

## **BYLAWS FOR HAZELWOOD PTA COUNCIL**

### **ARTICLE I: NAME**

The name of this organization is the Hazelwood Council Parent Teacher Association (PTA), Gateway Region, of Florissant, Missouri. It is a council PTA under the authority of the Missouri Congress of Parents and Teachers (the Missouri PTA), a branch of the National Congress of Parents and Teachers (the National PTA).

### **# ARTICLE II: PURPOSES**

**Section 1.** The Purposes of the Hazelwood PTA Council, in common with those of the National PTA and the Missouri PTA are:

- a. To promote the welfare of children and youth in home, school, community, and place of worship.
- b. To raise the standards of home life.
- c. To secure adequate laws for the care and protection of children and youth.
- d. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- e. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

**Section 2.** The Purposes of the National PTA, the Missouri PTA, and the Hazelwood PTA Council are promoted through an advocacy and educational program directed toward parents, teachers, and the general public; are developed through conferences, committees, projects, and programs; and are governed and qualified by the basic policies set forth in Article III.

**Section 3.** The organization is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code (hereinafter "Internal Revenue Code").

### **# ARTICLE III: BASIC POLICIES**

The following are basic policies of the Hazelwood PTA Council, in common with those of the National PTA and the Missouri PTA:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The organization shall work with the schools and community to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.
- c. The organization shall work to promote the health and welfare of children and youth and shall seek to promote collaboration between parents, schools, and the community at large.
- d. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers, or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.
- e. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by an organization, contributions to which

are deductible under Section 170 (c)(2) of the Internal Revenue Code.

- f. Upon the dissolution of the organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or organizations that have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code and whose purposes are in accordance with those of Missouri PTA. *Note: See Article IV for specific details.*
- g. The organization or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

#### **# ARTICLE IV: RELATIONSHIP WITH NATIONAL PTA AND MISSOURI PTA**

**Section 1.** This council PTA shall be organized and chartered under the authority of the Missouri PTA in the area in which its local council PTA functions, in conformity with such rules and regulations, not in conflict with the National PTA Bylaws, as the Missouri PTA may in its bylaws prescribe. The Missouri PTA shall issue to this council PTA an appropriate charter evidencing the due organization and good standing of this local PTA. A council is in good standing when it does all of the following. If a council becomes “not in good standing,” as soon as it has fulfilled the necessary requirements, it is again considered “in good standing.”

- a. Adheres to the Purposes and basic policies of the PTA;
- b. Remits the annual council service fee by December 1<sup>st</sup> of each year;
- c. Has bylaws approved every three (3) years according to the procedures of the state PTA;
- d. Submits a copy of the council’s fiscal year-end report to the state PTA by December 1<sup>st</sup> of each year;
- e. Submits a copy of the council’s annual financial review to the state PTA by December 1<sup>st</sup> of each year;
- f. Submits a copy of the required IRS tax form to the state PTA by December 1<sup>st</sup> of each year;
- g. Submits the names and addresses of officers to the state PTA by March 31<sup>st</sup> of each year; and
- h. Meets other criteria as may be prescribed by the state PTA.

**Section 2.** This council PTA shall adopt such bylaws for the government of the organization as may be approved by the Missouri PTA. Such bylaws shall not be in conflict with the bylaws of the National PTA or the bylaws of the Missouri PTA and shall include verbatim any required language as stated in the model bylaws approved by the Missouri PTA Executive Committee and identified by the number symbol (#).

**Section 3.** Bylaws of this council PTA shall include an article on amendments.

**Section 4.** Bylaws of this council PTA shall include a provision establishing a quorum.

**Section 5.** There shall be no voting by proxy by any constituent organization of National PTA.

**Section 6.** Council PTAs shall submit two (2) hard copies or one (1) electronic copy of their bylaws to the state office for approval by the procedures and bylaws chairman once every three (3) years. Amendments shall be sent immediately after adoption, for approval. Bylaws and amendments shall become effective upon receipt of state approval.

