

CONSTITUTION
AND
BY-LAWS
OF THE
NEW JERSEY FOOTBALL COACHES
ASSOCIATION

ADOPTED BY THE MEMBERSHIP
APRIL 2014

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CONSTITUTION AND BY-LAWS

ARTICLE I - NAME AND PURPOSE

NAME: The name of this association, which is a nonprofit corporation organized under the Nonprofit Corporation Act of the State of New Jersey, is The New Jersey Football Coaches Association (hereinafter "NJFCA").

PURPOSE: The NJFCA nonprofit is organized for charitable and educational purposes.

The purposes of this association, without limitation, are:

- To maintain the highest possible standards in football and in the profession of coaching football
- To provide a forum for the discussion and study of all matters pertaining to football and coaching
- To make the game as safe and exciting as possible through rules of play
- To have a strong voice in interscholastic legislation affecting football in the State of New Jersey
- To freely exchange information on coaching methods and techniques
- To promote good fellowship and social contacts within the association
- To establish and maintain partnership with selected charities

AMENDMENTS: The Constitution and By-Laws may be amended only after the following actions are completed:

1. Submission – All proposed amendments are to be submitted in writing to the Executive Committee.
2. Adoption – The proposed amendment, together with opinion of the Executive Committee, shall be read at the monthly meeting of the association, and a two-thirds majority of the members voting in person shall be necessary for the adoption of the said amendment.

ARTICLE II – MEMBERSHIP

1. COMPOSITION

There shall be three classes of membership

ACTIVE HONORARY ALLIED

- A. ACTIVE – coaches from New Jersey high schools (public or private) who are directly engaged, or directly associated with, the profession of football coaching and who are otherwise acceptable. To be considered an ACTIVE member, dues shall be paid for the current NJFCA fiscal year. Each ACTIVE member shall have the privilege of one vote.

- B. HONORARY – membership may be conferred upon any person who has contributed to the advancement of football in New Jersey and shall be nominated and voted upon by the Executive Committee. A two-thirds majority vote of the Executive Committee is necessary for HONORARY status. HONORARY members shall have the same privileges as an ACTIVE member, excluding the privilege of voting.
- C. ALLIED – Persons not directly associated with high school football in New Jersey, but are interested in promoting New Jersey high school football and the NJFCA. Dues to be paid, but NOT eligible to vote on any matters regarding the NJFCA.

2. DUES

Executive Committee will set dues at the annual meeting. The membership fiscal year will be July 1st of the current year through June 30th of the following year.

To be considered a member in good standing, yearly dues must be paid by a date to be set by the Executive Committee.

ARTICLE III – ADMINISTRATION

COMPOSITION: The administration of the NJFCA will consist of two bodies:

1. THE EXECUTIVE COMMITTEE: The Executive Committee shall consist of, but not be limited to, the following:

- President
- First Vice President
- Second Vice President
- Third Vice President
- Recording Secretary
- Treasurer
- Executive Director
- Past Presidents
- Chairs of the standing committees

Each of the sections, as determined by the NJSIAA, will have a representative serve as either the President or a level of Vice President. They will serve for a term of one year in each capacity. A rotation will move the list forward producing a President from each section.

(A) Duties: The Executive Committee shall have control and management of the association's affairs, funds, and property and shall have and exercise all the powers possessed by the association itself so far as such delegation of authority is not inconsistent with the laws of the State of New Jersey, or with these bylaws. The Executive Committee shall exercise their duties in a manner consistent with the purposes of the association, keeping in mind that the NJFCA is not organized for profit. However, these objectives are not to limit the Executive Committee in the proper conservation and augmentation of the association's funds, but any such profits shall never inure to the benefit of any private individual.

(B) Vacancies: A vacancy on the rotating Executive Committee shall be filled by an active coach from the vacated section or in the case of a standing position selection shall be made by nomination and a simple majority vote by the Executive Committee.

(C) Meetings: The Executive Committee will meet prior to each general membership meeting. There will be one Executive Committee meeting in either June or July.

