Associated Students of Mesa Community College

BYLAWS
Revised November 20, 2012

TITLE I                STUDENT SENATE
ARTICLE 1: ENACTING LEGISLATION
ARTICLE 2: QUALIFICATIONS FOR CLUB/SENATORS AT LARGE
ARTICLE 3: RULES OF THE STUDENT SENATE
ARTICLE 4: QUORUM
ARTICLE 5: OBSERVER STATUS

TITLE II               EXECUTIVE CABINET
ARTICLE 1: CABINET MEMBER RESPONSIBILITIES
ARTICLE 2: QUALIFICATIONS FOR APPOINTMENT TO THE EXECUTIVE CABINET

TITLE III              STUDENT COURT
ARTICLE 1: PRESIDENTIAL APPOINTMENT OF JUSTICES
ARTICLE 2: QUALIFICATIONS FOR APPOINTMENT
ARTICLE 3: STUDENT COURT POLICIES AND PROCEDURES

TITLE IV              ASMCC POLICIES FOR CLUB PARTICIPATION WITH ASMCC
ARTICLE 1: CAMPUS SPONSORED CLUBS AND ORGANIZATIONS
ARTICLE 2: SPECIAL INTEREST GROUPS

TITLE V                DISMISSAL OR SUSPENSIONS
ARTICLE 1: GROUNDS FOR SUSPENSION

TITLE VI              ASMCC OFFICER ELECTIONS
ARTICLE 1: EXECUTIVE OFFICER QUALIFICATIONS
ARTICLE 2: ELECTION PROCEDURES
ARTICLE 3: CAMPAIGNING RULES
ARTICLE 4: VOTING GUIDELINES
ARTICLE 5: DISQUALIFICATION AND APPEALS
ARTICLE 6: COMMITTEE SELECTION OF A CANDIDATE

TITLE VII             STUDENT SENATE FISCAL POLICY
ARTICLE 1: ASMCC RESERVE 910 ACCOUNT
ARTICLE 2: INACTIVE CLUBS ACCOUNT CLOSURE POLICY
ARTICLE 3: FUNDS REQUESTS
ARTICLE 4: ASMCC SCHOLARSHIP FUND
TITLE 1  STUDENT SENATE

ARTICLE 1:  ENACTING LEGISLATION

SECTION 1  PROPOSING LEGISLATION
Proposed legislation, whether it is a bill, resolution, act, et cetera, for Student Senate requires sponsorship from the author of such legislation, and a minimum of two (2) Senate co-sponsors before being introduced.

SECTION 2  SUBMITTING LEGISLATION
Legislation with the required sponsorship must be submitted to the Executive Vice President of ASMCC one week prior to being introduced to the Student Senate.

SECTION 3  MASS PRODUCTION OF SENATE LEGISLATION
Upon submitting a bill to the Executive Vice President of ASMCC, the Vice President of Communication of ASMCC shall make the legislation available to the Student Senate membership.

SECTION 4  VERIFYING LEGISLATION
Upon passage of legislation by the Student Senate, the Executive Vice President of ASMCC, or Senate Officer presiding, shall sign such legislation as verification of the final copy of the legislation and place the final copy before the ASMCC President immediately.

SECTION 5  CONDITIONS FOR SIGNATURE
The ASMCC President shall have three (3) working days from the vote of Student Senate to:

A. Approve the Senate legislation by signing it.
B. Veto the Senate legislation, returning the entire legislation to the Student Senate.
C. Veto a portion of the Senate legislation, returning line items back to the Student Senate.
D. If after three (3) working days following Student Senate passage the President does not sign or veto the Senate legislation, such legislation will have the same effect as if it were signed by the President.

SECTION 6  RECONSIDERATION OF VETOED LEGISLATION
When Student Senate receives vetoed legislation, a motion to reconsider the bill must be made. If the motion passes, the Student Senate may debate and make amendments to the entire legislation or the vetoed line(s). Only the lines vetoed may be amended in the case of a line item veto. If the original motion to reconsider fails, the legislation cannot be debated and the veto is upheld.

SECTION 7  VETO OVERRIDE
After debate has ended on the reconsidered legislation, including all new amendments, a vote to override the vetoed legislation shall occur. In accordance with the ASMCC Constitution, a two-thirds (2/3) majority vote in the affirmative is required to override vetoed legislation, with or without amendments. If overridden, the legislation becomes effective without the President’s signature. If the vote fails, the veto is upheld.

