RULES AND REGULATIONS

1. Name of Society: Indian Society for Pediatric and Adolescent Endocrinology(hereinafter referred Society).

Registered office: Department of Endocrinology, Room no. 001B, Sanjay Gandhi Post Graduate Institute of Medical Sciences, Raebareli Road, Lucknow -226014. Uttar Pradesh.

- 3. Area of Operation: All India
- 4. General Clauses:

1. The fiscal year of society shall be from April 1 to March 31 st. next.

At all places hereinafter "he/him/himself shall be taken to mean "she/her/herself" as well

5. MEMBERS

- The membership of the SOCIETY shall be of three categories namely
- Life Members (a)
- (b) Associate Life Members
- 0 Associate Foreign Members
- (a) Life Members: Only qualified pediatricians shall be life members
- (b) Associate Life Members: Qualified endocrinologists (or other related disciplines with evidence of interest in pediatric endocrinology) may be admitted as associate life members.
 - Associate Foreign Members: Associate Foreign members shall be all those (pediatricians / non pediatricians) not residing in India. Foreign national are also allowed "Associate Foreign" membership.
 - b. If any residential Indian citizen member moves out of India temporarily, all the correspondence, including Journals and ballot papers to eligible voters, shall be sent only to the latest local Indian address as on records with the Society unless they pay extra charges as applicable for the postage at any other address.
 - c. Initial membership of the Society shall be by life membership fee of Rs 1000/-. All subsequent membership fee shall be as per the rules and regulations of the Society as may be framed by the Executive Body and amended from time to time.
 - d. The application for membership shall be in the prescribed application form for membership of Society which shall be duly filled in and signed by the applicant and shall be accompanied by the fees as applicable which shall be returned in due time if the Credentials Committee does not accept the proposal. A separate register of such applications according to the category of members shall be maintained by the Credentials Committee

6. The subscription for membership of the Society (which shall be one time subscription on attainment of membership) shall be decided in the Executive Body Meeting from time to time for all categories of new members on their application for membership

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- 7. The Honorary Secretary cum Treasurer shall keep a Member's Register and computerized record in this regard, in which the names and last known addresses of members shall be entered with the dates of their election and cessation of membership, if any. Any entry in the Member's Register and computerized record of members in this regard shall be deemed final as regards to admission or cessation of membership and their respective addresses.
- 8. A member may resign from his membership by giving notice in writing and the resignation shall take effect from the date on which notice is received in the office of the Honorary Secretary cum Treasurer, provided that in case of resignation by office Bearer/Executive Committee member, one calendar month's notice of the resignation will be necessary and that the successor is elected/ or appointed, as the case may be.
- 9. A member shall be entitled to the following privileges:
 - To attend meetings and conferences arranged and organized by the Society by paying the prescribed fees which will be lower than for non members.
 - To use reading room and libraries maintained by the Society and to consult and use the books and periodicals in the library at such time and on such conditions as may be prescribed by the regulations made by the Executive Committee of the Society.
 - c) To receive the Society's newsletter/ Journal/ Bulletin, and have access to the Society website.
 - d) To enjoy such other privileges or benefits as may be determined by the Executive Board / Executive committee of the Society.
 - e) Any member going out of India shall be entitled to receive all the communication of the society including the Journals/Bulletin only at the latest local Indian address as on records of the Society.
- Only Life members shall be eligible to be elected to the Office Bearer/Executive

 Committee. They shall have the right to take part in elections or vote at any meetings or election of the Society. However, other category members could be co-opted in the Executive Committee by the Executive Committee of the Society. They will, however, have no voting rights. Associate life members and associate foreign life members shall not be eligible for voting for formation of executive committee or office bearers.