**Section 7.** Each council shall pay an annual service fee of twenty-five dollars (\$25.00) to Missouri PTA. This service fee shall be due December 1<sup>st</sup> of each year.

**Section 8.** This council PTA shall keep such permanent books of account and records as shall be sufficient to

establish the items of gross income, receipts, and disbursements of the organization, including specifically, the number of its members, and the dues collected from its members. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Missouri PTA or, where directed by the committee on state and national relationships, by a duly authorized representative of the National PTA.

**Section 9.** The books of the treasurer shall be reviewed annually and upon the resignation or removal of the treasurer or any other authorized bank account signatory, by an auditor, reviewer or review committee whose report shall be submitted to the council PTA voting body for adoption; a copy must be submitted to Missouri PTA.

**Section 10.** Councils are organized for the purpose of conference, leadership training and coordination of the efforts of local PTA units, and for the promotion of National PTA and Missouri PTA interests. Council PTAs shall:

- a. Be comprised of PTA units eligible for membership and participation as determined by Missouri PTA;
- b. Assist in the formation of new PTAs as determined to be eligible by Missouri PTA; and
- c. Work with local units to create a public opinion favorable to the interests of children, to encourage programs and projects in the various PTA units, which carry out the mission and Purposes of PTA.
- d. Council PTAs shall not legislate for local units.

**Section 11.** Council bylaws shall be in harmony with the bylaws of the National and Missouri PTAs. Each council is privileged to adopt other rules suited to its individual needs when not in conflict with state or national policies or bylaws.

**Section 12.** The charter of a council PTA shall be subject to withdrawal and the status of such organization as a council PTA shall be subject to termination in the manner and under the circumstances provided by the bylaws of the Missouri PTA.

**Section 13.** This council PTA is obligated, upon withdrawal of its charter by the Missouri PTA, to carry out promptly, under supervision and direction of the Missouri PTA, all proceedings necessary or desirable for the purpose of dissolving the Hazelwood PTA Council.

**Section 14.** A council PTA may dissolve in the following manner:

- a. The executive committee or voting body of the council shall adopt a resolution recommending that the council be dissolved and direct that a special meeting be held for a vote, written or printed notice stating that the purpose of such meeting is to consider the advisability of dissolving the council shall be given to each member of the executive committee, president of each member unit, and each voting delegate, at least thirty (30) days prior to the date of such meeting.
- b. Written notice of the adoption of such resolution, accompanied by a copy of the notice of the special meeting of voting members, shall be given to the president of the Missouri PTA at least thirty (30) days before the date fixed for such special meeting.
- c. Only officers, chairmen, unit presidents and delegates from units, and others who are designated as voting members by the council bylaws, shall be entitled to vote on the question of dissolution. Delegates must vote as directed by their respective units.
- d. Approval of dissolution of a council shall require the affirmative vote of at least two-thirds (2/3) of the voting body at the special meeting, a quorum being present.
- e. If this council PTA votes to dissolve, it must yield up and surrender all of its books and records and all of its assets and property to the Missouri PTA, or to such agency as may be designated by the Missouri PTA, or to another council PTA organized under the authority of the Missouri PTA. It must also cease and desist from the further use of any name that implies or connotes association

with the National PTA or the Missouri PTA or status as a constituent organization of the National PTA.

## **ARTICLE V: MEMBERSHIP AND DUES**

**# Section 1.** Every individual who is a member of a local PTA is, by virtue of that fact, a member of the National PTA and of the Missouri PTA by which this local PTA is chartered, and is entitled to all the benefits of such membership.

**# Section 2.** Membership in each local PTA shall be open, without discrimination, to anyone who believes in and supports the mission and Purposes of National PTA.

**# Section 3.** Only local units of the National PTA, organized under the authority of the Missouri PTA shall be members of or participate in the activities of this council.

**# Section 4.** This council PTA shall conduct an annual enrollment of member local PTA units but may admit additional units at any time.