ARTICLE 2: QUALIFICATIONS FOR CLUB SENATORS AND SENATORS AT LARGE

SECTION 1  SENATORS
To serve as a voting Club Senator or Senator at Large of the Student Senate, Senators must meet the following qualifications:
A. Must be enrolled in at least six (6) credit hours at Mesa Community College.

B. Must have a cumulative GPA of at least 2.0 at Mesa Community College, or, if being a student’s first semester at Mesa Community College, must have a GPA of 2.0 at a previously attended institution.

C. Senators representing a student club/campus organization must have the approval of the club in a manner that the club decides.

D. Senators at Large must be confirmed by the Student Senate by the majority vote (50% + 1 vote) in the affirmative. Senators at Large cannot be affiliated with any club or student organization on campus.

ARTICLE 3: RULES OF THE STUDENT SENATE

SECTION 1
Senate Regulation is adopted pursuant to the ASMCC Constitution, Article VI, § 1(b)(3), which states, “The Student Senate shall have the ability to create, revise and amend Bylaws that govern Student Senate procedure and ASMCC activities.” The Regulations are created to fulfill that mandate and constitute Title 1 Article 5 of the ASMCC Bylaws. Should any conflict arise between these Regulations and any other title of the Bylaws, the Regulations govern absolute. Should these Regulations conflict with the Constitution; the Constitution controls. At points where these Regulations depart from “Robert’s Rules of Order: Newly Revised” these Regulations take precedent pursuant to the ASMCC Constitution Article VI, § 1(e)(4). These Regulations shall govern all meetings of the Student Senate, its committees and subcommittees. Where there is no rule within these Regulations that applies to any given situation, “Robert’s Rules of Order: Newly Revised” shall govern. Student Senate Regulation shall continue from one session to the next; unless altered as provided in the Regulations.

SECTION 2
The Chair of the Senate shall enforce the rules of procedure and, subject to them, rules on points of debate. The Chair directs discussion, accords the right to speak, puts all questions to vote, and announces decisions. At any time, the Chair may propose the adoption of any procedural motion with vote by the Senate, or rule a procedural motion out of order. At any time, the Chair may address the Senate or any of its Committees.

ARTICLE 4: QUORUM

SECTION 1    FIFTY PERCENT PLUS ONE
Pursuant to Article VI, § 1(c)(2) of the Constitution of the Associated Students of Mesa Community College, a quorum of fifty percent plus one (50%+1 vote) of the actively attending Student Senate membership shall be in attendance before any official business may be conducted.

SECTION 2
A quorum will be established by the ASMCC Student Senate at the first Student Senate meeting of each semester, which will be the minimum requirement set for quorum. In the event that a minimum of ten (10) Senators do not attend this meeting, setting of quorum shall be deferred until the minimum can be satisfied.

ARTICLE 5: OBSERVER STATUS

SECTION 1
The Student Senate shall grant observer status. Observers do not meet general membership requirements for Student Senate; appointed observers will not hold voting rights during Senate proceedings. Observer status shall grant the observer the right to speak and to rise under procedural motions during session. Observers are required to follow all other senate regulations and rules of order.
SECTION 2
Permanent observer status shall be granted to the President of MCC, the Director of Student Life and Leadership, and the President of the Events Programming Council.

SECTION 3
Three non-permanent observers shall be nominated and voted upon by the Student Senate at any time within the academic year. Ratification of a nominee shall require a 2/3 vote by the Senate body.

TITLE II  EXECUTIVE CABINET

ARTICLE 1: CABINET MEMBER RESPONSIBILITIES

SECTION 1
All Cabinet Members shall:

A. Keep minutes of all meetings and submit copies of minutes to the Executive Board within four (4) business days of the meetings.
B. Attend Cabinet Meetings and give regular reports to the Executive Board.
C. Attend and give reports to the Student Senate, as needed.
D. Recruit volunteers for their office, as needed.
F. Other duties as assigned by the Executive Board.

