

**BY-LAWS
OF
THE URANTIA BOOK FELLOWSHIP**

CHAPTER I

RECORDS OF MEMBERSHIP

Paragraph 1.1. Record of Membership in Local Societies: A permanent record of each member in each Local Society shall be kept by its Secretary, which record shall contain the member's name and address and such other information as may be required by the Executive Committee. Upon the written request of the Secretary of any other Local Society or of any officer of THE URANTIA BOOK FELLOWSHIP, the Secretary of a Local Society shall certify to the membership of any member of such Society; and upon the request of the President of THE URANTIA BOOK FELLOWSHIP, the Secretary of a Local Fellowship Society shall furnish to the President, or to such person as the President may direct, a certified list of all members of such society on the date designated by the President.

Paragraph 1.2. Official Membership Census: Not later than the tenth (10th) day of January of each year, the Secretary of each Local Society shall report to the Secretary of THE URANTIA BOOK FELLOWSHIP the number of members in that society on the last day of the preceding calendar year and such other information as the Executive Committee shall from time to time require. From such reports the Secretary shall compile the Official Membership Census.

Paragraph 1.3. Record of Members-at-Large: The Secretary of THE URANTIA BOOK FELLOWSHIP shall keep and maintain a record of each member-at-large of THE URANTIA BOOK FELLOWSHIP, which record shall contain the member's name and address and such other information as may be required by the Executive Committee.

Paragraph 1.4. Record of Transfer of Membership: When a member of a Local Society is accepted for membership by another Local Society, the Secretary of the Local Society receiving such member shall notify the Secretary of the Local Society of former membership, advising of the transfer of membership.

Paragraph 1.5. Record of Officers of Local Societies: When a Local Society has been issued a charter, the names of the Founders shall be reported to the Secretary-

General by the Chair of the Membership Committee. The Secretary of each Local Society shall file with the Secretary-General a certified list of the names of the officers of such Local Society within thirty (30) days after the election thereof, and the Secretary-General shall keep and maintain a current record of the officers of each Local Society. The list of the officers first elected by a new Local Society shall also be certified to by not less than three (3) of the Founders of each Local Society.

Paragraph 1.6. Record of Expulsion from a Local Society: The expulsion of a member from a Local Society shall be reported to both the Secretary-General and the Secretary of THE URANTIA BOOK FELLOWSHIP by the Secretary of the expelling Local Society.

CHAPTER II

PROCEDURE ON APPEALS

Paragraph 2.1. Appeal to the General Council from Revocation of Charter: A Local Society may appeal to the General Council from an adjudication by the Judicial Committee and affirmed by the Executive Committee by filing a notice of appeal from such adjudication and affirmation with the Secretary of THE URANTIA BOOK FELLOWSHIP within ninety (90) days after the date of the letter transmitted by United States Registered Mail from the Chair of the Judicial Committee attested by the Secretary-General notifying such Local Society of the revocation of its charter, but not less than ten (10) days before the meeting of the General Council at which such appeal may be heard by the General Council under the provisions of Section 5.6 of the Constitution. Such notice of appeal shall set forth the adjudication of the Judicial Committee and the reasons why such adjudication should be reversed. Upon the filing of the notice of appeal within the time prescribed, the Secretary of THE URANTIA BOOK FELLOWSHIP shall place such appeal on the agenda of the next meeting of the General Council before which such appeal may be heard under the provisions of Section 5.6 of the Constitution, and shall compile a record which shall comprise the following:

- a) A copy of the petition filed by the Membership Committee with the Judicial Committee,
- b) A copy of the summons to the officers of the Local Society whose charter is involved,

- c) A copy of the adjudication of the Judicial Committee and any findings, reports of testimony and other evidentiary material comprising a part thereof, and,
- d) A copy of the affirmation of the Executive Committee. At such meeting of the General Council, the case for the revocation of charter shall be presented by a member of the Judicial Committee and the appealing Local Society may be represented by one or more of its officers and either with or by legal counsel. After all the evidence has been presented and all arguments have been heard, the meeting shall be adjourned until a time certain on the following day, if not a holiday, and if so, on the next succeeding business day. The adjourned meeting shall be a closed meeting and the representatives of the appealing Local Society shall be excluded therefrom. At such meeting, the General Council by secret ballot may affirm or reverse the adjudication of the Judicial Committee. The decision of a majority of a quorum of the General Council shall be final, and such decision shall be communicated within thirty (30) days thereafter in writing by United States Registered Mail to the appealing society by the President and Secretary of THE URANTIA BOOK FELLOWSHIP.