(D) Quorum: A simple majority of the Executive Committee shall constitute a quorum at any meeting of the committee. A simple majority of the quorum present shall decide any action or matter brought before the committee.

And

2. THE EXECUTIVE DIRECTOR: The Executive Director of the NJFCA will serve the association for a time period as seen fit by the Executive Committee. The Executive Committee has appointed this individual after an accepted nomination and a simple majority vote.

Duties of the Executive Director: Under the guise of the Executive Committee, the Executive Director shall be charged with the following leadership responsibilities/guidelines with regards to the operation of the New Jersey Football Coaches Association.

- To be present at all NJFCA Executive Committee meetings as well as the general membership meetings
- To attend any additional committee meetings of the coaches association.
- To work in conjunction with the Communications Director to ensure all NJ high schools are presented the opportunity to actively attend monthly meetings
- To assist in the handling of all public and media relations of the NJFCA. This must only be executed with the approved and uniform communications that are commensurate with views and opinions that directly reflect the NJFCA Executive Committee along with its general membership.
- To maintain a positive working relationship with the NJSIAA and the football committee
- To maintain an accessible line of communication for all committees, officers and the general membership
- To actively pursue potential revenue generating projects including but not limited to fundraisers, promotional events, charity events and clinics
- The Executive Director may NOT enter the NJFCA into ANY legally binding contract without the written consent of the simple majority of the current Executive Committee members
- To perform any additional duties the Executive Committee deems necessary to further the mission of the NJFCA and advancement of high school football in the State of New Jersey

ARTICLE IV – MEETINGS

1. TIME AND PLACE: The NJFCA will hold monthly general assembly meetings from December through May of the calendar year. The time and place will be set by the Executive Committee and published on NJFCA.org and sent via e-mail to NJFCA members.
2. RULES OF ORDER: The following shall be addressed:
 - A. Meeting called to order by the current President
 - B. Acceptance of the previous minutes from last meeting
 - C. Treasurer’s financial report
 - D. Old business
 - E. New Business
 - F. Adjournment

ARTICLE V – STANDING COMMITTEES

1. APPOINTMENT: Members of standing committees will participate on a volunteer basis without compensation. Committee chairs will make a monthly report available to the Executive Committee and general membership.
2. COMPOSITION: Any member in good standing may volunteer for a committee. Members must be from the Active or Honorary classifications. Members volunteering will be accepted by a simple majority of the Executive Committee.
3. DESIGNATION: The standing committees will consist of, but not limited to, the following.
 - A. Membership
 - B. Web site
 - C. Super 100 selection and Dinner
 - D. Hall of Fame
 - E. Coach of the Year
 - F. Communications
 - G. NJFCA Clinic
 - H. NJSIAA Representatives
 - I. Nomination of Candidates for the John Bateman Award
 - J. Golf Outing

ARTICLE VI – BENEFITS

- Members of the NJFCA are represented by a strong state-wide leadership organization which protects the football coaching profession’s best interest, your best interests, and strives for the highest possible professional standards, as outlined in its Constitution and By-laws
- NJFCA membership enhances a coach’s professional growth and gives him an opportunity to contribute to the improvement of his profession

- It provides new contacts, a line of communication and a forum for the exchange of ideas and information within the profession
- Active members are eligible to vote for the NJFCA Sectional Coach-of-the-year and State Coach-of-the-year
- Active member's (in good standing) players become eligible for the NJFCA Super 100 team
- Active members receive free admission to the annual North-South High School All Star Football Classic
- Active members can become involved in the rules and/or rule changes
- Active members, through the association, become a part of the NJSIAA, especially with regard to the football play-off system
- Active members (in good standing) are eligible to nominate football coaches, who they feel are worthy of consideration, to the NJFCA Hall of Fame
- Active members have the opportunity to contribute to help shape the course of high school football in New Jersey

ARTICLE VII – DUTIES

COMPOSITION: The association separates the duties under two categories, Officers and Chairpersons

1. OFFICERS:

A. President - The President shall be the chief executive and operating officer of the Association, and subject to the direction and under the supervision of the Executive Committee, shall have general charge of the business affairs and property of the Association. The President shall have such other duties and responsibilities and may exercise such other powers as may be assigned by these Bylaws or the Executive Committee from time to time.

