

Rules of Association

ASSOCIATION NO. A823290

1. NAME:

The name of the Association shall be the ROLEYSTONE DIAMOND SPORTS INCORPORATED and shall hereafter be referred to as the "Club".

2. DEFINITIONS

In these rules, unless the contrary intention appears;

- 1) "annual general meeting" is the meeting convened under paragraph (b) of rule 5 (1);
- 2) "Committee meeting" means a meeting referred to in rule 7.11;
- 3) "Committee member" means person referred to in rules 7 (4) and rule 7 (5);
- 4) "convene means to call together for a formal meeting;
- 5) "department" means the government department with responsibility for administering the Associations Incorporation Act 2015;
- 6) "financial year" means a period detailed in rule 11.1
- 7) "general meeting" means a meeting to which all members are invited;
- 8) "member" means member of the Club;
- 9) "ordinary resolution" means resolution other than a special resolution;
- 10) "poll" means voting conducted in written form (as opposed to a show of hands);

- 11) "special general meeting" means a general meeting other than the annual general meeting;
- 12) "special resolution" has the meaning given by section 51 of the Act
- 13) "the Act" means the Associations Incorporation Act 2015;
- 14) "the Club" means the Club referred to in rule 1;
- 15) "the Commissioner" means the Commissioner for Consumer Protection exercising powers under the Act;
- 16) "the Committee" means the Committee of Management of the Club referred to in rule 1;
- 17) "the executive" means the committee members referred to in rule 7(4).

3. OBJECTS:

- 1) The objects of the Club are;
 - a) To promote interest in Tee-Ball and Baseball.
 - b) To promote good fellowship among those interested in Tee-Ball and Baseball.
 - c) To educate, train, coach and encourage Members of the Club.
 - d) To do all such things and acts conducive to the furtherance of the objects and interests of the Club.
- 2) The property and income of the Club shall be applied solely towards the promotion of the objects of the Club and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to members, except in good faith in the promotion of those objects.
 - a) A payment may be made to a member out of the funds of the Club only if it is authorised under subrule b.
 - b) A payment to a member out of the funds of the Club is authorised if:
 - i. the payment is in good faith to the member as reasonable remuneration for any services provided to the Club, or for goods supplied to the Club, in the ordinary course of business; or
 - ii. the payment is of interest, on money borrowed by the Club from the member, at a rate not greater than the cash rate published from time to time by the Reserve Bank of Australia; or
 - iii. the payment is of reasonable rent to the member for premises leased by the member to the Club; or
 - iv. the reimbursement is of reasonable expenses properly incurred by the member on behalf of the Club.

4. MEMBERSHIP:

- 1) The parent (s) or guardian (s) of all registered players and any person who is interested in Tee-Ball and Baseball shall be eligible for Membership of the club.

- a) Membership is not always guaranteed on acceptance of the application, before approval of the membership the application will be reviewed by the executive committee. Should any issues arise that the executive committee believe that may the membership application may not be in the best interest of the club the application may or will be not approved.
 - b) Should a membership application be rejected by the executive committee, the member may appeal to a Special General Meeting.
- 2) The Annual Membership Fee for all classes of Membership shall be determined by the Committee at the commencement of the playing year.
- 3) The unanimous vote of the full Committee may appoint any person as an Honorary Member or Honorary Life Member of the Club in recognition of services rendered in promoting the interests and objects of the Club.
- 4) Any Member may resign from the Club and such resignation must be in writing and forwarded to the Secretary of the Club.
- 5) Upon any person ceasing to be a Member of the Club for any reason whatsoever that person shall not be entitled to return of their Membership subscription or any portion thereof unless such a refund is approved by a unanimous vote of the full Committee.
 - a) The Committee may expel from the Club or otherwise punish or penalise any Member whose conduct, in the opinion of the Committee, is discreditable or injurious to the character or interests of the Club.
 - b) Before any Member is expelled or otherwise punished or penalised their conduct shall be enquired into by the Committee and the Member shall be given the opportunity to defend himself/herself and to justify or explain his/her conduct. Provided that a quorum is established and the majority of the Committee present when the matter is enquired into is of the opinion that the Member has been guilty of such conduct or action, then the Committee may expel or suspend the Member or otherwise punish or penalise the Member.
 - c) Should any Member fail to appear at any inquiry conducted under subrule (b) hereof, or any adjournment thereof, the Committee may proceed in that Member's absence to conduct the said inquiry and to make its findings as herein before empowered.
 - d) Where the Committee has decided to expel a Member, the Member may appeal to a Special General Meeting. The decision of the Committee may not be altered unless by a vote of two-thirds of the Members present at such meeting.
- 6) The Secretary, on behalf of the Club, must comply with section 53 of the Act by keeping and maintaining, in an up to date condition, a register of the members of the Club and their email, postal or residential addresses and, upon the request of a member of the Club, shall make the register available for the inspection of the member and the member may make a copy of or take an extract from the register but shall have no right to remove the register for that purpose.
 - a) The register must be so kept and maintained at the Secretary's place of residence, or at such other place as the members at a general meeting decide.