Paragraph 2.2. A Member's Appeal from Expulsion from a Local Society: Upon expulsion from a Local Society, the person so expelled may, within six (6) months after expulsion, file in duplicate with the Secretary-General a notice of appeal from expulsion, addressed to the Judicial Committee setting forth to the best of the Member's knowledge the grounds for which the Member was expelled and the reasons why they consider their expulsion prejudicial.. Upon the receiving of such petition the Secretary-General shall refer the petition to the Chair of the Judicial Committee who shall set the petition for hearing and shall notify the petitioning party of the time and place thereof and shall send a copy of the petition to the Secretary of the expelling Local Society together with a notice of the time and place of such hearing. The petitioner may present evidence at such hearing in person or in writing. The expelling Local Society may send a representative to such hearing or may present its evidence in writing. The Judicial Committee shall consider the evidence presented by the petitioner and by the expelling Local Society, shall make a record of the evidence and of its findings from the evidence, deny or grant the petition, and return the file to the Secretary-General. The Secretary-General shall notify the petitioner and the Secretary of the expelling Local Society of the decision of the Judicial Committee within thirty (30) days after receipt of such decision.

Paragraph 2.3. A Member's Appeal from the Judicial Committee: In the event that a member's expulsion is affirmed on appeal to the Judicial Committee, the expelled member may, within sixty (60) days thereafter, file with the Secretary-General a petition for review of the decision of the Judicial Committee, setting forth the reason why the decision of the Judicial Committee should be reversed. Upon receiving such petition for review, the Secretary-General shall place it on the agenda of the next regular meeting of the Executive Committee. The Executive Committee, at its next regular meeting, shall take such action as it deems best: It may decline to review the decision of the Judicial Committee; it may affirm the decision of the Judicial Committee; or it may reverse the decision of the Judicial Committee. The action of the Executive Committee shall be final and shall be communicated in writing by the Secretary-General to the petitioner and to the Secretary of the expelling Local Society.

CHAPTER III

FINANCES

Paragraph 3.1. Charter Fees: There shall be paid to the Membership Committee concurrently with the filing of an application to establish a Local Society an application fee in an amount to be determined by the membership Committee with the approval and consent of the Executive Committee. If a charter is not issued to the applicants, the application fee shall be refunded. Otherwise such fee shall be paid into the treasury of THE URANTIA BOOK FELLOWSHIP.

Paragraph 3.2. Remittance of Tithes: On or before the thirty first (31st) day of January, the Treasurer of each Local Society shall remit to the Treasurer of THE URANTIA BOOK FELLOWSHIP ten per cent (10%) of the gross receipts of that Local Society as hereinafter defined in Paragraph 3.3 received by such Local Society during the twelve (12) calendar months ending with the last day of December preceding said dates and shall accompany such remittance with a financial report.

Paragraph 3.3. Gross Receipts: Gross receipts of a Local Society shall mean and include the following:

- a) Money, stocks, bonds, notes and other securities, tangible personal property of all kinds and descriptions, and real property and interests

therein which shall be given or contributed to such Local Society, unless such gifts or contributions are exempt under the provisions of Paragraph 3.4;

- b) Moneys or property received from any trust;
- c) Net profit or income from any property operated by Local Society, or from any enterprise or business operated for or by a Local Society or from any function, activity, or scheme for the making of money for the benefit of a Local Society, unless exempt under the provisions of Paragraph 3.4;
- d) Dues, assessments, and other charges levied or assessed against members of a Local Society, except charges for services rendered, for food or lodging furnished, or for property sold.

If any property described in subparagraph (a) of this Paragraph is not divisible so that one-tenth (1/10) thereof may be transferred to THE URANTIA BOOK FELLOWSHIP, the Local Society shall report receipt of the same to the Treasurer of THE URANTIA BOOK FELLOWSHIP and shall account for the income or profits therefrom and the proceeds from the sale or other disposition thereof and pay the tithes on such income or profits therefrom and from the proceeds from the sale or other disposition thereof when received. Money and other property shall be deemed to have been given or contributed to a Local Society if received by such Local Society from voluntary gifts or from solicitations or by virtue of the terms and provisions of a trust agreement, of the Last Will and Testament of any individual, or of any other contract or instrument.