- a. The membership year shall be July 1 through June 30.
- b. Three (3) or more paid member units shall constitute a council PTA.

**Section 5.** The annual dues for membership in this council shall be fifty dollars (\$50.00) for each local PTA in membership and shall be payable on November 1.

**Section 6.** Delegates from local PTAs where dues to the council PTA are in arrears shall not participate in the business meetings of the council PTA.

## **ARTICLE VI: VOTING BODY**

**# Section 1.** Each unit in membership in a county, school district or area council shall have equal representation in a voting body of the council. The number of representatives from each unit shall be determined by council bylaws. Council meetings shall be open to all members of local PTA units.

**Section 2.** The voting body of this council shall consist of the officers of the council; the chairperson of council standing committees; the president of each member unit or their alternate; accredited delegates or their alternates as specified in Section 3 of this article; the superintendent of schools or their representative; and the principals of schools having units in council membership or their representatives and one (1) HNEA (Hazelwood National Education Association) representative.

**Section 3.** Each member PTA shall be entitled to be represented in the voting body by its president or alternate, and by three (3) delegates or their alternates elected by the PTA according to its own bylaws.

**Section 4.** Individuals are entitled to one (1) vote, even though they may be serving in more than one position.

## **ARTICLE VII: OFFICERS**

**# Section 1.** Each officer shall be a member of a local PTA within the area of this council PTA.

**# Section 2.** All council PTAs shall elect officers before March 31, and shall send to the state office by that date, the names of officers who shall serve the ensuing year.

**Section 3.** The officers of this council PTA shall be a president, six (6) vice presidents, a secretary, and a

treasurer.

**Section 4.** The voting body shall elect officers by ballot in the month of March.

**Section 5.** The vote shall be conducted by ballot, a majority shall elect. When there is only one (1) candidate for an office, the election may be held by voice vote.

**Section 6.** The following provisions shall govern the eligibility of individuals to be officers of the Hazelwood PTA Council:

- a. Only members of a local PTA whose individual dues to the local PTA are paid shall be eligible to hold office, serve on the board, serve on a council PTA committee, or serve as delegates to the council.
- b. No officer may be eligible to serve more than three (3) terms in the same office. Any person who has served in an office for more than one half (1/2) of a full term shall be deemed to have served a full term in such office.

**Section 7.** Officers shall assume their official duties following the close of the school year, except the treasurer who shall assume the officer's duties at the end of the fiscal year. Officers shall serve for a term of one (1) year or until their successors are elected.

**Section 8.** Nominating committee:

- #a. The nominating committee shall be elected.
- b. There shall be a nominating committee composed of three (3) members of the voting body of the council PTA, no two (2) of whom shall be from the same member unit, who shall be elected by this council PTA at a regular general membership council meeting at least two (2) months prior to the election of officers as outlined in Article VII, Section 4.
- c. The committee shall elect its own chair.
- d. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees to the members of the board and to the president of each member unit at least thirty (30) days before the annual election meeting. Additional nominations may be made from the floor at the time of the election.
- e. Only those individuals who are current members of a member PTA and who have signified their consent to serve if elected shall be nominated for, or elected to such office.
- f. In order to vote in the annual election of officers, an individual must be a member of the voting body of the council PTA.

**Section 9.** A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the board, notice of such election having been given. In case a vacancy occurs in the office of president, the first vice president shall serve notice of the election.

## **ARTICLE VIII: DUTIES OF OFFICERS**

**Section 1.** The president shall:

- a. preside at all meetings of this council PTA;
- b. serve as an ex-officio member of all committees except the nominating committee;
- c. coordinate the work of the officers and committees of this council PTA in order that the Purposes may be promoted;
- d. assist in extending PTA work into all parts of the council PTA area, keeping it in harmony with the Missouri PTA plan;
- e. call a meeting within thirty (30) days after the annual meeting;

- f. appoint a parliamentarian, if desired.

