

The Constitution of the Student Government Association of Middle Georgia State University

A. Preamble

We, the student body of Middle Georgia State University, believe that we have the right and the authority of self-governance. In order to preserve and further these aims; to promote understanding and involvement among all members of the university community; to represent, advocate, and legislate the interest of the student body; to serve as partners in the administrative processes of the university; to protect our right to govern ourselves; to be the official voice of students in academic, institutional and campus affairs; we do hereby establish this Constitution for the Middle Georgia State University Student Government Association. All students of Middle Georgia State University shall enjoy equal protection under the laws of the SGA, without regard to race, color, sex, religion, creed, age, sexual orientation, gender, disability, national origin, or veteran status.

ARTICLE I. NAME, PURPOSE, CODE OF ETHICS, & MEMBERSHIP

Section 1. Name: This organization shall be named the Student Government Association of Middle Georgia State University, hereinafter referred to as MGASGA

- a) to serve and represent students at our multi-campus institution
- b) to serve and work toward the betterment of our multi-campus institution
- c) to provide sound democratic student government
- d) to unify the students, faculty, and administrative staff
- e) to promote student leadership, growth, and development
- f) to promote a sense of loyalty and school spirit at Middle Georgia State University
- g) to promote community service
- h) to boost morale
- i) to promote health and wellness, and
- j) to promote cultural diversity

- Section 3. Code of Ethics: This hereby is the MGASGA Code of Ethics. Each member shall adhere to the following rules:
 - a) I will think in terms of putting students first.
 - b) I will act in a trustful manner and will honor agreements and promises.
 - c) I will serve as a liaison between the students and administration
 - d) I will work to promote a positive image of the SGA, encouraging unity and cooperation.
 - e) I will conduct myself at all times in a manner that shall reflect positively on the SGA of Middle Georgia State University.
 - f) I will uphold the Oath of Office, Constitution, and all governing documents of the SGA in addition to the Middle Georgia State University Student Handbook and Code of Conduct.
 - g) I will respect all members of Middle Georgia State University and surrounding communities regardless of race, color, sex, religion, creed, age, sexual orientation, gender, disability, national origin, or veteran status, which follows Middle Georgia State University's Nondiscrimination and Anti-Harassment policy.
 - h) I am prohibited from using my office or SGA funds for private gain, other than payments or reimbursements authorized by the SGA Advisor(s).
 - i) I will act impartially and not give preferential treatment to any private organization, public organization, or individual.
 - j) I will strive to avoid actions which would create the appearance of a conflict of interest or preferential treatment.
 - k) If I become aware that a conflict of interest exists or appears to exist, I must immediately disclose the nature of the conflict in writing to the SGA Advisor(s) on my campus.
- Section 4.1. Membership: All students registered for courses at Middle Georgia State University are members of the student body with the right to vote in all the elections of officers and referendums. The entire student body will vote for the senators.
- Section 4.2. Authority: MGASGA shall have sole authority to act in the name of the student body and shall work along with faculty, staff, and administration to aid the students at Middle Georgia State University. All students shall be subjected to the rules and regulations in this Constitution, its amendments, and legislation pursuant thereto.
- Section 5. Anti-Hazing: This organization will not participate, tolerate or be witness to any activity that endangers the physical, mental, or psychological health and state of a student, regardless of that student's consent.
 - Hazing is defined in the Student Handbook and Code of Conduct as "any action or situation with or without the consent of the participant which recklessly, intentionally, or unintentionally endangers the mental, physical, or academic health or safety of a student".

ARTICLE II ORGANIZATION OF STUDENT GOVERNMENT ASSOCIATION

Section 1. Districts. The Student Government Association shall be divided into two districts, the Western District, and the Eastern District. The Western district will be comprised of Macon, Warner Robins, and Online students. The Eastern district will be comprised of Cochran, Dublin, and Eastman students.

The Western District Senate will utilize the Warner Robins and Macon Campuses to conduct meetings, if there are Senators from both campuses. The Eastern District Senate will utilize the Cochran, Dublin, and Eastman campuses to conduct meetings, if there are Senators from each of those campuses. The Vice President of the Western Campuses and the Vice President of the Eastern Campuses will have the responsibility of choosing the meeting times and dates. District meetings will be the week opposite of the Executive Branch meetings. There shall not be any business conducted or transacted by the Senate without quorum. Quorum shall consist of 2/3 of the senators. In case of tie votes in the Senate, the presiding officer may vote to break the tie. Otherwise, the presiding officer cannot vote.