Paragraph 3.4. Exemption from Tithes: The following gifts and contributions to a Local Society shall be exempt from tithes:

- a) Gifts and contributions of real estate and tangible personal property for the exclusive use of a Local Society for the purposes for which such society was chartered and of moneys and other property for the acquisition of such property or for the construction of improvements thereon.
- b) Gifts and contributions for funds for special purposes which shall be specifically exempted from tithes by resolution of the Executive Committee. Local Societies desiring to obtain exemption for a special fund shall make application to the Executive Committee for such exemption.

Paragraph 3.5. Reserve for Triennial Delegate Assembly: The Executive Committee shall cause to be set aside each year a sum of money, in amount to be determined by it, as a reserve to discharge the expenses of the Triennial Delegate Assembly. Any such funds that are unexpended after a meeting of the Triennial Delegate Assembly shall revert to the treasury of THE URANTIA BOOK FELLOWSHIP.

Paragraph 3.6. Budget: The Finance Committee shall prepare a budget for each calendar year and submit the same to the Executive Committee at least thirty (30) days prior to the last meeting of the Executive Committee in the prior year. At the last meeting of the Executive Committee in each year, an annual budget shall be adopted for the ensuing calendar year. The budget shall be in such form as shall be determined by the Executive Committee.

Paragraph 3.7. Appropriations: The amount specified in the annual budget for each operating expense and for other specified purposes shall constitute an appropriation of such amount to such purposes.

Paragraph 3.8. Books of Account: The Treasurer shall keep a detailed record of all expenditures and shall charge all expenditures to the accounts for which they were appropriated. The Treasurer shall keep a detailed record of all receipts and sources thereof. At all meetings of the Executive Committee the Treasurer shall submit a financial report in such form as shall be required by the Executive Committee.

CHAPTER IV

THE GENERAL COUNCIL

Paragraph 4.1. Agenda for Meetings: The agenda for all meetings of the General Council shall be adopted by majority vote of the General Council at its opening session. Once adopted, the agenda governs the order of business for the entire meeting unless and until the rules are suspended by unanimous consent or the agenda is amended by not less than a 2/3 majority vote.

Paragraph 4.2. Development of Agenda: A proposed agenda for each Regular Meeting, Special Meeting, and Triennial Meeting shall be developed by the President of THE URANTIA BOOK FELLOWSHIP, approved by the Executive Committee, and presented to the General Council for adoption at the opening session of such meeting as the first item of business to be acted upon. The

proposed agenda may be debated and amended from the floor. When adopted by majority vote, it becomes the agenda for the meeting. (See Paragraph 4.1, above.) The President and Executive Committee have complete discretion in developing the proposed agenda. The agenda of a Special Meeting of the General Council shall be limited to items which fall within the announced purpose of the meeting.

Paragraph 4.3 Electronic Meetings: Any regular or special meeting of the General Council or Executive Committee, and any meeting of a Service Team or Departmental Committee may take place by conference call, video call or other equivalent electronic method that provides for synchronous communication where all participants can speak and hear one another in real time.

- a) Requirements for notice, written agenda, minutes and Robert's Rules are unchanged.
- b) Unless there is a reliable mechanism for individuals to be recognized and obtain the floor, the chair directs discussion in a round robin fashion, or any other means with unanimous consent of the members present.

Paragraph 4.4. Rules of Order: Except as otherwise provided in the Constitution and By-laws of THE URANTIA BOOK FELLOWSHIP, all meetings of the General Council shall be conducted in accordance with the latest edition of Robert's Rules of Order. The General Council may, however, suspend the rules and use abbreviated procedures upon unanimous consent of the members present.

Paragraph 4.5. Petitions to the General Council: Only those petitions to the General Council which have been adopted by majority vote with a quorum present in a proper business meeting of a Local Society or signed by twelve (12) or more members in good standing of THE URANTIA BOOK FELLOWSHIP will be considered by the General Council. The Executive Committee will make and promulgate rules pertaining to the submission and authentication of petitions, and will determine the time and manner of presenting valid petitions to the General Council. The Executive Committee shall recommend to the General Council an appropriate action to be taken on each valid petition. A petition is not required to be placed on the agenda using the form or language requested, as it is enough that the General Council be made aware of the petition and its contents at an appropriate time. The structuring of agenda items and the specific wording of proposed actions (including resolutions) are functions of the Executive Committee and General Council.