**Section 2.** The first vice president shall:

- a. act as an aide to the president;
- b. perform the duties of the president in the president's absence or inability to serve; if more than one vice president they will preside in the order of 1<sup>st</sup> vice president, 2<sup>nd</sup> vice president, etc.
- c. The first vice president shall be present at all PTA Council meetings and be available to assist with all PTA councils events, when possible.

**Section 3.** The second, third, fourth, fifth and sixth vice presidents shall:

- a. Perform the duties of the president and/or 1<sup>st</sup> vice president in their absence or inability to serve, they shall preside in the order of 2<sup>nd</sup>, 3<sup>rd</sup> vice president.etc.
- b. Be present at all PTA Council meetings.
- c. Be available to assist with all PTA council events.
- d. Perform other duties as assigned which may or may not include serving as an Area VP for assigned schools. The responsibilities of Area VP may include, but is not limited to:
  - provide regular communications and support to PTA/PTSA Presidents at their assigned schools;
  - bring concerns from assigned schools to this PTA council and provide a monthly report at PTA council meetings regarding issues/concerns at their assigned schools) as needed;
  - schedule to attend PTA/PTSA meetings at their assigned schools throughout the school year;
  - verify that all assigned area schools have met all Missouri and National PTA requirements in order to remain in good standing (bylaws, Financial reviews, dues, etc.); and
  - encourage assigned area schools to attend the General Council meetings.

**Section 4.** The secretary shall:

- a. record the minutes of all meetings of the Hazelwood PTA Council ;
- b. be prepared to read the records of any previous meetings;
- c. file all records;
- d. have a current copy of the bylaws;
- e. keep an accurate roster of the names of the local PTAs in membership, the names of local PTA officers and delegates, and the names of the members of the council PTA board;
- f. conduct correspondence delegated to them; and
- g. forward names and addresses of newly elected officers to the state office no later than March 31.
- h. notify members of meetings and announcements.

**Section 5.** The treasurer shall:

- #a. submit the books for a review annually and upon the resignation or removal of the treasurer or any other authorized bank account signatory.
- #b. submit a copy of the council's fiscal year-end report to the state PTA by December 1<sup>st</sup> of each year;
- #c. submit a copy of the council's annual financial review to the state PTA by December 1<sup>st</sup> of each year;
- #d. submit a copy of the required IRS tax form to the state PTA by December 1<sup>st</sup> of each year;
- #e. remit council's annual service fee of twenty-five dollars (\$25.00) to Missouri PTA by December 1<sup>st</sup> of each year;
- f. have custody of the funds of this council PTA;

- g. maintain a full account of the funds of this council PTA;
- h. make disbursements as authorized by the president, board, or council PTA in accordance with the budget adopted by this council PTA;
- i. have vouchers signed by the chairperson and the president before presenting to the treasurer for payment;
- j. have checks signed by the treasurer and President before issuing payments;
- k. cause to be kept a full and accurate account of the receipts and disbursements in the books belonging to the Hazelwood PTA Council;
- l. provide a written financial statement at each council PTA meeting; present an annual report of the financial condition of the council PTA; and
- m. be responsible for preparing or having prepared IRS forms at the proper time.

**Section 5.** All officers shall:

- a. perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, or executive committee or board; and
- b. turn over to the president, without delay, all records, books, and other materials pertaining to the office, and shall return to the treasurer, without delay, all receipts and funds pertaining to the office upon the expiration of the term of office or in case of resignation.

### **ARTICLE IX: EXECUTIVE BOARD**

**# Section 1.** Each board member of this council PTA shall be a member of a local PTA within the area of the council.

**# Section 2.** A PTA member shall not serve as a voting member of this council PTA while serving as a paid employee of, or under contract to, this council PTA.

**Section 3.** The members of the board shall be:

- a. elected officers;
- b. one (1) delegate from each member PTA; and
- c. standing committee chairs; presidents of member PTAs; teacher representatives; superintendent(s) or representative(s); and the principals of schools having PTAs in the council membership or their representatives; student representatives and one (1) representative of the HNEA (Hazelwood National Education association).