ARTICLE 2: QUALIFICATIONS FOR APPOINTMENT TO THE EXECUTIVE CABINET

SECTION 1
To be considered for appointment as Member of cabinet, candidates shall meet the following qualifications:

A. Candidates must be enrolled in at least six (6) credit hours at Mesa Community College.
B. Have a cumulative GPA of at least 2.0 at Mesa Community College, or if it is a student’s first semester at Mesa Community College, must have a GPA of 2.0 or higher at a previously attended institution.

SECTION 2  APPOINTMENT OF CABINET MEMBERS
The President of the ASMCC must submit legislation to the Student Senate requesting the confirmation of Cabinet Members. Cabinet confirmations require a simple majority (50%+1 vote) vote in the affirmative of the Student Senate.

TITLE III  STUDENT COURT

ARTICLE 1: PRESIDENTIAL APPOINTMENT OF JUSTICES

SECTION 1
The President of the ASMCC appointing court positions must submit legislation to the Student Senate requesting the confirmation of Student Court Justices. Confirmation of Justices requires a simple majority (50%+1 vote) vote in the affirmative of the Student Senate.

ARTICLE 2: QUALIFICATIONS FOR APPOINTMENT

SECTION 1  QUALIFICATION FOR APPOINTMENT
To be considered for appointment to serve as a Justice on the Student Court, candidates shall meet the following qualifications:

A. Appointees must be enrolled in at least six (6) credit hours at Mesa Community College.

B. Have a cumulative GPA of at least 2.0 at Mesa Community College, or, if being a student’s first semester at Mesa Community College, must have a GPA of 2.0 at a previously attended institution.

C. Student Court Appointees cannot be ASMCC officers or Cabinet members.

ARTICLE 3 STUDENT COURT POLICIES AND PROCEDURE

SECTION 1 COURT RULES AND PROCEDURE
The Student Court Justices have the authority to create the Policy and Procedure of the Court titled “The Rules of the Mesa Community College Student Court.” If at any time these Rules conflict with the Bylaws the Rules govern absolute. If any conflict arises between the Constitution and these Rules the Constitution controls.

TITLE IV ASMCC POLICIES FOR CLUB PARTICIPATION WITH ASMCC

ARTICLE 1: CAMPUS SPONSORED CLUBS AND ORGANIZATIONS

The students of Mesa Community College shall have the option of creating ASMCC recognized clubs and organizations to fulfill the interests and needs of the student body.

SECTION 1 ANNUAL CLUB REVIEW AND REGISTRATION

All established campus-sponsored clubs and organizations shall annually submit two copies of their constitution to the Chair Pro-tem of the ASMCC Cabinet for review. Following review and approval, the Chair Pro-tem of the ASMCC Cabinet shall submit one copy of the club’s constitution to the Executive Board for additional approval. The second copy shall be submitted to the Director of Student Life and Leadership.

SECTION 2 CLUB RENEWAL AFFIDAVIT

Continuing campus sponsored clubs and organizations may submit an affidavit that the previous year’s constitution is still valid, provided that ASMCC has a verifiable copy of that club’s constitution. Constitution/affidavits may be submitted to the Chair Pro-tem of the ASMCC Cabinet.

SECTION 3 ESTABLISHING A RECOGNIZED ASMCC CLUB OR ORGANIZATION

When a group of students wishes to organize and be officially recognized by ASMCC, those students shall:

A. Submit a proposal to the Secretary of Involvement for review.
   i. The proposal must demonstrate that the new club is sufficiently differentiated from existing clubs or organizations.
   ii. After a satisfactory review by the Secretary of Involvement, he shall recommend that the club draft a constitution.
   iii. Following the approval of the new club proposal the Secretary of Involvement shall create a club file.
B. Submit a petition to the Attorney General for verification of student interest.
   i. Upon approval of the proposal from the Secretary of Involvement, the club sponsors shall circulate a petition bearing the name and purpose of the club throughout the campus.
Upon satisfactory review of the petition and verification of the signatures, the Attorney General shall notify the Executive Board.

C. Submit a constitution to the Attorney General for review.

i. After a satisfactory review, the Attorney General shall present the proposal to the Executive Board for approval.

D. In order to become recognized as active, a club must meet all other criteria as listed in the Constitution and Bylaws.

E. If the application for a recognized club is denied or the application process takes more than thirty (30) days, the requesting club may appeal the decision to the ASMCC Student Court.