- b) The Secretary must cause the name of a person who dies or who ceases to be a member to be deleted from the register of members.

5. GENERAL MEETINGS:

- 1) The Committee;
 - a) may at any time convene a special general meeting;
 - b) must convene annual general meetings within the time limits provided for the holding of such meetings by section 50 of the Act that is, in every calendar year within 6 months after the end of the Club's financial year or such longer period as may in a particular case be allowed by the Commissioner; and
 - c) must, within 30 days of;
 - i. receiving a request in writing to do so from not less than 20% of the members, convene a special general meeting for the purpose specified in that request; or
 - ii. the Secretary receiving a notice under rule 4 (5) (d), convene a general meeting to deal with the appeal to which that notice relates.
 - d) must, after receiving a notice under rule 4 (1) (b), convene a general meeting, no later than the next annual general meeting, at which the appeal referred to in the notice will be dealt with. Failing that, the applicant is entitled to address the Club at that next annual general meeting in relation to the Committee's rejection of his or her application and the Club at that meeting must confirm or set aside the decision of the Committee.
- 2) The members making a request referred to in sub-rule (1) (c) (i) must;
 - a) state in that request the purpose for which the special general meeting concerned is required; and
 - b) sign that request.
- 3) If a special general meeting is not convened within the relevant period of 30 days referred to;
 - a) in sub-rule (1) (c) (i), the members who made the request concerned may themselves convene a special general meeting as if they were the Committee; or
 - b) in sub-rule (1) (c) (ii), the member who gave the notice concerned may him or herself convene a special general meeting as if he or she were the Committee.
- 4) When a special general meeting is convened under sub-rule (3) (a) or (b) the Club must pay the reasonable expenses of convening and holding the special general meeting.
- 5) Subject to sub-rule (7), the Secretary must give to all members not less than 14 days' notice of a special general meeting and that notice must specify;
 - a) when and where the general meeting concerned is to be held; and
 - b) particulars of the business to be transacted at the general meeting concerned and of the order in which that business is to be transacted.
- 6) Subject to sub-rule (7), the Secretary must give to all members not less than 21 days' notice of an annual general meeting and that notice must specify;

- a) when and where the annual general meeting is to be held;
 - b) the particulars and order in which business is to be transacted, as follows-
 - i. first, the consideration of the accounts and reports of the Committee;
 - ii. second, the election of Committee members to replace outgoing Committee members; and iii. third, any other business requiring consideration by the Club at the general meeting.
- 7) A special resolution may be moved either at a special general meeting or at an annual general meeting, however the Secretary must give to all members not less than 21 days' notice of the meeting at which a special resolution is to be proposed. In addition to those matters specified in sub-rule (5) or (6), as relevant, the notice must also include the resolution to be proposed and the intention to propose the resolution as a special resolution.
- 8) The Secretary must give a notice under sub-rule (5), (6) or (7) by;
- a) serving it on a member personally; or
 - b) sending it by email to a member at the email address of the member appearing in the register of members kept and maintained under rule 4 (6); or
 - c) sending it by post to a member at the address of the member appearing in the register of members kept and maintained under rule 4(6).
- 9) When a notice is sent by post under sub-rule (8) (c), sending of the notice will be deemed to be properly affected if the notice is sufficiently addressed and sent to the member concerned.
- 10) The Annual General Meeting may make By-Laws necessary for proper administration of the Club.