B. First Vice-President - At the request of the President, or in the President's absence or disability, the First Vice President-Elect shall perform all the duties of the President. When acting, the First Vice President-Elect shall have all of the powers of and be subjected to all the restrictions upon the President. The First Vice President-Elect shall have such other duties and responsibilities and may exercise such other powers as from time to time may be assigned by the President or the Executive Committee.

C. Second Vice-President - In the event of the absence or disability of the First Vice President-Elect, the Second Vice President-Elect shall perform all the duties of the First Vice President-Elect subject to the restrictions of that office.

D. Third Vice-President - In the event of the absence or disability of the First Vice President-Elect, and the Second Vice President-Elect the Third Vice President-Elect shall perform all the duties of the First Vice President-Elect subject to the restrictions of that office.

E. Recording Secretary – The Recording Secretary is the officer in charge of minutes (documents recording the proceedings), correspondence, the roll of members, and similar matters. The secretary's duties are to record the minutes and keep them in a book, to maintain current, accurate copies of all organizational documents (including the bylaws, rules of order, and standing rules), to make minutes and organizational documents available to members at reasonable times and places. In the absence of the secretary, a secretary pro tem should be elected.

In writing the minutes, the secretary should include the following: the date, time, and place of the meeting; the kind of meeting (for example, adjourned regular); the name of the assembly; the fact of the presence of the regular chairman and secretary or, in their absence, the names of their substitutes; whether the minutes of the previous meeting were approved; all main motions in their final form and their status; all oral notices of motions; all points of order and appeals, including the reasons given by the chair; all motions to reconsider; all elections; all numbers or tellers' reports announced by the chair; the roll and the votes of members when a vote was taken by roll call; names of movers of important motions; and the time of adjournment.

F. Treasurer – The treasurer is the officer assigned the primary responsibility of overseeing the management and reporting of an organization's finances. The Treasurer will have duties specific to its role, including, but not limited to:

- Bank account maintenance – Selecting a bank and signing checks
- Provide necessary identification for signature cards and passwords for all accounts
- Maintain a record of checks, including payer and check numbers, deposits and debits
- Maintain a file of all deposits made and bills paid, along with identifying the purpose of each
- Financial transaction oversight – Being knowledgeable about who has access to the organization's funds, and any outstanding bills or debts owed, as well as developing systems for keeping cash flow manageable
- Financial Policies – Overseeing the development and observation of the organization's financial policies
- Reports – Keeping the Executive Committee regularly informed of key financial events, trends, concerns, and assessment of fiscal health in addition to completing required financial reporting forms in a timely fashion and making these forms available to the Executive Committee
- Monthly Report – Prepare a monthly financial report and make it available to the general membership at monthly meetings
- Annual Report – Prepare a fiscal year end report made available to the general membership
- Maintain a file of all legal documents required by or issued by local, state and federal government
- Filing – File the appropriate paperwork to State and Federal Agencies

2. CHAIRPERSONS:

- A. Membership – The membership chair will be responsible for applying the duties stipulated in the Items and Responsibilities
- B. Web Site Director – The web site director will be responsible for applying the duties as stipulated in the Items and Responsibilities
- C. Super 100 Selection and Dinner – The dinner chair will be responsible for applying the duties as stipulated in the Items and Responsibilities
- D. Hall of Fame – The Hall of Fame chair will be responsible for applying the duties as stipulated in the Items and Responsibilities
- E. Coach of the Year – The President will be responsible for applying the criteria as stipulated in the Items and Responsibilities
- F. Communications – The communications chair will be responsible for applying the duties as stipulated in the Items and Responsibilities
- G. NJFCA Clinic - The clinic chair will be responsible for applying the duties as stipulated in the Items and Responsibilities
- H. NJSIAA Representatives - The NJSIAA liaison chair will be responsible for applying the duties as stipulated in the Items and Responsibilities
- I. John Bateman Award – The nomination chair will be responsible for applying the duties as stipulated in the Items and Responsibilities
- J. Golf Outing – The golf outing chair will be responsible for applying the duties as stipulated in the Items and Responsibilities

