

# **CONSTITUTION**

**Amended April 2018.**



Australian Local Government Women's Association Inc  
Victorian Branch  
Inc No. A0020254K

**Index**

1. Name
2. Statement of Purpose
3. Definitions
4. Alteration of Rules
5. Membership rights and obligations
6. Register of Members
7. Ceasing Membership
8. Discipline, suspension and expulsion of members
9. Disputes and Mediation
10. Annual General Meeting
11. Special General Meeting
12. Special Business
13. Notice of General Meetings
14. Quorum at General Meetings
15. Presiding at General Meetings
16. Adjournment of Meetings
17. Voting at General Meetings
18. Poll at General Meetings
19. Manner of determining whether resolution carried
20. Proxies
21. Committee of Management
22. Office Bearers
23. Ordinary members of Committee
24. Election of Officers and Ordinary Committee members
25. Vacancies
26. Meetings of the Committee
27. Notice of Committee Meetings
28. Quorum for Committee Meetings
29. Presiding at Committee Meetings
30. Voting at Committee Meetings
31. Removal of Committee Member
32. Minutes of Meetings
33. Funds
34. Seal
35. Notice to Members
36. Winding Up
37. Custody and inspection of books and records
38. Sub Branches
39. Policy

<p>Australian Local Government Women's Association Inc Victorian Branch Inc No. A0020254K</p>
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**1. Name**

The name of the incorporated association is the Australian Local Government Women's Association Inc (Victorian Branch).

**2. Statement of Purpose**

The Statement of Purpose of ALGWA is:

- To assist in furthering the knowledge and understanding of the function of Local Government
- To encourage women to participate in Local Government
- To encourage women to make a career in Local Government
- To protect the interests and rights of women in Local Government
- To take action in relation to any subject or activity affecting Local Government and Local Government legislation
- To act in an advisory capacity to intending women candidates for Local Government elections

**3. Definitions**

In these Rules, unless the contrary intention appears-

"**Act**" means the *Associations Incorporation Reform Act 2012*;

"**committee**" means the Executive committee of management of the Association;

"**financial year**" means the year ending on 31<sup>st</sup> December

"**general meeting**" means a general meeting of members convened in accordance with rule 12.

"**member**" means a financial member and Honorary Life Member of the Association;

"**ordinary member of the committee**" means a member of the committee who is not an officer of the Association under Rule 21;

"**Regulations**" means regulations under the Act;

"**relevant documents**" has the same meaning as in the Act.

"**in writing**" means either by electronic transmission or by prepaid post.

**4. Alteration of the rules**

These Rules and the statement of purposes of the Association must not be altered except in accordance with the Act.

**5. Members Rights and Obligations**

(1) Membership of the Association shall be open to all interested in encouraging and supporting women's participation in Local Government.

(2) Any person who applies and is approved for membership as provided in these Rules is eligible to be a member of the Association on payment of the annual subscription as shall be determined by the Annual General Meeting.

- (3) Any member who has failed to pay the annual subscription or contribution one month after the subscription or contribution became due and payable shall automatically cease to be a member of the Association and forfeit any positions they may hold on committees.
- (4) An application of a person or Council for membership of the Association must-
  - (a) be made in writing and
  - (b) be lodged with the Secretary of the Association.
- (5) As soon as practicable after the receipt of an application, the Secretary must refer notification of the application to the committee via electronic transmission.
- (6) The committee must determine whether to approve or reject the application. This can be done by electronic transmission, with ratification of such decisions to be formally noted at the next meeting of executive.
- (7) If the committee approves an application for membership, the Secretary must, as soon as practicable-
  - (a) Notify the applicant in writing of the approval for membership;
  - (b) The Secretary must, within 28 days after receipt of the amounts referred to in sub- rule (2), enter the applicant's name in the register of members.
- (8) An applicant for membership becomes a member and is entitled to exercise the rights of membership when their name is entered in the register of members. A Council upon paying membership appoints a delegate. This delegate is entitled to one vote on behalf of the Council. Individual members are entitled to one vote. Individual members can nominate for a position on the committee. Delegates from Council cannot nominate for a position on the committee unless they are a member in their own right.
- (9) If the committee rejects an application, the committee must, as soon as practicable, notify the applicant in writing that the application has been rejected.
- (10) A right, privilege, or obligation of a person by reason of membership of the Association-
  - (a) is not capable of being transferred or transmitted to another person; and
  - (b) terminates upon the cessation of membership whether by death or resignation or otherwise.
- (11) The annual subscription is payable in advance on or before 1 July in each year.
- (12) Life membership of the Association may be awarded at the discretion of the Committee to persons who have given significant service to the Association

## **6. *Register of members***

- (1) The Secretary must keep and maintain a register of financial members and Honorary Life Members containing-
  - (a) the name and address of each member; and
  - (b) the date on which each member's name was entered in the register.
- (2) The register is available for inspection free of charge by any member upon request.
- (3) A member may make a copy of entries in the register.