Paragraph 4.6. Additional Procedure for Removing General Councilors: ARTICLE VIII, Section 8.4, of THE URANTIA BOOK FELLOWSHIP Constitution establishes certain minimum procedures for removal of a General Councilor. The following additional procedures are hereby prescribed:

- a) Whenever a member of the General Council shall consider that any other member of the General Council should be removed from office (1) "for permanent incapacitation rendering the Councilor physically or mentally disabled from fulfilling their duties" or (2) "for conduct rendering the continuation of their membership on the General Council prejudicial to the best interests of THE URANTIA BOOK FELLOWSHIP, such member may recommend to the Executive Committee, in writing, that such other member be removed from the General Council. Such recommendation shall specify the facts or circumstances which led the author to conclude that the incapacitated or errant member should be removed.
- b) Upon receipt of written recommendation by three or more General Councilors that a member of the General Council should be removed for either of the constitutional reasons, the Executive Committee shall consider whether or not the specified facts and circumstances, if true, might warrant such removal. If a majority of the Executive Committee considers that the allegations, if true, may warrant removal, they shall treat the recommendations as formally raising the issue of removal of the challenged General Councilor, and shall refer the matter to the Judicial Committee for a full and fair hearing. Otherwise, no further removal action shall be taken pending receipt of additional substantial information supporting removal.
- c) Upon receipt of a referral by the Executive Committee of recommendations to remove a General Councilor, the Judicial Committee shall forthwith hold a full and fair hearing to inquire into the facts and circumstances recited in the recommendations. At such hearing the challenged Councilor shall be afforded the following rights: (1) to be notified of the recommendations, (2) to know the names of those recommending removal, (3) to be present in person and/or by counsel at all evidence-receiving sessions, (4) to present evidence, and (5) to make arguments. Notice may be in the form of a "show cause" order enclosing a copy of all recommendations for removal of the challenged Councilor, indicating the time and place of the hearing concerning them, and containing a statement of the rights of a challenged Councilor at the hearing. Such notice shall be sent by registered mail to the last known address of such Councilor not less than 25 days before the

beginning of the hearing, or served in person not less than 21 days before the hearing.

- d) The Judicial Committee shall maintain a summarized record of the evidence presented to it at the hearing. Upon completion of a full and fair hearing, the Judicial Committee shall make findings of fact concerning the allegations and other relevant matters bearing upon the capacity of the challenged member to continue as a General Councilor or prejudice to THE URANTIA BOOK FELLOWSHIP resulting therefrom, as appropriate. It may also express opinions concerning relevant matters. And it shall recommend an appropriate disposition of the matter. Such findings, opinions, and recommendations shall be reported in writing to the Executive Committee.
- e) The Executive Committee may act upon the basis of the report of the Judicial Committee, or it may hold additional hearings at its own discretion. After reviewing and considering the report, the Executive Committee shall vote by secret written ballot whether or not to support a resolution recommending the removal of a General Councilor. Unless at least 3/4 of the members of the Executive Committee support such a resolution, removal procedures shall cease. If 3/4 of the members support such a resolution, the Executive Committee shall take the action required by Section 8.4 of the Constitution and forward the matter to the General Council.
- f) The General Council shall, at its next meeting after receipt of the resolution recommending removal, consider such removal as early in its agenda as practical. The removal procedure shall include the following: (1) the President shall read the resolution of the Executive Committee; (2) a representative of the Judicial Committee shall report on the Committee's hearing of the matter, give a brief summary of the evidence considered, and provide to each General Councilor a copy of the Findings, Opinions, and Recommendations of the Judicial Committee on the matter; (3) the challenged General Councilor may submit a statement and argument in person or by counsel; (4) the General Council may request and receive such additional evidence as it desires; (5) the General Council shall enter into executive session for deliberations with the challenged Councilor absent, and (6) the General Council (excluding the member) shall vote by secret written ballot "for" or "against" the resolution to remove, with an affirmative vote of at least 3/4 of the duly elected and qualified Councilors being required to effect the removal. A lesser affirmative vote defeats the resolution, and the challenged Councilor remains in office. The President

shall notify the challenged Councilor of the outcome of the vote by the most expeditious means.