ARTICLE VII – DISSOLUTION OF ORGANIZATION

1. Upon dissolution of the NJFCAA, the Executive Committee will liquidate all remaining assets according to section 2.
2. Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) 3 of the Internal Revenue Code, or corresponding section of a future Federal Tax Code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

ITEM DUTIES and RESPONSIBILITIES

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ITEM A

The Membership Chair and associated committee members will be responsible for the following duties:

- Carry on membership drives
- Develop a publicity campaign
- Compose and distribute a membership application package through NJFCA.org
- Collect application forms and fees
- Make appropriate copies of forms and checks
- Give fees to Treasurer
- Maintain a complete file of membership information
- Work with the Web Site Chair to update member information
- Work with the Communications Chair to ensure all membership paperwork is available to current and prospective members
- Mass e-mail members on current items and issues
- Keep track of total membership numbers
- Communicate with NOCAD insurance to ensure all active members are covered
- Ensure payment to NOCAD through the treasurer
- Supply password and username to active members
- Actively update website with current coaches information
- Identify members in good standing
- Distribute membership cards
- The Chair is responsible for developing and enumerating additional tasks for the committee
- Additional items as deemed necessary

ITEM B

The Web Site Chair will be responsible for the following duties:

- Update current and new information, which includes text and graphics, on the website
- Work with the Word Press program and understand how the program works along with our layout of the site
- Add pages or menus to the website as necessary
- Perform necessary maintenance on each of the drop-down menus, updating them on a regular basis
- Update the calendar on a regular basis
- Updating of Coach of the Year
- Keep the Super 100 current
- Work in conjunction with the Membership Chair to keep the membership data base current
- Work in conjunction with the Communications Chair to ensure important information is posted at the earliest possible date
- Monitor the overall final project appearance
- Maintain the integrity of the site
- Act as the liaison between the web host and the NJFCA
- The Chair is responsible for developing and enumerating additional tasks for the committee
- Additional items as deemed necessary

ITEM C

The Super 100 chair and committee will perform the following duties and apply the criteria:

- Recruit leaders and volunteers
- Choose a location
- Choose a date
- Create a budget
- Select Super 100 team
- Notify players and coaches of selection
- Secure contact information for each player and parent(guardian)
- Determine the event format
- Create sponsor packages
- Establish the menu
- Develop a publicity strategy
- Sell sponsorships
 - Table sponsors
 - Program book
- Recruit guests
 - Players
 - Parents
 - Coaches
 - Family and friends
- Event Logistics
 - Registration
 - Photographer
 - Gifts
 - Seating Charts
- Event day tasks
- Post-Event wrap
- The Chair is responsible for developing and enumerating additional tasks for the committee
- Additional items as deemed necessary

ITEM D

The Hall of Fame chair and committee will perform the following duties and apply the criteria attached:

- Actively seek nominations from the general membership throughout the school year
- Nominations may be e-mailed or hand written
- Set a date when nominations end
- Certify that the nominations meet the criteria for the Hall of Fame
- Compile a ballot sheet, using the four designated sections within the State, with the names of the nominated coaches
- Ensure that the distinction between Sections, Head Coach and Assistant Coach is clearly identified on the ballot
- Monitor the balloting
- Compile the results
- Make the selections known to the general membership on the day of voting
- Make known to the Executive Committee if additional names are to be added
- Notify each honored coach
- Notify the appropriate people at Rutgers to ensure the names are placed on the permanent plaque located inside the University's Stadium
- Order the Hall of Fame rings
- Work with the North-South All Star Game Committee to coordinate the award presentation
- The Chair is responsible for developing and enumerating additional tasks for the committee
- Additional items as deemed necessary

HALL OF FAME CRITERIA HEAD COACH

The following is the criteria for nomination and induction into the New Jersey Football Coaches Association Hall of Fame.*

I. Nominee must have been a head coach for a minimum of ten years. The nominated coach can be active, retired or nominated posthumously.