## **7. *Ceasing membership***

- (1) A member of the Association who has paid all moneys due and payable by a member to the Association may resign from the Association by giving notice in writing to the Secretary of their intention to resign.
- (2) After the expiry of the period referred to in sub-rule (1)
  - (a) the member ceases to be a member; and
  - (b) the Secretary must record in the register of members the date on which the member ceased to be a member.

## **8. *Discipline, suspension and expulsion of members***

- (1) Subject to these Rules, if the committee is of the opinion that a member has refused or neglected to comply with these Rules, or has been guilty of conduct unbecoming a member or prejudicial to the interests of the Association, the committee may by resolution-- ;
  - (a) suspend that member from membership of the Association for a specified period; or
  - (b) expel that member from the Association.
- (2) A resolution of the committee under sub-rule (1) does not take effect unless--
  - (a) at a meeting held in accordance with sub-rule (3), the committee confirms the resolution; and
  - (b) if the member exercises a right of appeal to the Association under this rule, the Association confirms the resolution in accordance with this rule.
- (3) A meeting of the committee to confirm or revoke a resolution passed under sub-rule (1) must be held not earlier than 14 days, and not later than 28 days, after notice has been given to the member in accordance with sub-rule (4).
- (4) For the purposes of giving notice in accordance with sub-rule (3), the Secretary must, as soon as practicable, cause to be given to the member a written notice--
  - (a) setting out the resolution of the committee and the grounds on which it is based; and
  - (b) stating that the member, or his or her representative, may address the committee at a meeting to be held not earlier than 14 days and not later than 28 days after the notice has been given to that member; and
  - (c) stating the date, place and time of that meeting; and
  - (d) informing the member that he or she may do one or both of the following--
    - (i) attend that meeting;
    - (ii) give to the committee before the date of that meeting a written statement seeking the revocation of the resolution;
  - (e) informing the member that, if at that meeting, the committee confirms the resolution, he or she may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the Association in general meeting against the resolution.
- (5) At a meeting of the committee to confirm or revoke a resolution passed under sub-rule (1), the committee must--
  - (a) give the member, or their representative, an opportunity to be heard; and
  - (b) give due consideration to any written statement submitted by the member; and
  - (c) determine by resolution whether to confirm or to revoke the resolution.
- (6) If at the meeting of the committee, the committee confirms the resolution, the member may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that they wish to appeal to the Association in general meeting against the resolution.

- (7) If the Secretary receives a notice under sub-rule (6), they must notify the committee and the committee must convene a general meeting of the Association to be held within 21 days after the date on which the Secretary received the notice.
- (8) At a general meeting of the Association convened under sub-rule (7)--  
(a) no business other than the question of the appeal may be conducted; and  
(b) the committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution; and  
(c) the member, or their representative, must be given an opportunity to be heard; and  
(d) the members present must vote by secret ballot on the question whether the resolution should be confirmed or revoked.
- (9) A resolution is confirmed if, at the general meeting, not less than two-thirds of the members vote in person in favour of the resolution. In any other case, the resolution is revoked.

**9. *Disputes and mediation***

- (1) The grievance procedure set out in this rule applies to disputes under these Rules between--  
(a) a member and another member; or  
(b) a member and the Association.
- (2) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.
- (3) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
- (4) The mediator must be--  
(a) a person chosen by agreement between the parties; or  
(b) in the absence of agreement--  
(i) in the case of a dispute between a member and another member, a person appointed by the committee of the Association; or  
(ii) in the case of a dispute between a member and the Association, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).
- (5) A member of the Association can be a mediator.
- (6) The mediator cannot be a member who is a party to the dispute.
- (7) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (8) The mediator, in conducting the mediation, must--  
(a) give the parties to the mediation process every opportunity to be heard; and  
(b) allow due consideration by all parties of any written statement submitted by any party; and  
(c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- (9) The mediator must not determine the dispute.

(10) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

**10. Annual general meetings**

(1) The committee may determine the date, time and place of the annual general meeting of the Association. The meeting must be held within 5 months of the end of the financial reporting year.

(2) The notice convening the annual general meeting must specify that the meeting is an annual general meeting.-

(a) A copy of the agenda, minutes of previous annual general meeting and financial report, are to be distributed to each member of the Association at least 30 days prior to meeting.

(b) Notice may be sent by electronic transmission or if the member requests, by prepaid post to the address appearing in the register of members.

(3) The ordinary business of the annual general meeting shall be-

(a) to confirm the minutes of the previous annual general meeting and of any general meeting held since that meeting; and

(b) to receive from the committee reports upon the transactions of the Association during the last preceding financial year; and

(c) to elect officers of the Association and the ordinary members of the committee; and

(d) to receive and consider the statement submitted by the Association in accordance with section 30(3) of the Act.

(4) The annual general meeting may conduct any special business of which notice has been given in accordance with these Rules.

**11. Special general meetings**

(1) In addition to the annual general meeting, any other general meetings may be held in the same year.

(2) All general meetings other than the annual general meeting are special general meetings.

(3) The committee may, whenever it thinks fit, convene a special general meeting of the Association.