11. (a) A member guilty of infamous conduct (as defined under ethical code by Indian Medical Council) or of acts prejudicial to the interest of the Society may on the proposal of the Executive Board and after giving the member 30 days' notice to make any written

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- The notice of the meeting shall contain the particulars of the charges against the member (b) and shall be accompanied by written explanation, if any, submitted by the member.
- Election of Office Bearers and Executive Committee: 12.

be elected from The Office Bearers and the members of the Executive committee will postal ballots or by secret ballot at the amongst the Life members of the Society by secret and installed at the annual General Body Meeting. Annual General Body Meeting

- a. The election of the office bears and members of the Executive committee of the Society shall be by ballot, as per the following guidelines:
 - Invitation of nominations by the Returning Officer (appointed by the Executive Council) shall be made by 15 August of the relevant year. Last date for receipt and withdrawal of nominations to be by 15 October. Ballot papers if necessary shall be dispatched by the 20th of October. Receipt of ballots shall be by 30th of November. Declaration of results of voting will be done on the 1st of December. Installation of new Executive Committee will be done in January General Body Meeting during Pedicon meeting. If election is occurring in the Annual General Body Meeting, provision can be made for proxy voting if member cannot be present at the meeting.
 - One Life member may stand for only one post.
 - Only Life members shall be eligible to be elected to any post of Office Bearers / Executive Committee.
- Any member who has any complaint regarding the election process shall give the same in writing addressed to the Honorary Secretary cum Treasurer within 21 days of the declaration of the result.
- An Election Tribunal consisting of the President and two of the past Presidents shall be constituted to go into the complaint and the decision of the Election Tribunal shall be final in this regard. In case a member of the Election Tribunal is involved himself in any manner in such a dispute, he shall not be eligible for appointment in Election Tribunal.

Any dispute shall be subject to jurisdiction where Society is registered.

3. OFFICE BEARERS:

The Society shall have the following Office Bearers:

President

One

Honorary Secretary cum Treasurer

One

Executive Members

Eleven. to

Total: Thisteen to

14. Term of office

a. The term of the President, and the Honorary Secretary cum Treasurer and Executive Committee shall be ordinarily for two years.

- b. The Life member contesting for the post of President should have been a member of the Society for three complete years (36 months) before 30th June to be eligible to contest for the ensuing election and should have served in the Executive Committee or as office Bearer or both for a period of one complete year before contesting for the post of President. He should not be an office bearer of any other major (national or international) organization during the term of office of the Society. (The 36 month requirement shall be waived only for the 2008 election; for that year, the requirement shall be 18 months, i.e. from the inception of the Society).
- been a member of the Society for two complete years (24 months) as on or before 30th June to be eligible to contest for the ensuing election and should have served on the Executive Committee for one complete year before contesting for the post of Honorary Secretary cum Treasurer. He should not be an office bearer of any other major organization (national or international) during the term of office of the Society. (The 24 month requirement shall be waived only for the 2008 election, for that year, the requirement shall be 18 months, i.e. from the inception of the Society).
- d. The Life member contesting for the post of Executive Committee member should have been a member of the society for one complete year (12 months) as on or before 30th June to be eligible to contest for the ensuing election. The term of the elected members to the Executive Committee shall be of a period of two year. Such members, if elected for four successive years shall not contest election for a period of next two years for the post of Executive Committee. (This includes any stint as office bearer also). Inactive executive

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15. MANAGEMENT OF SOCIETY

- The management of the affairs of the society shall be vested in the Executive Committee, which shall consist of elected Office Bearers from amongst the Life Members as the case may be.
- All the office bearers shall be also members of the Executive Committee.
- The President, the Honorary Secretary cum Treasurer, and the 7 members shall be elected by all the Life members of the society from amongst themselves.
- The Executive Committee members shall consist of 9 members as follows:

President -

One

Honorary Secretary cum Treasurer

One

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Executive Members -

Ex-officio members and Advisors:

The following will be ex- officio members of the Executive:

- Immediate Past President, and
- Editor of Journal / Bulletin / Webmaster

The Executive can co-opt upto 3 past presidents as Advisors by invitation. However, the advisors and the ex-officio members number need not necessarily be counted towards the essential quorum for Executive decisions.

- Vacancies:
- In case of vacancies of Office Bearers or Executive Committee, the same shall be filled up by election which shall be held within a period of three months from the date of occurrences of the vacancy.
- The term of such elected office bearer shall expire on the date when the term of (ii) the original office bearer would have expired but for the vacancy.