F. Clubs reserve the right to charge and regulate dues paid by its members.

SECTION 4 CLUB REQUIREMENTS FOR REGISTERED STATUS

Clubs are required to:

A. Have at least six (6) members.

B. Respond to the requests of the Executive Board.

C. Notify the Executive Vice President of a club designated Senator.

D. Clubs must adhere to the ASMCC Constitution and Bylaws in order to maintain ASMCC registered status.

E. The registered status of a club may be withdrawn for any of the following reasons:

i. A written request signed by the President of the club and the club advisor.

ii. Violation of college rules, regulations, or policies by the club.

F. Unregistered or inactive clubs are not permitted to hold Student Senate seats or receive ASMCC funds.

SECTION 5 ACTIVE CLUB CLASSIFICATION

Active club classification refers to clubs who meet regularly (at least once a month), regularly participate in ASMCC sponsored activities, hold ASMCC Student Senators, and adhere to the rules of ASMCC and MCCD. This status will be reviewed by the Chair Pro- tem of the ASMCC Cabinet.

ARTICLE 2 SPECIAL INTEREST GROUPS

SECTION 1 DEFINITION

An ASMCC recognized organization at MCC not opting to be recognized as a club shall be classified as a Special Interest Group. Ultimate sanction rests with the President of MCC. Special interest groups are prohibited from holding Student Senate Seats.

SECTION 2 REQUIREMENTS

Special interest groups shall submit a mission statement to the Chair Pro- tem of the ASMCC Cabinet for review who in turn shall submit the document to the Executive Board and the Senate Judicial Committee for approval. Records of activities, periodic review, and other information regarding special interest groups shall be the responsibility of the Chair Pro- tem of the ASMCC Cabinet.

TITLE V DISMISSAL OR SUSPENSION

ARTICLE 1 GROUNDS FOR SUSPENSION

SECTION 1 Suspension or Dismissal is warranted when the subject:

A. Receives a suspension from the college.
B. Is absent, without prior or good reasonable excuse, from three consecutive or four cumulative scheduled meetings of an ASMCC governing body of which the subject is an official voting member during one semester. Two tardies shall constitute one absence.
C. Conviction of a felony crime during term of office.
D. Failure to meet or maintain the qualifications for the office as established in the Constitution and Bylaws.
E. Failure to responsibly fulfill the duties of the Office as established in the ASMCC Constitution and Bylaws.

TITLE VI  ASMCC OFFICER ELECTIONS

ARTICLE 1: EXECUTIVE OFFICER QUALIFICATIONS

SECTION 1  ENROLLMENT STATUS
Only students of Mesa Community College and extended campuses are permitted to participate in the ASMCC Executive Officer nomination, campaigning, and election process.

SECTION 2  CREDIT HOUR REQUIREMENTS
To be considered for application, nomination and election of an Executive Officer, a student must be enrolled in at least 6 or more credit hours at MCC.

SECTION 3  ACADEMIC REQUIREMENTS
Academic requirements for Executive Officers are:
A. A minimum cumulative GPA of 2.5 or higher.
B. Must have completed a minimum of six (6) college credit hours when term of office commences
C. Shall maintain and pass at least six (6) college credit hours per semester at MCC during the Fall and following Spring semester.

SECTION 4  FURTHER REQUIREMENTS
To be considered for application, nomination, and election of an Executive Officer, a student must:
A. Obtain 50 signatures from MCC students supporting their effort to run for office.
B. Provide two (2) letters of recommendation from people with knowledge of the applicant’s leadership. These letters of recommendation cannot be from family members of the applicant.
C. Have previous experience serving as an ASMCC officer, Cabinet member, senator, or volunteer of campus clubs, if the candidate is applying for the offices of ASMCC President or ASMCC Executive Vice-President.

SECTION 5  TERM LIMITS
No student may hold the same office for more than two one-year terms.

ARTICLE 2: ELECTION PROCEDURE

SECTION 1  THE APPLICATION/NOMINATION PROCEDURE
A. Applications must be returned to the Office of Student Life and Leadership desk (located in the Kirk Center) by the specified time announced publicly by the Elections Committee.
B. Applicants must submit to a verification of information on application forms.
C. Candidates/Nominees must attend a meeting held by the Elections Committee on the specified date by
the Committee in order to review with candidates the rules, regulations and procedures of the
campaigning process.