- **Section 2. Branches.** The Student Government Association consists of three branches: The Executive, Judicial and the Legislative.
- Section 3. The Executive Branch. The Executive Branch consists of the President, Vice President of the Western District, Vice President of the Eastern District, and Executive Secretary, Treasurer, Director of Marketing & Public Relations and Community Outreach Coordinator. This Branch is responsible for maintaining a cooperative and professional relationship with the Office of the President, Provost of the University, and the Vice President for Student Affairs. The purpose of this branch is to oversee all operations of SGA, actively maintain administrative relationships, and implement proposals passed through the Judicial and Legislative Branches. The Executive Branch must meet at least once a month when school is in session with the SGA advisor present. Vacancies in the Branch during a term will be filled by nominated and qualified elected SGA members through an internal SGA vote. In the event that there is not a candidate running for a position, the SGA will hold internal elections and vote to fill vacant positions as representatives of the student body, with the approval of the SGA Advisor(s) with the two/thirds vote by the Senate. An internal SGA vote will determine which Vice President will assume the presidency.
- Section 4. The Judicial Branch. The Judicial branch shall be composed of the Internal Affairs Justice, External Affairs Justice and Campus Safety Justice, which shall be governed and overseen by the Chief Justice of MGASGA. This Branch is responsible for maintaining relationships with the Government Relations Officer, and Police Department at Middle Georgia State University. This branch is also responsible for settling disputes between the other branches of the Student Government, impeachment processes, and interpreting the constitution to both the Student Body and Administration. Chief Justice is elected through an internal SGA vote.

A. Internal Affairs Justice

- a) Shall be responsible for interpreting the Student Government Association Constitution and its Bylaws.
- b) Shall be responsible for interpreting Robert's Rules of Order and Parliamentary procedure regarding the Student Government Constitution.
- c) Shall be responsible for all reprimands, censorships, removal of appointed officials, and removal of elected officials.
- d) Shall recommend internal improvements and needs for change.

B. External Affairs Justice

- a) Membership on MGA student conduct board
- b) Work with Vice President for Student Affairs and Director of Diversity, Inclusion, & Equity/Title IX Coordinator
- c) Increasing MGA's presence locally, regionally, and nationally through civic engagement, community service, and collaboration with other organizations.
- d) Shall be responsible for obtaining information about outside relations and activities as it pertains to MGA and the campus community; this may include, but is not limited to, faculty, staff, the MGA Alumni Association, businesses, non-profit organizations and agencies, and MGA county areas.
- e) Also be responsible for maintaining contact with local, county, state, and federal officials on issues pertaining to higher education.

C. Campus Safety Justice

- a) Membership on MGA Public Safety Board
- b) Work with MGA Campus Police Chief
- c) Shall serve as a conduit of information between the Office of Campus Safety and Security, SGA, and the student body.
- d) Shall serve as a forum for student grievances related to the Office of Campus Safety and Security
- e) Shall evaluate and review the standards and procedures utilized by the Office of Campus Safety and Security.

Subsection 4.1 OATH OF OFFICE.

All elected and appointed officials of the MGASGA shall be installed by the Chief Justice of the Student Judicial Board or their designee, who shall administer the following oath: I (name) do solemnly affirm that I will serve the student body faithfully, execute the duties and responsibilities entrusted to me by virtue of my office and will, to the best of my ability to preserve, protect and enforce the Constitution of the student body of Middle Georgia State University.

- Section 5. The Legislative Branch. The Legislative Branch consists of the SGA Senate and the Senate Speaker Pro Tempore. The Senate shall have fifteen members, three from the Macon campus, three from the Warner Robins campus, three from the Cochran campus, three from the Dublin campus, and three from the Eastman campus. Senators must be enrolled students at Middle Georgia State University and must be in good academic standing. Senators shall be nominated and selected by MGA's student body. If each campus does not fill their three Senate seats, those seats may be used as overflow for larger campuses. The next potential candidate with the highest number of votes will fill the senate seat regardless of campus population.
- Section 6. Qualifications for Senators All Senators of each branch (reference Article II Section 2) must be currently enrolled in MGASGA and have at least a 2.7 cumulative grade point average. The candidates must be in good student conduct standings. Candidates who are incoming freshman must be currently enrolled in MGA and are eligible to run only for senate positions. The grade point average will not apply until the following semester.