- g) If at any time during the above proceedings the challenged General Councilor shall submit to the President of THE URANTIA BOOK FELLOWSHIP a written and signed letter of resignation from the General Council, the President shall accept the resignation and all removal proceedings shall terminate as moot.

Paragraph 4.7. Distribution of General Council Minutes to Societies: Within four weeks of any meeting of the General Council, the Secretary of THE URANTIA BOOK FELLOWSHIP shall by regular mail, email, or other electronic means, forward the draft minutes and any corrections to all General Council members and Society officers. The formally approved minutes shall likewise be forwarded to Society officers.

CHAPTER V

THE EXECUTIVE COMMITTEE

Paragraph 5.1. The Executive Committee's role in program planning: The Executive Committee actively functions as the central planning and management team for The Urantia Book Fellowship. All significant projects and activities of the General Council and its committees, and all significant projects and activities sponsored by The Urantia Book Fellowship are vetted by the Executive Committee and, at its discretion, the Executive Committee may play as active a role in the program as it chooses.

Paragraph 5.2. Origination of Programs: Sometimes the Executive Committee will take the initiative to originate a new program. Programs may also originate anywhere, i.e. other members of the leadership team, committees, councilors, societies, members.

CHAPTER VI

FIFTH EPOCHAL FELLOWSHIP CORPORATION

Paragraph 6.1. Formation of FIFTH EPOCHAL FELLOWSHIP CORPORATION: The Executive Committee shall cause to be organized a not-for-profit corporation under the laws of the State of Illinois or some other state in the name of "THE URANTIA BOOK FELLOWSHIP" or "FIFTH EPOCHAL FELLOWSHIP CORPORATION."

Paragraph 6.2. Membership: Membership in FIFTH EPOCHAL FELLOWSHIP CORPORATION shall be limited to members of the Executive Committee.

Paragraph 6.3. Board of Directors: The Board of Directors of FIFTH EPOCHAL FELLOWSHIP CORPORATION shall consist of the members of the Executive Committee.

Paragraph 6.4. Executive Committee of the Board of Directors: The By-laws of FIFTH EPOCHAL FELLOWSHIP CORPORATION may provide for an Executive Committee of the Board of Directors to be comprised of the President, the Vice-President, the Secretary, the Treasurer, and the Assistant Secretary-Assistant Treasurer of FIFTH EPOCHAL FELLOWSHIP CORPORATION. The Executive Committee shall have such powers and such duties as from time to time shall be provided in the By-laws of FIFTH EPOCHAL FELLOWSHIP CORPORATION, and as shall be specifically imposed or granted by the Board of Directors of FIFTH EPOCHAL FELLOWSHIP CORPORATION.

Paragraph 6.5. Officers: The officers shall be a President, a Vice-President, a Secretary, and a Treasurer who shall be the same as the officers of THE URANTIA BOOK FELLOWSHIP. The Secretary-General shall serve as Assistant Secretary and Assistant Treasurer of the Corporation. Additional officers may be elected or appointed by the Board of Directors of FIFTH EPOCHAL FELLOWSHIP CORPORATION.

Paragraph 6.6. Fiscal Agents: FIFTH EPOCHAL FELLOWSHIP CORPORATION shall be the fiscal agent for THE URANTIA BOOK FELLOWSHIP and it may hold property and money of THE URANTIA BOOK FELLOWSHIP as requested and required by the Executive Committee. In the conduct of the affairs of FIFTH EPOCHAL FELLOWSHIP CORPORATION the members, directors, and officers thereof shall observe and comply with the Constitution and By-laws of THE URANTIA BOOK FELLOWSHIP.

Paragraph 6.7. Other Corporations: The Executive Committee may from time to time organize or cause to be organized such other and additional corporations, for

profit or not for profit, as in the discretion of the Executive Committee shall be considered necessary, appropriate, or proper, and may determine the form and organization of such corporation, the membership or capitalization thereof, and the number of officers and directors and methods for the election and qualification thereof.