MONEY AND PROPERTY:

(a) The Society will be allowed to raise funds by way of subscription, sponsorship, advertisements, and registration fees for program and by any such means permissible under ethical code for the activities

- (b) No expenditure shall be incurred unless the same has been included in the annual or supplementary budget and approved by the Executive committee except by Honorary Secretary cum Treasurer in case of emergency when it will be allowed after approval by the President of Society.
- (c) All money received by or on behalf of the Society shall be deposited forthwith in the Bank account of the Society by the Executive committee and shall not be withdrawn from bank except under the authority of and in the manner prescribed by the Executive committee.
- (d) Any money not immediately required for the purpose of society may be invested by the Society in such manner as it may deem fit and according to the provisions of section 11 of the Income Tax Act, 1961.
- (e) Without prejudice to the generality of the foregoing powers, the Executive Committee shall be empowered to
- (i) To acquire by purchase, lease, gift or otherwise, with or without conditions any property movable or immovable and whether subject to any special trust or not, for any one or more of the objects of the Society.
- (ii) To borrow or raise money in such manner or on such terms from Scheduled Banks, Nationalized Banks, Cooperative Banks, Post Office, Private Banks and other financial institutions and organizations engaged in the business of banking as the Society may think fit and appropriate in the wider interests of the attainment of the objectives of the Society.
- (iii) To invest money of the Society not immediately required for any of its objects in such manner as may be prescribed by the provisions of Section 11 of the Income Tax Act, 1961 or such similar legislation in this regard from time to time be determined by the Executive Committee.
- (iv) To act as trustees and to undertake or execute any trust or agency which may directly or indirectly be conducive to any of the objects of the Society.
- (f) All the property movable or immovable, belonging to the Society shall be vested in the Executive Committee.

(g) All the property movable or immovable, belonging to the Society shall be vested in the Executive committee.

17. ANNUAL GENERAL BODY MEETING:

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- (i) An annual General Body Meeting of the Society shall be held preferably during Pedicon (January) but not later than September of every year.
- At the annual General Meeting, the following business shall be transacted:
- Meeting. Confirmation of the minutes of the last General Body
- Consideration and adoption of the Annual reports of Society. (b)
- Consideration and adoption of the audited Statement of Accounts. (c)
- Installation of the new Executive Committee. (d)
- Appointment of auditors and fixing their remuneration. (e)
- Revision and fixing of membership fees (f)
- Appointment of honorary legal adviser. (g)
- Any other business, notice of which has been circulated with the agenda. (h)
- Any other business of which 30 days notice has been given to the Honorary (i) Secretary cum Treasurer in writing.
 - Any other business with permission of the Chair. (j)
 - unless a quorum No Business shall be transacted at any Annual General Meeting Commencement of the Meeting. The presence is present within thirty (30) days at the Members which ever is higher present shall form a quorum for the Annual General Meeting. If within half an hour of the time fixed for the meeting, a quorum is of 10% or 10 Life not present, the meeting shall stand adjourned to a later time on the same day at the same place. No quorum shall be needed for the Adjourned meeting.

JOURNAL/NEWS BULLETIN OF THE SOCIETY

The Society shall publish a journal/News Bulletin the title of which shall be decided by 18. the Executive Committee.

The Editor's post will be filled by inviting applicants from the members of the general body. The Editor can be from among the Executive Committee members also. The Editor 19. shall be nominated, from among the applicants, by the new Executive Committee in the month of December by a majority of the votes of the 9 member Executive Committee, and necessary legal formalities shall be completed by the Editor and the Society in this regard

within prescribed time.

- Ordinarily the term of the editor shall be for Two (02) years, which will be extendable as per the decision of the Executive Committee of the Society.
- The Editor may co-opt members to constitute an Editorial Board with prior approval of the Executive Committee.