**Section 4.** The affairs of the Hazelwood PTA Council shall be managed by the executive board in the intervals between PTA council general membership meetings. Duties of the board shall be to:

- #a. select an auditor or a review committee to review the treasurer's accounts whose report shall be submitted to the voting body for adoption; a copy must be submitted to Missouri PTA;
- b. carry out such business as may be referred to it by the membership of the council PTA;
- c. act in emergencies between meetings of the council;
- d. create standing and special committees;
- e. approve plans of work of council's standing committees;
- f. present a report at the regular general membership meetings of this council PTA;
- g. prepare and submit an annual budget to the council PTA's general membership for adoption;
- h. approve payment of routine bills within the limits of the approved budget; and
- i. fill vacancies in any office.

**Section 5.** Regular meetings of the board shall be held as set by the board at its first meeting of the year.

**Section 6.** Special meetings of the board may be called by the president or upon the request of a majority of board members upon ten (10) days written notice to each member of the board.

**Section 7.** At all meetings of the executive board, five (5) members of the board shall constitute a quorum for the transaction of business.

**Section 8.** If any member of the board shall at any time cease to meet the qualifications or fulfill the duties of the position, that person may be removed from the board by a resolution adopted by the board.

**Section 9.** Upon the expiration of the term of office, or when individuals cease to hold the position that entitles them to be a member of the board, they shall automatically cease to be a member of the board and shall be relieved of all duties and responsibilities incident to such membership. All records, books and other materials pertaining to the position shall be turned over to the president and all funds pertaining to the position shall be returned to the treasurer within fourteen (14) days.

## **ARTICLE X: COMMITTEES**

**# Section 1.** Only members of this council PTA or of the local units constituting this council PTA shall be eligible to serve in any elective or appointive positions.

**Section 2.** Standing committees are those which perform a continuing function and serve all year. Such standing committees may be created by the board to promote and carry out the Purposes and the work of the PTA. The standing committees of this council PTA shall be:

- a. Communication
- b. Scholarship
- c. Run/Walk
- d. Bylaws
- e. Legislative
- f. Reflection
- g. Founder's Day
- h. Audit (Financial Review)

**Section 3.** The term of office of a standing committee chair shall be one (1) year or until the selection of a successor.

**Section 4.** Special committees are created for a special purpose and automatically cease to exist when their work is done and the final report is received. The board may create such special committees, as it may deem necessary.

**Section 5.** The chair of each committee shall present a plan of work to the board for approval. No committee work shall be undertaken without the consent of the board.

**Section 6.** The quorum of any committee shall be a majority of its members.

**Section 7.** The president shall be a member ex officio of all committees except the nominating committee. The president shall be notified of all committee meetings.

## **ARTICLE XI: MEETINGS**

**Section 1.** Regular meetings of the general membership of this council PTA shall be held in the months of September, October, November, December, January, February, March, and April unless otherwise provided by

this council PTA, the board, or the executive committee. Twenty-one (21) days notice shall be given to the voting body of any change of date.

**Section 2.** Special meetings of this council PTA may be called by the president or by a majority of the board or a majority of the local PTAs in membership; at least ten (10) days notice given.

**Section 3.** The annual meeting shall be the last meeting of the year, at which time annual reports shall be received and new officers installed. The annual meeting shall be held in April, at which time annual reports shall be received, new officers installed and conducting any other business that may arise.

**Section 4.** A quorum for the transaction of business in any general membership meeting of this council PTA shall consist of at least two (2) officers and five (5) members of the voting body.

**Section 5.** Meetings of this council PTA shall be open to all members of the local PTAs holding membership in the council PTA, but the privilege of introducing motions and voting shall be limited to the voting body as outlined in Article VI.

**Section 6.** Delegates from local PTAs whose dues to the council PTA are in arrears or whose individual dues to the local PTA have not been paid shall not participate in the business meetings of the council PTA.