CHAPTER VII

ELECTION AND CERTIFICATION OF TRIENNIAL DELEGATES

Paragraph 7.1. Notification of Call to Local Society: Within thirty (30) days of the setting of the date of a meeting of the Triennial Delegate Assembly, the Secretary of THE URANTIA BOOK FELLOWSHIP shall give notice of the call and the date of such meeting to the Secretary of each Local Society.

Paragraph 7.2. Elections of Delegates and Alternates: At any time after the receipt of such notice, but not later than sixty (60) days before the date of the called meeting of the Triennial Delegate Assembly, each Local Society shall elect one (1) Delegate and one (1) Alternate Delegate to such Assembly.

Paragraph 7.3. Notification and Certification of Election: Within fifteen (15) days of the election of such Delegate and Alternate Delegate, the Secretary of each Local Society shall notify the Secretary of THE URANTIA BOOK FELLOWSHIP of the name of the Delegate and Alternate Delegate, and such notification shall be certified by the President of each Local Society. Such notification shall be accompanied by a certificate from each Delegate and Alternate affirming that each has read The URANTIA BOOK in its entirety.

CHAPTER VIII

TEMPORARY VACANCIES

Paragraph 8.1. Purpose: The purpose of this Chapter of the By-laws is to supplement the Constitution of THE URANTIA BOOK FELLOWSHIP by providing for the interim appointment of officers, Chairs of Service Teams, Chairs and members of Departmental Committees to fill vacancies which may occur between regularly scheduled meetings of the General Council.

Paragraph 8.2. Vacancies in Offices: Whenever any vacancy shall occur in the office of President, Vice-President, Secretary, Treasurer, or Secretary-General, the Executive Committee shall by a two-thirds (2/3rds) vote appoint a General Councilor to fill any such vacancy and the appointee shall hold office until the next proper meeting of the General Council when a successor shall be elected. During their term of office they shall have all the authority and rights of a regularly elected officer.

Paragraph 8.3. Chair Vacancies in Departmental Committees: If the Chair of a Departmental Committee becomes vacant more than thirty (30) days prior to the next proper meeting of the General Council, the President may, with the concurrence of two-thirds (2/3rds) of the Executive Committee, appoint an Acting Chair of that Departmental Committee. Such an Acting Chair must be a member of the General Council and shall hold office until the next proper meeting of the General Council when a successor shall be elected. During their term of office they shall have all the authority and rights of a regularly elected Departmental Chair.

Paragraph 8.4. Membership Vacancies in Departmental Committees: If, in the opinion of the Executive Committee, a membership vacancy in a Departmental Committee should be filled prior to the next meeting of the General Council, the President may, with the consent of a majority of the Executive Committee, appoint a member to fill the vacancy until the next proper meeting of the General Council.

CHAPTER IX

MISCELLANEOUS

Paragraph 9.1. Certifications and Forms: The Executive Committee of THE URANTIA BOOK FELLOWSHIP may from time to time prescribe the form in which records, reports, and certifications are to be made as required by the Constitution of THE URANTIA BOOK FELLOWSHIP or by these By-laws, and when forms shall have been prescribed by the Executive Committee of THE URANTIA BOOK FELLOWSHIP, such form shall thereafter be used for the purposes prescribed until otherwise directed by the Executive Committee of THE URANTIA BOOK FELLOWSHIP. When no form for a record, report, or certification has been prescribed by the Executive Committee, such record, report, or certification shall be in such form as the person making the same shall determine adequate.

Paragraph 9.2. Amendment of By-laws: Subject to the provisions of Section 8.8 of ARTICLE VIII of the Constitution of THE URANTIA BOOK FELLOWSHIP, the By-laws of THE URANTIA BOOK FELLOWSHIP may be amended at any time by a majority of the Councilors present at any general or special meeting of the General Council at which not less than a majority of the Councilors are present, provided, however, that notice of any proposed amendment to be considered at such meeting shall have been given to all Councilors not less than fifteen (15) days prior to such meeting.

Paragraph 9.3. Inclusion of Approved Motions to the Website of THE URANTIA BOOK FELLOWSHIP: The Secretary of THE URANTIA BOOK FELLOWSHIP shall be responsible for posting all motions and decisions of the General Council to the website of the Fellowship once the minutes have been approved. The Secretary General shall likewise be responsible for posting all motions and decisions of Executive Committee to the Fellowship website once the minutes have been approved.

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