GENERAL

- Society may publish tabloids / periodicals / journal / newsletter / magazines to promote all or any of its objectives.
- 23. Society shall maintain a register of its members.
- 24. The registration number and the logo of the Society shall be displayed on the letterhead and all publication of the Society.
- To promote all or any of its objectives, the Society may appoint State and City Cocoordinators or Committees.
- 26. The Society can seek to affiliate itself with other national and international bodies and institutes with like interests and objectives.
- 27. The Society may sue or be sued in the name of the Honorary Secretary cum Treasurer.
- For matter not provided for in these rules and regulations, the Society shall be free to govern itself in such manner as it think fit subject to the legislation in this regard and for that purpose to make rules and regulations and or amend the and rules and regulations from time to time.

THE POWERS OF THE EXECUTIVE COMMITTEE:

- 29. The Executive Committee shall, subject to these rules exercise all such powers and do all such acts and things as may be exercised or done by the Society.
- 30. The Executive committee may appoint conveners of Committees, including the organizers of the biennial conference, from amongst the members of the Society to deal with specific issues, and delegate to them such powers and duties as it may think it.
- 31. The Executive Committee shall act in the best possible interests of the Society.
- The Executive Committee may frame and / or amend rules and regulation not inconsistent with these rules and regulations for regulating the procedure of the meeting of the Executive Committee or its committee, election of the members of the committee and the conduct of the affairs of the society.

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- The executive committee shall appoint a 3 member Credentials Committee from among its own strength of executive, office bearers, ex-officio members and advisors.
 - 34. To advance, invest and deal with the Society's money in or upon such investments and securities (whether moveable or otherwise) may be deemed financially advisable for the betterment of the Society.
 - 35. To make by laws, rules and regulations of the Society and to delete change or add to the same from time to time.

36. MEETINGS

- The Executive Committee shall meet at such time and place as may be necessary for the transaction of the business of the Society as directed by the President, and ordinarily it shall meet not less than four times in a year.
- Meeting of the Executive committee shall be convened by the Honorary Secretary cum
 Treasurer in consultation with the President.
- c. Ordinarily thirty days' notice shall be given of all meetings to the members of the Executive Committee, except in case of emergency when a meeting may be called at seven day's notice at the express direction of the President.
- A special requisition meeting of the Executive committee may be requisitioned by not less than three members of the Committee asking for the same in writing to the Honorary Secretary cum Treasurer who shall call a special meeting to consider the requisition, within three weeks of the receipt of such requisition by the Honorary Secretary cum Treasurer.

 The power to decide date and place of such meeting will be with the President and the Honorary Secretary cum Treasurer.
- The quorum for a meeting of the Executive Committee shall be four members. If there be no quorum within 15 minutes of the time fixed for the meeting, the meeting shall be adjourned to a later time on the same day and place. No quorum will be needed for the adjourned meeting. If there be no quorum for a requisitioned meeting, the meeting shall be dissolved.
- The Executive committee shall have the power to terminate the appointment of its members (s) or any committee (s) or the Honorary Secretary cum Treasurer appointed by it, if in the opinion of its three fourths majority of the members present, for continuation of such appointment is not in the interest of the Society.

THE POWER AND FUNCTIONS OF THE PRESIDENT,

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- (a) The President shall preside at the meeting of the Executive Committee and General Body

 Meeting committee, but in his absence, the members present shall elect one from amongst them
 to preside over the meeting.
- (b) Every question / problem / dispute / issue submitted to a meeting of the Executive committee shall be ordinarily decided according to the majority of votes caste by the members present and voting at succeeding meeting. In the case of equality of votes, the President shall have a second or casting vote in addition to his vote as a member. Such decision will be final and binding on all the members of the society and the concerned parties.
- © The president shall decide the dates of the meeting and shall also be authorized to alter the same, if considered necessary.
- (d) To give casting vote in case of tie.
- (e) To work for the achievements and attainment of the objectives of the Society
- (f) The President can write to government and National / International bodies and individuals on important issues and send messages.