6. Quorum and proceedings at general meetings

- 1) At a general meeting twenty (20) members present in person constitute a quorum.
- 2) If within 30 minutes after the time specified for the holding of a general meeting in a notice given under rule 5 (5) or (6);
 - a) as a result of a request or notice referred to in rule 5 (1) (c) or as a result of action taken under rule 5 (3) a quorum is not present, the general meeting lapses; or
 - b) otherwise than as a result of a request, notice or action referred to in paragraph (a), the general meeting stands adjourned to the same time on the same day in the following week and to the same venue.
- 3) If within 30 minutes of the time appointed by sub-rule (2) (b) for the resumption of an adjourned general meeting a quorum is not present, the members who are present in person or by proxy may nevertheless proceed with the business of that general meeting as if a quorum were present.

- 4) The Chairperson may, with the consent of a general meeting at which a quorum is present, and must, if so directed by such a general meeting, adjourn that general meeting from time to time and from place to place.
- 5) There must not be transacted at an adjourned general meeting any business other than business left unfinished or on the agenda at the time when the general meeting was adjourned.
- 6) When a general meeting is adjourned for a period of 30 days or more, the Secretary must give notice under rule 16 of the adjourned general meeting as if that general meeting were a fresh general meeting.
- 7) At a general meeting;
 - a) an ordinary resolution put to the vote will be decided by a majority of votes cast on a show of hands, subject to sub-rule (9); and
 - b) a special resolution put to the vote will be decided in accordance with section 51 of the Act, and, if a poll is demanded, in accordance with sub-rules (9) and (11).
- 8) A declaration by the Chairperson of a general meeting that a resolution has been passed as an ordinary resolution at the meeting will be evidence of that fact unless, during the general meeting at which the resolution is submitted, a poll is demanded in accordance with sub-rule (9).
- 9) At a general meeting, a poll may be demanded by the Chairperson or by three or more members present in person or by proxy and, if so demanded, must be taken in such manner as the Chairperson directs.
- 10) If a poll is demanded and taken under sub-rule (9) in respect of an ordinary resolution, a declaration by the Chairperson of the result of the poll is evidence of the matter so declared.
- 11) A poll demanded under sub-rule (9) must be taken immediately on that demand being made.
- 12) Only Members present in person shall be entitled to vote. The chair of the meeting shall have a casting vote only.
- 13) The President of the Club shall take the chair at all General Meetings. Should the President not be present then the Members shall elect a Member to take the chair.

7. COMMITTEE:

- 1) The business and affairs of the Club shall be under the management and control of a Committee, provided however, that except in the case of extreme urgency the

Committee shall not take any action contrary to decisions made at a Committee Meeting.

- 2) The Committee may, subject to the decisions made at Committee Meetings, exercise all the powers of the Club and do all such acts and things as may be done by the Club or which it considers necessary or expedient to carry out the objects of the Club.
- 3) Subject to sub-rule (9), a Committee member's term will be from his or her election at an annual general meeting until the election at the next annual general meeting after his or her election, but he or she is eligible for re-election to membership of the Committee.
- 4) The Executive Officer bearers of the Committee shall be:
 - a) The President
 - b) Vice President
 - c) Secretary
 - d) Treasurer
 - e) Registrar
- 5) Additionally, the following positions may be elected to the committee at the Executive Officers discretion;
 - a) Tee-Ball Delegate
 - b) Baseball Delegate
 - c) Property Manager
 - d) Sponsorship
 - e) Grants Officer
 - f) Umpire Coordinator
 - g) Grounds Coordinator
 - h) Coaches Coordinator
 - i) Trophy Coordinator
 - j) Uniforms, Fund raising
 - k) Canteen Manager
 - l) Website Manager
 - m) First Aid Office
 - n) Publicity Officer
 - o) Tee-Ball States Rep - Coordinator
- 6) It is a requirement that one (1) person is nominated as a representative of each team to attend no less than three (3) Committee Meetings if no Coaches Co-ordinator is elected.
- 7) All Members of the Committee must be financial Members of the Club. An individual may hold more than one position on the Committee.
- 8) A casual vacancy occurs in the office of a Committee member and that office becomes vacant if the Committee member;
 - a) dies;