Candidates whose grade point average falls between 2.5 and 2.69 may still be eligible for nomination and election of office once written consent is provided that their grade point average will be improved by the following semester. Once elected, senators whose grade point average falls below a 2.5 must either resign or relinquish their position.

The SGA President/Cabinet members shall retrieve all GPA results from the SGA Advisor 10 days prior to the start of the spring/summer and fall semesters. *Senators must give their written consent to allow their GPAs to be released to President/Cabinet members* Per FERPA (federal) regulations guidelines.

Section 7. Senate Election. All senators will be elected in the annual spring elections from the current student body. Senators must complete the application to continue with the election process. Once they have applied, they will go through an interview process led by the executive cabinet and the SGA advisor. If a student does not move onto a senate seat, they are still eligible to rerun during the next annual election period. Senate vacancies occurring after the official spring elections shall be filled by SGA presidential appointment with approval of 2/3 of the Senate and SGA Advisor(s). Duties of the Senate are to act on items proposed by the Executive Branch and any other items that originate within the Senate. The presiding officer of the Senate is the Vice Presidents of MGASGA. The MGASGA Executive Secretary shall be elected by the Senate. The Senate will have 3 standing committees of 4 members each from the Western District and The Eastern District. Senators can serve on more than one standing committee if they desire. The names and duties of the standing committees are listed below:

Section 8. Committee Duties and Guidelines

A. Student Issues Committee:

- a) The Secretary of Student Services shall serve as chair of the Student Issues Committee.
- b) This committee shall work with the school administration and other organizations to address the concerns of the student body.
- c) This committee is responsible for concerns about the following departments: Student Life, to the Director(s) in effort to find solutions, bring feedback, and assist in enforcing changes for the enhancement of the campus life experience.
- d) The committee will investigate concerns that are brought to the Senate that affect the student body.
- e) The committee will be responsible for conducting research into aspects of the University as they relate to the student body.
- f) Maintain contact with the Vice President of Student Affairs.

B. Student Affairs Committee

- a) This committee shall advise, develop, and recommend policies covering student activities, including scheduling and programming of co-curricular activities (except for intercollegiate and intramural athletic programs), that are initiated by student organizations or by the University.
- b) The committee will also oversee extracurricular event planning, such as homecoming, banquets, award ceremonies, etc.

- c) This committee shall advise, develop, and recommend student behavior policies and provide oversight for the enforcement of procedures and regulations maintaining appropriate standards of behavior within the student community.
- d) This committee shall serve as the Student Hearing Committee or to provide for the appointment of an ad hoc committee to serve for individual hearings dealing with student behavior and academic dishonesty.
- e) This committee shall oversee the recognition of student organizations and the constitutions and bylaws of such organizations.
- f) This committee shall establish subcommittees and ad hoc committees when necessary.
- g) This committee shall advise the Vice President for Student Affairs, the Director for Student Engagement, and the Director of Residence Life in matters relating to the students at the University and support services for the students.
- h) This committee shall advise and recommend to appropriate University offices and student organizations those policies and issues deemed by the Committee to be necessary or prudent to carry out effectively its mission.

C. Auxiliary Service Committee

- a) This committee is charged to advise the Director of Auxiliary Services on policies, procedures, and rules, which will optimize the overall operation of Food Services and Food Vending, the MGA Bookstore, and vending operations, Parking & Transportation.
- b) The scope of this committee's preview shall include such areas as physical operations, facilities, and all other matters relating to these services that the committee shall deem it appropriate to consider, including matters referred to by the Vice President for Student Affairs, and Associate Vice President for Student Affairs, and/or the Student Government Association.
- c) This committee shall make recommendations to the Executive Director of Finance and operations, the Vice President for Student Affairs, and the Officer of Academic Affairs regarding the interests and concerns of all auxiliary services customers.