THE POWER AND FUNCTIONS OF HONORARY SECRETARY CUM TREASURER

- 41. In all-important matters pertaining to the working of the Society and the organization of conferences, seminars etc., the Honorary Secretary cum Treasurer shall consult the President before taking a decision except in case of emergency.
- 42. The Honorary Secretary cum Treasurer shall keep the President informed about all important matters relating to the Society and shall send a copy relating to important Society correspondence to the President for his perusal and comments.
- 43. The Honorary Secretary cum Treasurer can write to government and National/International, bodies and individuals on important issues and send messages.
- Subject to control and regulation, if any, of the Executive committee, the Honorary

 Secretary cum Treasurer shall be responsible for carrying out the directions and decisions of
 the Executive committee and in particular he shall:
- Convene meetings of the society and the Executive committee whenever necessary or called .
 upon to do so.
 - b. Have administrative control over all the affairs of the Society.

Have charge of correspondence in relation to the Society.

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- d.Keep accurate minutes of all the meeting of Society, Executive committee, and have the same confirmed in due time thereof.
- e. Prepare Annual Report of the Society.
- f. Liaise with Indian Academy of Pediatrics and other institutions or organizations for all academic and other activities linked with Indian Academy of Pediatrics.
- g. Liaise with other national and international organizations with interest in pediatric endocrinology.
- h. Have charge of the furniture, library and all documents and assets of the Society.
- i. Collect all dues of the Society and deposit all amounts of the Society.
- j. Pass all bills for payment or behalf of the Society.
- k. Have powers to incur expenses for any of the purposes of the Society a limit of Rs. 20,000 at a time subject to ratification by the Executive Committee.
- 1. Be an ex-officio member of all committees.
- m. Perform all such other duties as are incidental to the Office.
- Organize the biennial academic meeting of the Society, jointly responsible with the President.
- Shall be responsible for keeping up-to-date accounts of the Society with all the account books posted up-to-date.
- p. Shall, prepare a budget of the estimated receipts and expenditure of the society for each year and present the same for approval of the Executive committee.
- q. Shall get the accounts of the society audited by the auditors.
- r. Shall prepare an annual Statement of Accounts and Balance Sheet showing the financial position of the Society, get it audited by the auditors appointed at the annual General Meeting of the Society and submit it for adoption by the Executive committee and shall be Responsible for all financial affairs of the Society.
- s. Will operate the Bank Account(s) of the Society along with the President

MEETINGS OF THE GENERAL BODY

45. At all General Meetings 10% or 10 Ordinary and/or Life members, which ever is higher shall form a quorum. If there be no quorum within half an hour of time fixed for the

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meeting, the meeting shall be adjourned to a later time on the same day and same place. No quorum is needed for the adjourned meeting.

- The President may when he thinks fit, or on a resolution of the Executive Committee or on receipt of a requisition of not less than 10% or 25 Ordinary and /or Life members, which ever is low, stating the desired object of the meeting addressed to the Honorary Secretary cum Treasurer call a requisition special General Body Meeting of the members of the Society. Three weeks notice shall be given to the members of such meeting and notice should specifically mention the objects for which the meeting has been requisitioned. In the case of requisition, the meeting shall be held within 45 days of receipt of the requisition. Only the issues raised in the requisition shall be discussed at such meetings. The power to decide the date and venue shall be with the President and the Honorary Secretary cum Treasurer.
- 47. At all requisitioned meetings, 10% or 25 Ordinary and /or Life members, which ever is high, shall form a quorum. If there be no quorum within half an hour of time fixed for the meeting shall be dissolved.
- 48. A question may be submitted to a meeting of the members present and voting may occur.

 In case of a tie, the Chairman of the meeting shall have a casting vote in addition to his own.
 - i. Subject to any law for the time being in force and subject to the powers vested in the Executive committee, the Executive committee shall give effect to the resolution passed at the Annual General Meeting, General Meeting or requisitioned meeting.
 - ii. All statutory notice required to be sent to the members under these rules shall be send by post under certificate of posting to the last known addresses recorded in the register of members. A notice sent by post shall be deemed to have been served at the time when the letter containing the same would be delivered in the ordinary courses.
 - iii. All notices, communications, memoranda and other papers shall be signed or authenticated by the Honorary Secretary cum Treasurer and when so signed or authorized shall be conclusive.
 - iv. Every deed or other document to which the seal of the Society is required to be affixed shall be by the Honorary Secretary cum Treasurer in the presence of the President and in token of its having been so affixed, shall be signed by the President and by the Honorary Secretary cum Treasurer.