- b) resigns by notice in writing delivered to the Chairperson or, if the Committee member is the Chairperson, to the Vice-Chairperson and that resignation is accepted by resolution of the Committee;
 - c) is convicted of an offence under the Act;
 - d) is permanently incapacitated by mental or physical ill-health;
 - e) is absent from more than-
 - i. 3 consecutive Committee meetings; or
 - ii. 3 Committee meetings in the same financial year without tendering an apology to the person presiding at each of those Committee meetings;
 - iii. of which meetings the member received notice, and the Committee has resolved to declare the office vacant;
 - f) ceases to be a member of the Club; or
 - g) is the subject of a resolution passed by a general meeting of members terminating his or her appointment as a Committee member.
- 9) Should any vacancy occur in the Committee of the Club after the election at the annual general meeting or under subrule (8), the Committee shall fill such vacancy from the financial Members of the Club and such Member duly elected shall hold office for the unexpired portion of the previous occupant's term.
- 10) At the discretion of the committee, and authorised by a resolution of the Club, a committee member may be entitled to be paid out of the funds of the Club for any outof-pocket expenses for travel and accommodation properly incurred:
- a) in attending a committee meeting or
 - b) in attending a general meeting; or
 - c) otherwise in connection with the Club's business.
- 11) The Committee shall meet as often may be required to conduct the business of the Club. The President or the Secretary or two Members of the Committee shall have the power to call a meeting of the Committee. The President shall take the chair at all Committee Meetings. Should the President not be present, then the Committee shall elect one of its number to take the chair.
- 12) The quorum for Committee Meetings shall be four Members present in person.
- 13) Each Committee member has a deliberative vote. The Chair at all Committee Meetings shall have a casting vote only.
- 14) Subject to these rules, the procedure and order of business to be followed at a Committee meeting must be determined by the Committee members present at the Committee meeting.
- 15) Notices of Committee Meetings shall be emailed out to all Members of the Committee at least 7 days before the date of such meeting.
- 16) Notification, to the Secretary by email or phone, of the non-attendance of a Committee member to a Committee Meetings is required before the date of such meeting.

- 17) The accidental omission to give any Member, or the non-receipt by any Member of any notice required by this Constitution, shall not invalidate or affect any proceedings at such meeting.
- 18) As required under sections 42 and 43 of the Act, a Committee member having any direct or indirect pecuniary interest in a contract, or proposed contract, made by, or in the contemplation of, the Committee (except if that pecuniary interest exists only by virtue of the fact that the member of the Committee is a member of a class of persons for whose benefit the Club is established), must;
 - a) as soon as he or she becomes aware of that interest, disclose the nature and extent of his or her interest to the Committee; and
 - b) not take part in any deliberations or decision of the Committee with respect to that contract.
 - c) The Secretary must cause every disclosure made by a member of the Committee to be recorded in the minutes of the meeting of the Committee at which it is made.
- 19) Non committee members are welcome at meetings however their attendance at the meeting must be registered with the club secretary 24 hours before that meeting and if that person has any general business it must be included on the agenda 24 hours before the meeting.
 - a. The Committee shall have the power to delegate any of its powers to a SubCommittee to deal with any particular matter or matters and upon such terms as the Committee may think fit. The President and the Secretary shall be exofficial Members of all Sub-Committees.
 - b. All acts or decisions done or made by any meeting of the Committee or any Member thereof shall, notwithstanding that it be afterwards discovered that there was some defect in the appointment of such Member or all or any of the Committee, be as valid as if they had all been properly appointed, unless it is proved that the appointment was made in fraud or bad faith.

8. ELECTION OF COMMITTEE:

- 1) Nomination for each candidate for election as Office-bearers and/or Executive Committee Members or Committee Members shall be proposed and seconded respectively by two Members at the Annual General Meeting.
- 2) Contested offices shall be subject to ballot at the Annual General Meeting of the Members present and voting there on.
- 3) No person shall be eligible for election unless that person is a financial Member of the Club.
- 4) The election for the Office-bearers and/or Executive Committee Members and the other Committee Members shall be by ballot of Members present and voting there on, held at the Annual General Meeting.
- 5) No ballot shall be required when the number of candidates nominated for each office

does not exceed the number of vacancies and they shall be declared duly elected.