ARTICLE 3: CAMPAIGNING RULES

SECTION 1 CAMPAIGNING START DATE
The posting of campaign material may not begin until the date specified by the Elections Committee.
Violation 15 of this rule warrants disqualification.

SECTION 2 APPROVAL OF CAMPAIGN MATERIAL
Materials to be used by the Applicant/Nominee must be reviewed by the Student Life and Leadership
Program Advisor or Specialist or the Director of Student Life and Leadership. Material requirements are:

A. Posters may not be larger than 3x6 feet.
B. Flyers or handouts may not be placed in the parking lot.
C. The distribution of money is strictly forbidden from the campaigning process. Violation of this rule is
   automatic disqualification.
D. Campaign materials must comply with maintenance facility guidelines.
E. Applicants/Nominees may not place more than 50 posters on campus and may not be within 3 feet of
   any other stake.
F. Posters on stakes may not exceed 22”x28”
G. Handbills/flyers can be no larger than 11”x8” and are limited to a number of two thousand (2,000).

SECTION 3 CAMPAIGNING SPENDING LIMIT
A one-hundred dollar ($100.00) spending limit is placed on the cost of campaign materials. The set
amount ($100.00) includes donated money and materials at market rate. Receipts of spending for
materials must be turned into the Elections Committee Chair by the final Election Day.

SECTION 4 CAMPAIGNING DISTANCES FROM ELECTION BOOTHS ON ELECTION DAYS
A. At the MCC Southern & Dobson Campus, candidates and campaigning materials must maintain a
distance of 50 feet from the polling booth.
B. At Red Mountain and satellite campuses a 20 foot distance shall be maintained.

SECTION 5 CONFLICTS OF INTERESTS
A. Applicant/nominees and/or campaign volunteers may not be part of the Executive Board Election
Committee, Student Court, or the Elections Committee, and are prohibited from participation in ballot
preparation and/or vote tabulation.
B. The ASMCC computers, materials and/or equipment are off limits to candidates.

SECTION 6 SABOTAGE OF ANOTHER CANDIDATE’S CAMPAIGN
Candidates may not sabotage another candidate’s campaign. Sabotage includes but is not limited to
tearing down, defacing, or hiding a candidate’s poster and/or materials or having it done by others; or
slandering or libeling a candidate; or directly or indirectly harassing a candidate.

SECTION 7 CAMPAIGN MATERIAL CLEANUP
Candidates are solely responsible for cleanup of all campaigning materials on all campuses by a date
specified by the Elections Committee. This includes, but is not limited to flyers, posters, and handbills.

ARTICLE 4: VOTING GUIDELINES
SECTION 1  VOTER ELIGIBILITY
All voters must be students of the ASMCC student body and must be able to furnish a valid student ID to establish eligibility. Each student is entitled to one vote only.

SECTION 2  VOTING BOoths/TABULATION
A. Voting tables will be staffed by ASMCC officers, Cabinet members, and committee members.
B. Voting tabulation will be counted by the specified date and time set by the Elections Committee.
C. Vote tabulation will be conducted by the Elections Committee Chair and the Director of Student Life and Leadership.
D. The Elections Committee Chair, Director Student Life and Leadership, or Dean of Student Services may disregard any questionable votes.
E. A Candidate for ASMCC office may cast his or her vote only when accompanied by a representative of the Elections Committee in accordance with the Elections Committee sighting ASMCC Bylaw Title VI Article 4, “Voting Guidelines”.

ARTICLE 5: DISQUALIFICATION AND APPEAL

SECTION 1  DISQUALIFICATION
Failure to adhere to rules will lead to disqualification by the Elections Committee by a unanimous vote in the affirmative.

SECTION 2  APPEAL
Any student wishing to appeal a disqualification may file a petition to the Student Court (see ASMCC Constitution, Article V, Section 1: Student Court).

ARTICLE 6: COMMITTEE SELECTION OF A CANDIDATE

SECTION 1
A. If there are no candidates running for an office, the Election committee will set guidelines to provide time for more applications.
B. The applications will then be reviewed by the Election Committee consisting of at least one (1) current Executive Board Officer, one (1) Program Advisor/Specialist from the Office of Student Life and Leadership, one (1) student not currently holding a position in ASMCC, and the elected Executive Board Officers of the year to come.
C. The Election Committee shall vote an applicant into office by means of a simple majority vote (50% +1 vote).