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v. Every deed or other document so sealed with the common seal of the Society and signed by the President and by the Honorary Secretary cum Treasurer shall be deemed to be duly executed.

CREDENTIALS COMMITTEE

The members of this Committee shall be nominated by the Executive Committee (EC) from among the executive, office bearers, ex-officio members and advisors and will consist of 3 members. These will include the President, Honorary Secretary cum Treasurer, and one more member. The Committee will approve applications for membership of the Society, and adjudicate on inactive Executive Committee (EC) members and on other issues from time to time as decided by the General Body Meeting.

POWERS AND RESPOSIBILITIES OF THE EDITOR

- The Editor shall publish a regular newsletter/ Journal/ Bulletin. The content of the newsletter shall be solely decided by the editor, provided it serves the objectives of the Society, and is not offensive in any manner whatsoever, thereby also ensuring compliance with statutory requirements.
- 51. The newsletter/ Journal/ Bulletin shall be run from the interest of a corpus, along with income from donations from organizations which wish to give information related to meetings, drugs or other products, investigative facilities, or any other issues.
- 52. The Editor shall be solely responsible for the statutory and legal requirements of the newsletter/ Journal/ Bulletin as may be required from time to time. The office of the newsletter / Journal / Bulletin shall be decided by the executive committee.

POWERS AND RESPOSIBILITIES OF THE WEBMASTER

The Webmaster, a designated Executive Committee member, shall organize and regularly update a website of the Society. The website will feature the complete updated list of members along with information of interest to those working in pediatric endocrinology, including information about availability of facilities, tests, and drugs in various parts of India. The content of the website shall be primarily decided by the Webmaster, provided it serves the objectives of the Society, and is not offensive in any manner whatsoever.

The website shall be run from the interest of a corpus, along with income from donations from organizations which wish to give information related to meetings, drugs or other products, investigative facilities, or any other issues.

55 BIENNIAL CONFERENCE

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ii. The Honorary Secretary cum Treasurer and President of the Society will organize the Biennial conference with the help of the Conference Committee.

Seed money for the Biennial Conference may be borrowed from the Society's funds for organizing the conference, and returned to the main Corpus within a month of the conference. Twenty five percent of the registration fees will be returned to the Corpus along with the return of the seed money. There will be a separate account for the biennial conference maintained with any Scheduled Bank, Nationalized Bank, Cooperative Bank, Post Office, Private Bank or any other institution carrying on or engaged in the business of banking and allied services. The Bank Account of the Conference shall be operated by the organizing secretary and chairperson of the conference, the precise names to be passed in an executive committee meeting.

56. ALTERATION OF RULES

The rules shall not be altered, amended or added to except by a resolution duly notified and passed at a Special General Body Meeting of the Society (at which no other business shall be discussed) by a two thirds majority of the members present and ratified one month later by another Special General Body Meeting/annual General Meeting.

57. FUNDS OF THE SOCIETY

The funds of the Society shall be maintained with any Scheduled Bank, Nationalized Bank, Cooperative Bank, Post Office, Private Bank or any other institution carrying on or engaged in the business of banking and allied services and the Bank Account of the Society shall be jointly operated by the President and the Treasurer cum Secretary of the Society.

58. AUDIT AND ACCOUNTS OF THE SOCIETY

The Accounts of the Society shall be audited by a Qualified Chartered Accountant every year.

59. LEGAL SUITS

The legal suits and proceeding against the Society shall lie against the Treasurer cum

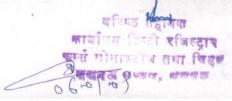
Secretary of the Society and any legal suit or proceeding of the Society shall be initiated by
the Society through the Treasurer cum Secretary.

60. RECORDS OF THE SOCIETY

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Member's Register

Minutes Register

- 3. Stock Register
- 4. Receipt Books,
- 5. Cash Book, Ledger Book

61. DISSOLUTION OF THE SOCIETY

The Dissolution of the Society and the treatment of the assets and liabilities on the dissolution of the Society shall be dealt with in accordance with Section 13 and 14 of the Societies Registration Act, 1860.

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