D. Student Fee Committee

- a) This committee shall evaluate the funding needs of the student fee supported program.
- b) This committee shall evaluate the various programs in terms of their contributions to the MGA student body.
- c) This committee shall submit annually to the Executive Director of Finance & Operations with the approval of the MGASGA Senate written recommendations for the incidental fee charges to students for both academic year and summer session.
- d) This committee shall submit to the Executive Director of Finance & Operations with approval of the MGASGA Senate, written recommendations for budget increases or decreases and how they are to be distributed across the funded areas, according to whether the initial incidental fee projections each year are over- realized or underrealized.
- e) This committee shall analyze and appraise budget requests.
- f) This committee shall analyze and appraise rollover and forgiveness requests.
- g) This committee shall conduct budget investigations.

- h) This committee shall recommend to the Executive Director of Finance & Operations the budgets for those programs to be funded by Student Fees after obtaining as broad a base of student participation as possible.
- i) This committee shall recommend the level of Student Fees required to fund the proposed budget.
- j) This committee shall advise, develop, and recommend policies covering residence life and student housing, while also reviewing and providing input on annual rates and budgets.

ARTICLE III: OFFICERS OF THE SGA

Section 1. Elected Officers of the SGA

- a) President
- b) Vice Presidents of Eastern District & Western District
- c) Executive Secretary
- d) Treasurer
- e) Marketing Coordinator
- f) Chief Justice
- g) Community Outreach Coordinator
- h) Senate Speaker Pro Tempore

Section 2. Elections of Officers. The election of SGA officers shall be held during the spring semester. The senators running for president must complete an application and go through an interview process. The president will be selected by the advisor and a committee. All other Officers will be chosen through a secret ballot voting process by the senators. The candidates that receive the largest number of votes will be elected.

Section 3. Campaigning Policies.

Campaigning may begin for candidates and parties on the date and time specified by the election's timeline, after each candidate files all necessary documents, attends the mandatory candidates seminar/interest meetings, and after notification of eligibility has been communicated by the SGA Advisor and SGA cabinet members. The Election Timelines will also be determined by the current SGA advisor.

- a) Campaigning shall be defined as all actions intentionally undertaken with the purpose of promoting, publicizing, and securing support for a candidate(s) as defined in the Constitution.
- b) Any forms of campaigning done prior to the date specified by the current SGA Advisor and/or SGA cabinet will result in disciplinary action.
- c) All candidates and registered staff members will be accountable for adhering to the campaign guidelines, as defined in this section. Failure to adhere to said guidelines will result in disciplinary action.

Guidelines

Campaigning materials:

- a) Flyers may be posted on approved bulletin boards. Flyers may be posted on residence hall room doors if permitted to do so.
- b) In person advertisements.

- c) Tabling procedures.
- d) Wording and mannerisms.
- e) The mannerisms and speech used by all parties involved in the campaign must adhere to the MGA's Student Code of Conduct.
- f) Regarding campaigning, digital platforms such as Facebook, Instagram, Twitter, Snapchat, etc. are permitted during the campaigning week but cannot be used during the election.
- g) Where possible, candidates should disable comments on any social media post, group, or event.
- h) Campaign materials are to be removed by the candidate/supporters within 24 hours of the conclusion of the election.

Regulations:

- a) During elections, NO NEW campaign materials can be posted online OR on the campus.
- b) Candidates and staff may not distribute campaign materials in campus dining areas.
- c) Door-to-door campaigning in residence halls is prohibited.
- d) Posting campaign material within a residence hall without approval of the residence hall director and/or assistant director(s) is prohibited.
- e) Posting campaign material within a university building without approval of the proper departments and/or colleges is prohibited.
- f) No person other than a member of the Elections Committee, the respective candidate, or member of the respective candidate's staff or party shall willfully destroy, deface, obscure, move, or remove campaign materials.
- g) No candidate or any individual working on a campaign may intentionally damage the character of another candidate, staff member, or Elections Committee member with false information.
- h) No candidate or any individual working on a campaign may disseminate campaign materials or postings containing false or misleading information about a candidate, staff member, Elections Committee member, or party.

Disqualifications/Infractions

- a) Loss of privilege to participate in Campaign period activities
- b) Temporary or permanent cease and desist of verbal campaigning
- c) Removal of some or all of campaign materials
- d) Correction of violation
- e) Disqualification of candidacy
- f) No bribery or monetary value incentives.

Section 4. Qualifications of Officers. All officers (reference Article III Section 1), must be currently enrolled in MGASGA, have at least a 3.0 cumulative grade point average. The candidates must be in good student conduct standings.