TITLE VII  SENATE FISCAL POLICY

ARTICLE 1: ASMCC RESERVE 910 ACCOUNT

SECTION 1
A 910 account be created for funds acquisition and deposit.

SECTION 2
This account will be managed by the Student Senate.

SECTION 3
Funds appropriation from the account can only be approved through passage of legislation by the Student Senate.
SECTION 4
A report on account activity must be provided to Student Senate upon request or to any Senator by the same process by which information is normally requested from the Executive Board.

ARTICLE 2: INACTIVE CLUBS ACCOUNT CLOSURE POLICY

SECTION 1
Any club that sees no activity for two semesters forfeits rights to funds remaining in their 910 accounts

A. Clubs that anticipate inactivity, for any reason, that exceeds two semesters may provide, by formal written statement, a notice of inactivity that clearly specifies reasons for the anticipated inactivity. This statement must be signed by the club’s President and the current club Advisor.
B. Providing a statement of inactivity will secure a club’s 910 account and the funds therein for each semester that the statement is submitted and two subsequent semesters.
C. Declared inactivity will begin on the first day of the semester following the submission of the statement of inactivity.
D. “Two semesters” shall be defined as: one academic year, beginning with the fall semester and ending with the spring semester of that year.

SECTION 2
Activity must be proven by submission of a statement of activity form and/or 910 account activity before the end of the second semester in which the club has been inactive.

SECTION 3
Funds from inactive club accounts will be transferred to the ASMCC Reserve 910 account.

A. A club must be given notification of their inactivity at the email address that they have provided 30 days prior to funds being seized and their 910 account being closed.
B. If a club meets the stipulations for being considered active, before the funds are withdrawn from their 910 account, the club will be considered active and the funds will remain in the club’s 910 account.

SECTION 4   CLUB REACTIVATION

A. Documents received from a club that has become inactive will be archived and made available to reactivate the club at any time.
B. Clubs that have been inactive for a length of time that has resulted in the 910 account of that club being closed will be eligible to receive seed funds upon reactivation and will be considered a new club.

ARTICLE 3: FUNDS REQUESTS

SECTION 1
A. Any funds request over $499.99 requires that the requesting club or organization submit 5% of the total request in order to be considered. Club funds request contributions will increase by 5% for every $500.00 requested over the amount of $999.99.
B. Clubs may not request more than a total of $3000 in any one academic year.
C. Funds request legislation, for the purpose of requesting funds for fund raising, must specify the anticipated profit and a date by which fundraising will be completed. Funds requested for fundraising must be returned to ASMCC within 30 days of the date that that fundraising is scheduled to be completed.
D. Failure to reimburse any funds owed to ASMCC will result in the following action:
   i. Suspension a club’s ability to request additional funding until arrears are paid in full. This does not apply to inactive clubs that had previously owed a debt to ASMCC.
   ii. Suspension of the club’s voting rights in Senate; this is limited solely to a Senator’s right to vote.
ARTICLE 4: ASMCC SCHOLARSHIP FUND

SECTION 1  ELIGIBILITY
Applicants must meet the following criteria to be considered eligible for ASMCC scholarship funds:

A. Be a currently enrolled student of Mesa Community College
B. Have accrued, or be in the process of accruing six (6) credit hours from Mesa Community College
C. Have a minimum 2.0 grade point average at Mesa Community College
D. Must submit a statement of need
   i. if 2.0 grade point average is not met, statement of need must be signed by two faculty or staff members of Mesa Community College
E. A bill or another appropriate document must be provided to validate the stated need. Suitability of the document shall be determined at the discretion of the Executive Board.

SECTION 2  APPROVAL
A. A FERPA trained student donor fund committee consisting of the Executive Board of ASMCC and the non-voting ASMCC Advisor will review and approve all applicants on a case-by-case basis.
B. When Senate is in session, a funding request will be submitted to the Student Senate by the Executive Board of ASMCC for majority approval.
   i. Student Donor Fund requests will take precedence over all other student senate business (except for article of impeachment)
   ii. Student Senate cannot amend Student donor funds requests
   iii. If Senate is not in session, the student donor fund committee will have the authority to issue student donor funds.
   iii. If quorum is not meet when the donor fund request is on the agenda, the donor fund request will be immediately approved and funds will be issued.