II. Awards and Honors

A. Personal

- a. Professional Contributions or Awards
- b. Individual Honors or Awards through established organizations. i.e. Coach of the Year
- c. Special recognition through an established organization. i.e. National Coach of the Year

B. Team

- a. Conference or League Championships, Sectional Appearances, State Championships
- b. Overall record
 - i. Record at each school, if more than one
 - ii. Composite record

III. Contributions to the sport of football.

IV. Candidates must be nominated by a member in good standing of the NJFCA at a general meeting.

Procedure:

- A. Once the nomination is accepted, voted upon by the membership and receives the necessary votes for induction the following is needed:
- B. Complete resume from the candidate
 - a. Name, address, telephone number and additional contact information
 - b. Educational background
 - c. Employment history
 - d. Career summary
 - e. Honors and Awards
 - f. Additional information at the discretion of the nominee

V. The selection for the Hall of Fame should come from each section of the state, as designated by the NJSIAA

* If there is no individual nominated, either as a Head Coach or as an Assistant Coach for a specific section, then that spot will remain vacant for the given election year. Additionally, the NJFCA Executive Committee reserves the right to induct additional members to the Hall of Fame, based on the above criteria, should there be more than one nominee from each section of the state deemed worthy of the honor.

HALL OF FAME CRITERIA ASSISTANT COACH

The following is the criteria for nomination and induction into the New Jersey Football Coaches Association Hall of Fame.*

I. The nominee must have been an assistant coach for at least 15 years. The coach needs to have served in any acceptable capacity known by the description of “assistant coach.” The nominated coach can be active, retired or nominated posthumously.

II. Awards and Honors

- A. Professional Contributions or Awards
- B. Individual Honors or Awards through established organizations. i.e. Assistant Coach of the Year
- C. Special recognition through an established organization. i.e. National Assistant Coach of the Year
- D. Conference or League Championships, Sectional Appearances, State Championships

III. Contribution to the game of football or athletics as a coach at the school or schools he has worked at. This might include, but not be limited to, additional sports coached and in what capacity.

IV. Candidates must be nominated by a member in good standing of the NJFCA at a general meeting.

Procedure:

- A. Once the nomination is accepted, voted upon by the membership and receives the necessary votes for induction the following is needed
- B. Complete resume from the candidate
 - a. Name, address, telephone number and additional contact information
 - b. Educational background
 - c. Employment history
 - d. Career summary
 - e. Honors and Awards
 - f. Additional information at the discretion of the nominee

V. The selection for the Hall of Fame should come from each section of the state, as designated by the NJSIAA

* If there is no individual nominated, either as a Head Coach or as an Assistant Coach for a specific section, then that spot will remain vacant for the given election year. Additionally, the NJFCA Executive Committee reserves the right to induct additional members to the Hall of Fame, based on the above criteria, should there be more than one nominee from each section of the state deemed worthy of the honor.

ITEM E

The President will serve as the Chair for the selection process to determine the Sectional Coaches of the Year and the overall State Coach of the Year.

COACH OF THE YEAR CRITERIA and SELECTION

The NJFCA Coach of the Year will be selected using the following criteria and processes:

- Membership from each of the sections, as designated by the NJSIAA, will nominate coaches they feel are worthy of the honor
- The President will collate the names and in conjunction with the Chairs of Communications and Web Site place the names on the website with a vehicle for coaches to vote via NJFCA.org
- First voting on a Sectional Coach of the Year, coaches in good standing will have the opportunity to vote on the individual they believe best deserves the award
- The Membership Chair will tabulate the votes and identify the Sectional Coaches of the Year
- The individual with the second highest vote total in each section will be recorded
- The Membership Chair will submit the names of the Sectional Coaches of the Year to the President
- The President will notify the Communication and Web Site Chairs and they will prepare an additional voting vehicle on NJFCA.org
- Coaches in good standing will be able to vote on an overall State Coach of the Year
- The membership Chair will tabulate the voting and notify the President of name of the individual awarded the Coach of the Year Award
- This overall State Coach of the Year will vacate his Sectional Award and the individual with the second highest total in that Section will be named the Sectional Coach of the Year
- The Coaches of the Year will be honored in a manner consistent with the award
- The Chair is responsible for developing and enumerating additional tasks for the committee
- Additional items as deemed necessary