Candidates whose grade point average falls between 2.7 and 2.9 may still be eligible for nomination and election of office once written consent is provided that their grade point average will be improved by the following semester.

Candidates whose grade point average falls below a 2.7 must either resign or relinquish their position.

Candidates who are incoming freshman must be currently enrolled in MGA, are eligible to run only for senate positions and the grade point average will not apply until the following semester.

The SGA President/Cabinet members shall retrieve all GPA results from the SGA Advisor 10 days prior to the start of the spring/summer and fall semesters. *Senators must give their written consent to allow their GPAs to be released to President/Cabinet members* Per FERPA (federal) regulations guidelines.

Section 5. Nominations and Election of Officers. A student who wishes to become a nominee for an office must obtain and complete a student election application. When it has been verified that the student is in good academic and student conduct standings, and meet the other qualifications for nomination, the SGA advisor will notify the student that he or she will be placed on the ballot.

Section 6. Transition of Powers

- A. The two (2) week period, one week before and one week after the announcement of the election results of the new administration, shall be deemed the Transition Period.
- B. During this period, each predecessor shall provide information and guidance to their successors to ease the transition of power.
- C. If a successor is not available during the transition of power, all previous officers shall be responsible for relinquishing any resources and materials to the current elected SGA Secretary and/or SGA Advisor.

Section 7. Powers, Duties, and Responsibilities of Elected Officers

A. President

- a) To preside at all meetings, to institute parliamentary procedure for all the Executive Board meetings
- b) To cooperate and coordinate all SGA activities with the SGA Advisor(s)
- c) To take under advisement policies and actions approved by the Senate and take appropriate action on them.
- d) To represent and to counsel with the students on matters concerning student's actions and those issues pertaining to students as represented within the framework of the SGA.
- e) To be the official spokesperson of SGA

B. District Vice Presidents

- a) To assume all responsibilities of the SGA President if he/she is absent.
- b) To conduct a special meeting of the Senate.
- c) To serve as a liaison to other campus RSO's as delegated by the president, without authority over them.
- d) To run for President of the SGA to assume the position of president in case the current President of the SGA is unable to perform their duties.
- e) To fulfill and perform any duties or responsibilities as delegated by the president.

- f) Vice Presidents shall appoint District Secretaries when necessary. District Secretaries' responsibilities shall include:
- g) Maintaining official minutes and records of SGA district meetings.
- h) Assisting Executive Secretary with official correspondence and communications.

C. Executive Secretary

- a) Must maintain all official minutes and records of the SGA.
- b) Must publicize records of SGA to the students at authorized places on the campuses.
- c) Must assist the president and district vice presidents of the SGA with all official correspondence and communications.
- d) Must assist and cooperate with the President of the SGA.
- e) Must assist the Chief Justice with university wide election procedures during time of election.
- f) Maintains SGA social media/website in conjunction with the Director of Marketing & Public Relations.

D. Treasurer

- a) Serves as the chief financial officer of the student body.
- b) Must hold a seat on the student fees committee.
- c) Must maintain/oversee SGA budget.
- d) Must chair all fundraising committees/events.
- e) Must maintain public record, an accurate account of all the organization funds and to maintain all financial correspondence of the organization.
- f) Must assist in all other areas related to financial matters as deemed necessary by the Executive Branch to meet the organization's purposes.
- g) Must maintain a relationship with the Office of Finance and Operations, Office of Financial Aid and Office of University Advancement and Alumni Affairs.

E. Director of Marketing and Public Relations

- a) Shall be responsible for coordinating and creating all advertisements, publicity, and press releases for Student Government Association functions.
- b) Shall be the contact person for media transactions.
- c) Shall oversee the Event Planning Committee.
- d) Shall actively promote a positive image of the MGASGA throughout Middle Georgia State University
- e) Shall be responsible for overseeing and promoting a positive media presence, on the Student Government Association website
- f) Shall work in conjunction with the Executive Secretary on all social media presence.
- g) Shall use the provided template as a guide for all social media posts, unless otherwise advised.
- h) Shall oversee the operations of the MGASGA newsletter "In Touch in Tune"
- i) Must maintain a relationship with the Office of University Marketing and Communications.