## **ARTICLE XII—FISCAL YEAR**

The fiscal year of the Hazelwood PTA Council shall begin on July 1<sup>st</sup> and end on the following June 30<sup>th</sup>.

## **# ARTICLE XIII: PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the National PTA and Hazelwood PTA Council in all cases in which they are applicable and in which they are not in conflict with these bylaws, the Bylaws of the National PTA, the Bylaws of the Missouri PTA, or the Articles of Incorporation.

## **ARTICLE XIV: AMENDMENTS**

**# Section 1.** These bylaws may be amended at any regular general membership meeting of this council PTA by a two-thirds (2/3) vote of the delegate body present and voting, a quorum present, provided the proposed amendment has been provided to the voting body at the previous meeting or twenty-one (21) days prior to the meeting at which the amendment is voted upon.

**Section 2.** If a complete revision of the bylaws is needed, a committee may be appointed by a majority vote at a general membership meeting of this council PTA, or by a two-thirds (2/3) vote of the board of this council PTA, to submit a revised set of bylaws as a substitute for the existing bylaws. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

**# Section 3.** Submission of amendments or revised bylaws for approval by the state PTA shall be sent in duplicate to the state office, and shall become effective upon approval by the state procedure and bylaws chairman.

**# Section 4.** The bylaws of council PTAs shall not conflict with any provision of the National PTA bylaws or the Missouri PTA bylaws. The adoption by Missouri PTA of any changes in required language in the model bylaws identified by a number symbol (#) shall serve automatically and without the requirement of further action by the Hazelwood PTA Council to amend correspondingly the bylaws of this council PTA. Notwithstanding the automatic process this council PTA shall promptly incorporate such amendments identified

with a number symbol into its bylaws.

## **ARTICLE XV: SCHOLARSHIP COMMITTEE AND FOUNDATION**

**Section 1.** The Hazelwood PTA Scholarship Foundation (hereinafter called the Foundation) was established and empowered to collect, administer and distribute money donated by the PTA Council and other sources. The money shall be kept in an insured financial institution and invested in a manner that will generate income so that money will continue to be available to fund scholarships as directed by the Hazelwood PTA Council Executive Board.

- a. The Foundation shall report quarterly (March, June, September and December) of each year to the Executive Board. The report shall include a written account of the monies received and disbursed, as well as a report on the nature, amount, and location of any investments and reason therefore.
- b. Directors of the Foundation shall be nominated by the voting body of the Foundation and elected at the Hazelwood PTA Council annual meeting in April. The voting body of the Foundation shall be the same as the voting body of this PTA Council. The minimum number of Foundation directors shall be five (5) , and shall serve a term of at least (3) years. All directors of the Foundation, whose term has expired, shall be eligible for re-election at the annual meeting. The PTA Council shall reserve the right to nominate any patron of the district for election as a director of the Foundation.

**Section 2.** The PTA Scholarship Selection Committee (hereinafter) called the Scholarship Committee is established annually for the purpose of determining which graduating seniors will receive the scholarships provided by Hazelwood PTA Council Scholarship Foundation. The committee may form subcommittee for the purpose of considering scholarship applications.

**Section 3.** Each October, the PTA Council Executive Board shall review, and approve or disapprove the Rules the Scholarship Committee uses to determine the scholarship recipients. The Executive Board will, in January, ascertain (from the Foundation) the amount of money available, and then determine the number of scholarships to be awarded. The Scholarship Committee will meet during the early part of the second semester, at the direction of the Chair, to review and evaluate scholarship applicants and select winners.

*BYLAWS APPROVED  
AUGUST 22, 2011  
Linda Kender*

### **HAZELWOOD PTA COUNCIL GATEWAY REGION**

Bylaws Committee:	Pat Higginbotham (chairman)	Burchee McGee (member)
	Angie Carey (member)	(member)
Bylaws Revised:	6/28/2011 (date)	
Bylaws Approved by Council:	7/21/2011 (date)	

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