees and determined the selection every five years as 2008, 2013, 2018, etc., unless extenuating circumstances present themselves.
- b. In December 2012, the PMS revised Honorary HoF criteria such that selection may be made each year as deemed appropriate by the PMS with the support of the selection committee. There remains NO requirement to induct personnel each year into the Honorary HoF, nor shall there be a limit to the number of personnel inducted, or any limit to the calendar year in which worthy candidates may be inducted.
- c. Selection criteria will be at the discretion of the PMS and the selection committee. Honorary HoF nomination packets must receive 100% approval by the PMS and selection committee members in order to be inducted.
- d. The process of recognizing honorary members has undergone two revisions. The original method involved an Honorary Recognition of Service Album with selections occurring every 10 years. The next revision involved placing all honorary inductee photos on the Northern wall inside the ROTC Hall of Fame. This method provided limited wall space, with selections occurring every five years. The current revision offers limitless space (electronic photos), no restriction on induction years (every year if applicable), and no restriction on the number of Honorary HoF personnel. All Honorary inductee photos have been removed from the wall as well as the album and have been archived with the WVSU Jordan-Drain library. The photo of honorary members will appear in digital format [no biography] and will cycle on a 22" digital monitor.
- e. In the past, those who did not make it into the ROTC Hall of Fame Proper on a given year but had a very strong submission packet would be considered for induction into the Honorary HoF. Most honorary inductees remain eligible to resubmit in the following year for the HoF proper. If there is a resubmission of a person in the Honorary HoF to compete for

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placement into the ROTC Hall of Fame Proper, and that resubmission is voted into the Hall of Fame Proper, that individual will be removed from the Honorary HoF and placed into the ROTC Hall of Fame proper. If that individual is not voted into the ROTC Hall of Fame Proper, then that individual will remain in the Honorary HoF.

ANNEX A – SAMPLE BIOGRAPHY

Lieutenant Colonel Michael G. Nelson (Retired Regular Army)

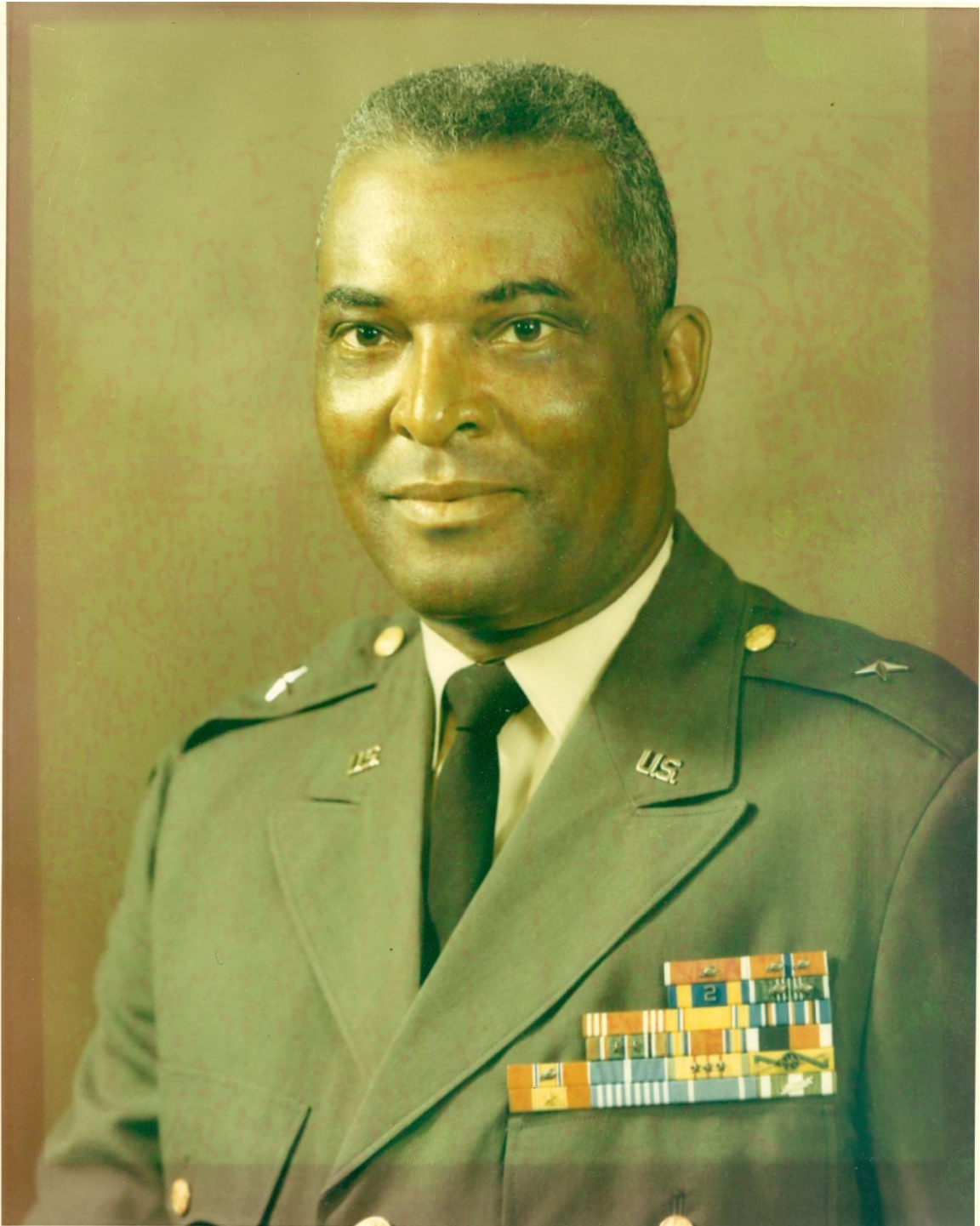
Lieutenant Colonel Nelson is a native of Memphis, Tennessee. He is a 1995 graduate from Virginia State University, where he earned his Bachelor of Science degree in Biology. He holds a Master's of Science in Adult Education from Michigan State University.