ITEM F

The Communications Chair and associated committee members will be responsible for the following:

Duties:

- Write and place press releases
- Edit the newsletter
- Write and distribute messages to the membership
- Manage media relationships
- Publicize NJFCA events
- Make available relevant information (i.e. events, announcements, stories, photos, documents, etc.) to the membership
- Develop, implement, and evaluate NJFCA's communications plan.
- Develop and ensure conformance with branding standards for all NJFCA communications vehicles (logo usage, fonts, colors, page layout formats, etc.) so that the organization's messages take on a consistent look and feel, and are readily recognizable by the public
- In conjunction with the Web Director, generate web and print content, including press releases, that engages audience segments and leads to measurable action. Decide who, where, and when to disseminate
- Put communications vehicles in place to create momentum and awareness as well as to test the effectiveness of communications activities
- Manage the development, editing, formatting, distribution, and maintenance of all print and electronic collateral including, but not limited to, brochures, annual report, e-newsletters and NJFCA's website content in conjunction with the Web Director
- Develop relevant website and newsletter content
- Serve as media contact, when required
- The Chair is responsible for developing and enumerating additional tasks for the committee
- Additional items as deemed necessary

Knowledge & Skills:

- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar
- Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media
- Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics
- Knowledge of communications planning and implementation, and budget planning and management

ITEM G

The Clinic Chair and associated committee members will be responsible for the following duties:

- Select the date and time for the annual clinic
- Secure a location for the clinic
- Secure a location for the post clinic social
- Secure keynote speakers
- Secure additional speakers, members of the NJFCA
- Make appropriate arrangements for food and drink
- Identify and contract appropriate vendors
- Contact potential vendors to serve as clinic sponsors
- Work with communications chair to publicize event
- Submit information to website chair for publication
- Coordinate the events of the day of the clinic
- Identify individuals to handle the various “day of “ events
- Coordinate with other clinics in the area
- Submit bills to the treasurer to be paid in a timely manner
- Prepare a post clinic report
- The Chair is responsible for developing and enumerating additional tasks for the committee
- Additional items as deemed necessary

ITEM H

The NJFCA Representatives to the NJSIAA will perform the following duties:

- Attend the NJSIAA meetings dealing with the sport of football
- Represent the interests of the NJFCA in a professional manner
- Work with the NJSIAA Football Committee to better the sport of football in the State of New Jersey
- Make the Football Committee of the NJSIAA aware of the NJFCA's concerns, needs and beliefs
- Report to the Executive Committee the results of the meetings
- The Chair is responsible for developing and enumerating additional tasks for the committee
- Additional items as deemed necessary

ITEM I

The chair and associated committee members for the John Bateman Award will be responsible for the following duties:

- Identify potential criteria for the Award
- Poll current membership for names of individuals worthy of the Award
- Compile a list of nominations
- Supply the John Bateman Committee with the compiled list of nominations
- The Chair is responsible for developing and enumerating additional tasks for the committee
- Additional items as deemed necessary

ITEM J

The Golf Outing chair and associated committee members will be responsible for the following duties:

- Select a location
- Select a date and time
- Create a budget
- Set fundraising goals
- Choose a format
- Choose games and contests
- Create sponsor packages
- Establish a menu
- Contact potential vendors
- Signage
- Meet with facility staff
- Develop a publicity strategy
- Sell sponsorships
- Recruiting golfers
- Determining gifts and prizes
- Register the golfers
- Event day tasks
- Post event wrap up
- The Chair is responsible for developing and enumerating additional tasks for the committee
- Additional items as deemed necessary