9. Secretary

The Secretary must;

- 1) co-ordinate the correspondence of the Club;
- 2) keep full and correct minutes of the proceedings of the Committee and of the Club;
- 3) comply on behalf of the Club with;
 - a) section 53 of the Act with respect to the register of members of the Club, as referred to in rule 4 (6);
 - b) section 35 of the Act by keeping and maintaining in an up to date condition the rules of the Club and, upon the request of a member of the Club, must make available those rules for the inspection of the member and the member may make a copy of or take an extract from the rules but will have no right to remove the rules for that purpose; and
 - c) section 58 of the Act by maintaining a record of -
 - i. the names and email, residential or postal addresses of the persons who hold the offices of the Club provided for by these rules, including all offices held by the persons who constitute the Committee and persons who are authorised to use the common seal of the Club under rule 13; and
 - ii. the names and email, residential or postal addresses of any persons who are appointed or act as trustees on behalf of the Club, and the Secretary must, upon the request of a member of the Club, make available the record for the inspection of the member and the member may make a copy of or take an extract from the record but will have no right to remove the record for that purpose;
- 4) unless the members resolve otherwise at a general meeting, have custody of all books, documents, records and registers of the Club, including those referred to in paragraph (3) but other than those required by rule 10 to be kept and maintained by, or in the custody of, the Treasurer; and
- 5) perform such other duties as are imposed by these rules on the Secretary.

10. Treasurer The Treasurer must;

- 1) be responsible for the receipt of all moneys paid to or received by, or by him or her on behalf of, the Club and must issue receipts for those moneys in the name of the Club;
- 2) pay all moneys referred to in paragraph (1) into such account or accounts of the Club as the Committee may from time to time direct;
- 3) make payments from the funds of the Club with the authority of a general meeting or of the Committee and in so doing ensure that all payments are authorised by himself or herself and at least one other authorised Committee member, or by any two others as are authorised by the Committee;
- 4) comply on behalf of the Club with sections 66 and sections 68 & 70, 71 & 73 or 74 & 76, depending on tier level, of the Act with respect to the accounting records of the Club by;
 - a) keeping such accounting records as correctly record and explain the financial transactions and financial position of the Club;

- b) keeping its accounting records in such manner as will enable true and fair accounts of the Club to be prepared from time to time;
 - c) keeping its accounting records in such manner as will enable true and fair accounts of the Club; and
 - d) submitting to members at each annual general meeting of the Club accounts of the Club showing the financial position of the Club at the end of the immediately preceding financial year.
- 5) whenever directed to do so by the Chairperson, submit to the Committee a report, balance sheet or financial statement in accordance with that direction;
 - 6) unless the members resolve otherwise at a general meeting, have custody of all securities, books and documents of a financial nature and accounting records of the Club, including those referred to in paragraphs (d) and (e); and
 - 7) perform such other duties as are imposed by these rules on the Treasurer.

11. FINANCES:

- 1) The financial year shall be from the 1st March to the last day in February in the following year.
- 2) All moneys of the Club shall be paid into the account(s) of the Club at such bank or other financial institutions as the Committee may from time to time direct.
- 3) No moneys shall be paid from the Club's account(s) without authority from the committee members authorised by the Committee. No payments shall be authorised or money withdrawn unless such withdrawal has been approved by the Committee, or in the case of urgency, by the President, Vice President and the Secretary.
- 4) The books and accounts of the Club shall be audited annually by an auditor appointed by the Annual General Meeting.
- 5) At the discretion of the committee, and authorised by a resolution of the Club, a committee member may be entitled to be paid out of the funds of the Club for any out-of-pocket expenses for travel and accommodation properly incurred:
 - a) in attending a committee meeting or
 - b) in attending a general meeting; or
 - c) otherwise in connection with the Club's business.