F. Chief Justice

- a) Official judiciary for MGASGA
- b) must coordinate all SGA elections, internal and external

- c) Must become literate/aware of all SGA policies and MGA policies
- d) Must maintain a relationship with the Chief of Police and Government Affairs Office at MGA
- e) Oversees all impeachment processes and disputes within SGA
- f) Interprets all SGA policies to the student body and administration
- g) Shall administer oath of office duties for elected senators

G. Community Outreach Coordinator

- a) Implement community outreach initiatives of MGASGA
- b) Assess the effectiveness of community outreach initiatives and provide regular updates regarding progress.
- c) Work closely with MGA Student Affairs on internal and external collaborative partnerships for community service projects.
- d) Shall reserve facilities for MGASGA events and meetings

H. Senate Speaker Pro Tempore

- a) The Senate Speaker Pro Tempore shall be a Senator appointed and confirmed by a simple majority vote of the Senate and is a voting member of the Senate.
- b) Will serve as Parliamentarian of the Senate.
- c) Will be responsible for maintenance and changes to the SGA Constitution
- d) Will oversee all MGASGA committees
- e) Will report back to the SGA President

Terms of Office. All elected officials of the Executive Branch shall assume office at the beginning of the summer semester and shall serve until the end of the subsequent spring semester. No elected officer can succeed himself in any subsequent year.

ARTICLE III: Line of Succession

In the case of vacancy in the office of the SGA President, the line of executive succession shall be:

- a) Vice President Western District
- b) Vice President Eastern District
- c) Senate Speaker Pro Tempore
- d) Chief Justice
- e) Executive Secretary
- f) Director of Marketing and Public Relations
- g) Treasurer
- h) Community Outreach Coordinator

ARTICLE IV: REMOVAL FROM OFFICE

Section 1. Reason and procedures for removal. Any elected or appointed official of the SGA may be removed from office for the following reasons:

- **A. Violation of the constitution.** Any student may present an allegation of violation of the constitution by an officer of the SGA. The procedure is:
 - a) The allegation must be presented in writing to the presiding officer of the Senate and must contain the unduplicated signatures of twenty presently enrolled students.
 - b) The person subject to removal shall be notified in writing by the presiding officer of the Senate no later than one calendar week prior to the meeting of the Senate to consider the allegation. The person charged must be present at the Senate to respond to the allegations. A vote of the Senate is required to sustain an allegation and subsequent removal of the person from office. An officer may if they desire appeal the action of the Senate to the Vice President for Student Affairs and/or Associate Vice President of Student Affairs'
 - c) A student may be removed from office if, and when placed on disciplinary probation, suspension or dismissal as a result of violations of the student conduct code as spelled out in the Student Handbook.
 - d) A student may be removed from SGA Office if, and when, placed on academic probation.
 - e) A student could be removed from SGA Office if, there are excessive absences from scheduled meetings or otherwise failure to properly participate in SGA activities. Four absences from scheduled meetings without valid excuses are considered excessive. This also applies to Districts, meaning that members must actively participate in districts meetings and activities.

ARTICLE V: STUDENT REDRESS

- **Section 1.** Apart from emergency meetings, any MGASGA member who is required to attend a meeting shall be informed via formal communication, no later than 48 hours in advance.
- Section 2. Individual Student Participation. Any students who wish to express his views to any of the two branches of the SGA may do so at meetings of the appropriate body; however, the student should first consult with the presiding officer of that Branch regarding the particulars they intends to discuss. The presiding officer shall not recognize the student's request during a meeting unless this is followed.

ARTICLE VI: METHOD OF AMENDMENT

- **Section 1.** All amendments to this constitution must be proposed by the following methods:
 - A. Constitutional Convention
 - B. A petition presented in writing to the President of the MGASGA carrying the signatures of 2/3 of the membership of MGASGA
- Section 2. Proposed amendments to this constitution must be posted or published in the University's official means of communication on which a vote is taken by members of the SGA in the convention.
- **Section 3.** All proposed amendments to this constitution must be approved by the Vice President of Student Affairs of Middle Georgia State University.

Section 4. Editorial changes such as grammar, formatting, and non-substantive re-wording may be proposed by any member of the Senate at an official Senate meeting or SGA conference and are approved and ratified by a two-thirds affirmative vote of the Senate members present and voting.

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