LTC Nelson's previous assignments include duty in Hanau, Germany as a Platoon Leader and Company Executive Officer. While in Germany, he deployed three times to the former Yugoslavia, serving twice in Bosnia-Herzegovina and once in Albania. In 2001 he served as the Aviation Brigade Training Officer in Seoul, Korea. He returned to the US and was assigned to Fort Campbell, Kentucky where he assumed Command of A Company, 5th Battalion, 101st Airborne Division, and deployed in support of Operation Iraqi Freedom. He took his second command with the Chattanooga Recruiting Company in Tennessee and later volunteered for the Military Transition Team at Fort Riley, Kansas, deploying with the 1st Infantry Division in support of Operation Iraqi Freedom. Upon his return, LTC Nelson was again assigned to Fort Campbell, Kentucky and served as the 1st Brigade Aviation Officer for Task Force Bastogne, supporting combat missions in Afghanistan. LTC Nelson assumed duties as the Professor of Military Science at West Virginia State University in May 2011.

His awards and decorations include two Bronze Star Medals, two Army Meritorious Service Medals, the Air Medal, four Army Commendation Medals, two Army Achievement Medals, the Army Reserve Component Achievement Medal, two National Defense Service Medals, the Armed Forces Expeditionary Medal, the Kosovo, Afghanistan, and Iraq Campaign Medals, Global War on Terrorism Expeditionary and Service Medals, the Korean Defense Service Medal, the Armed Forces Service Medal, the Humanitarian Service Medal, five Overseas Service Ribbons, the NATO medal, and the Parachutist, Recruiter, Air Assault, and Army Aviator Badges.

Lieutenant Colonel Nelson is married to his beloved wife Tianna and they have three children, Michael, Belinda, and Kara. His family currently resides in Scott Depot, West Virginia.

ANNEX B – SAMPLE PHOTO



Please provide a high quality electronic photo (.JPEG format) or a quality photo 5" x 7" or larger. Either the Command Photo or Department of the Army style photos are highly recommended (see above)