12. CORRESPONDENCE / COMMUNICATION:

- 1) All correspondence whether it be electronic or in print form must be forwarded onto the Secretary.
- 2) Communication in way of emails, text messages and phone calls to be of a minimum between Office-bearers and/or Executive Committee Members and Coaches.

- 3) All complaints are to be in writing and attention to the President or Secretary. No communication should be made with our governing body the Tee -Ball Club of Western Australia until our Club has had an opportunity to resolve any issue.

13. COMMON SEAL:

The common seal of the Club engraved with the name of the Club shall be kept in the care of the President. The seal shall not be used or affixed to any deed or other document except pursuant to the resolution of the Committee and in the presence of the President and two Members of the Committee both of whom shall subscribe their names as witnesses.

14. RULES OF THE CLUB:

- 1) The Club may alter or rescind these rules, or make rules additional to these rules, in accordance with the procedure set out in sections 30, 31 and 33 of the Act, which is as follows;
 - a) Subject to sub-rule (d) and (e), the Club may alter its rules by special resolution but not otherwise;
 - b) Within one month of the passing of a special resolution altering its rules, or such further time as the Commissioner may in a particular case allow (on written application by the Club), the Club must lodge with the Commissioner notice of the special resolution setting out particulars of the alteration together with a certificate given by a member of the Committee certifying that the resolution was duly passed as a special resolution and that the rules of the Club as so altered conform to the requirements of this Act;
 - c) An alteration of the rules of the Club does not take effect until sub-rule (b) is complied with;
 - d) An alteration of the rules of the Club having effect to change the name of the Club does not take effect until sub-rules (a) to (c) are complied with and the approval of the Commissioner is given to the change of name;
 - e) An alteration of the rules of the Club having effect to alter the objects or purposes of the Club does not take effect until sub-rules (a) to (c) are complied with and the approval of the Commissioner is given to the alteration of the objects or purposes.
- 2) These rules bind every member and the Club to the same extent as if every member and the Club had signed and sealed these rules and agreed to be bound by all their provisions.

15. INSPECTION OF RECORDS, ETC. OF CLUB

A member, may at any reasonable time, inspect the books, documents, records and securities of the Club.

- 1) The Committee may refuse to permit a member to inspect records of the Club that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Club.
- 2) The member must contact the Secretary to make the necessary arrangements for the inspection.
- 3) The inspection must be free of charge.
- 4) The member may make a copy of, or take an extract from, a record or document but does not have a right to remove the record or document for that purpose.

16. DISPUTES AND MEDIATION

- 1) The grievance procedure set out in this rule applies to disputes under these rules between;
 - a) a member and another member; or
 - b) a member and the Club; or
 - c) if the Club provides services to non-members, those non-members who receive services from the Club, and the Club.
- 2) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.
- 3) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
- 4) The mediator must be;
 - a) a person chosen by agreement between the parties; or
 - b) in the absence of agreement;
 - i. in the case of a dispute between a member and another member, a person appointed by the Committee of the Club;
 - ii. in the case of a dispute between a member or relevant non-- member (as defined by sub-rule (1) (c)) and the Club, a person who is a mediator appointed to, or employed with, a not for profit organisation.
- 5) A member of the Club can be a mediator.
- 6) The mediator cannot be a member who is a party to the dispute.
- 7) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.

- 8) The mediator, in conducting the mediation, must;
 - a) give the parties to the mediation process every opportunity to be heard;
 - b) allow due consideration by all parties of any written statement submitted by any party; and
 - c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- 9) The mediator must not determine the dispute.
- 10) The mediation must be confidential and without prejudice.
- 11) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

17. DISSOLUTION:

Whilst following the Act section 24, The Club may be dissolved or wound up at any General or Extraordinary General Meeting called for such purpose. If upon the dissolution or winding up of the Club there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to or distributed among the Members of the Club but shall be given or transferred to some other Club or Institution, as agreed by the General Meeting, having objects similar wholly or in part to the objects of the Club or shall be given or transferred to the Tee-Ball Club of Western Australia.

18. INTERPRETATION:

- 1) In this constitution masculine includes feminine.
- 2) "In writing" or "written" means and includes printing or other means of representing or reproducing words in visible form. Words importing singular include the plural and words imparting plural include the singular where the context permits.