(4) If, but for this sub-rule, more than 15 months would elapse between annual general meetings, the committee must convene a special general meeting before the expiration of that period.

(5) The committee must, on the request in writing of members representing not less than 5 per cent of the total number of members, convene a special general meeting of the Association.

(6) The request for a special general meeting must--

(a) state the objects of the meeting; and

(b) be signed by the members requesting the meeting; and

(c) be sent to the address of the Secretary.

- (7) If the committee does not cause a special general meeting to be held within one month after the date on which the request is sent to the address of the Secretary, the members making the request, or any of them, may convene a special general meeting to be held not later than 3 months after that date.
- (8) If a special general meeting is convened by members in accordance with this rule, it must be convened in the same manner so far as possible as a meeting convened by the committee and all reasonable expenses incurred in convening the special general meeting must be refunded by the Association to the persons incurring the expenses.

**12. *Special business***

All business that is conducted at a special general meeting and all business that is conducted at the annual general meeting, except for business conducted under the rules as ordinary business of the annual general meeting, is deemed to be special business.

**13. *Notice of general meetings***

- (1) The Secretary of the Association, at least 7 days, or if a special resolution has been proposed at least 21 days, before the date fixed for holding a general meeting of the Association, must cause to be sent to each member of the Association, a notice stating the place, date and time of the meeting, and a copy of the agenda and minutes.
- (a) Notice may be sent by electronic transmission or if the member requests, by prepaid post to the address appearing in the register of members
- (2) No business other than that set out in the notice convening the meeting may be conducted at the meeting.
- (3) A member intending to bring any business before a meeting may notify in writing, or by electronic transmission, the Secretary of that business, who must include that business in the notice calling the next general meeting.

**14. *Quorum at general meetings***

- (1) No item of business may be conducted at a general meeting unless a quorum of members entitled under these Rules to vote is present at the time when the meeting is considering that item.
- (2) Five members personally present (being members entitled under these Rules to vote at a general meeting) constitute a quorum for the conduct of the business of a general meeting.
- (3) If, within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present-
- (a) in the case of a meeting convened upon the request of members--the meeting must be dissolved; and
- (b) in any other case--the meeting shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairperson at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place.
- (4) If at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members personally present (being not less than 3) shall be a quorum.

**15. *Presiding at general meetings***



- (1) The President, or in the President's absence, the Vice-President, shall preside as Chairperson at each general meeting of the Association.
- (2) If the President and the Vice-President are absent from a general meeting, or are unable to preside, the members present must select one of their number to preside as Chairperson.

**16. *Adjournment of meetings***

- (1) The person presiding may, with the consent of a majority of members present at the meeting, adjourn the meeting from time to time and place to place.
- (2) No business may be conducted at an adjourned meeting other than the unfinished business from the meeting that was adjourned.
- (3) If a meeting is adjourned for 14 days or more, notice of the adjourned meeting must be given in accordance with rule 12. (4) Except as provided in sub-rule (3), it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned meeting.

**17. *Voting at general meetings***

- (1) Upon any question arising at a general meeting of the Association, a member has one vote only.
- (2) All votes must be given personally
- (3) In the case of an equality of voting on a question, the Chairperson of the meeting is entitled to exercise a second or casting vote.
- (4) A member is not entitled to vote at a general meeting unless all moneys due and payable by the member to the Association have been paid, other than the amount of the annual subscription payable in respect of the current financial year.

**18. *Poll at general meetings***

- (1) If at a meeting a poll on any question is demanded by not less than 3 members, it must be taken at that meeting in such manner as the Chairperson may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.
- (2) A poll that is demanded on the election of a Chairperson or on a question of an adjournment must be taken immediately and a poll that is demanded on any other question must be taken at such time before the close of the meeting as the Chairperson may direct.

**19. *Manner of determining whether resolution carried***

If a question arising at a general meeting of the Association is determined on a show of hands-

- (a) a declaration by the Chairperson that a resolution has been-
  - (i) carried; or
  - (ii) carried unanimously; or
  - (iii) carried by a particular majority; or
  - (iv) lost; and
- (b) an entry to that effect in the minutes of the Association is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

**20. *Proxies***

Only financial members and Life Members shall be entitled to vote at a general meeting of the Association. Voting by proxy will not be allowed.

**21. *Committee of Management***

- (1) The affairs of the Association shall be managed by the Executive Committee of Management.
- (2) The Executive committee--
  - (a) shall control and manage the business and affairs of the Association; and
  - (b) may, subject to these Rules, the Act and the Regulations, exercise all such powers and functions as may be exercised by the Association other than those powers and functions that are required by these Rules to be exercised by general meetings of the members of the Association; and
  - (c) subject to these Rules, the Act and the Regulations, has power to perform all such acts and things as appear to the committee to be essential for the proper management of the business and affairs of the Association.
  - (d) may appoint financial members of the Association, subject to these Rules, to act as delegates on behalf of the Executive Committee until, the conclusion of the Annual General Meeting next following the date of appointment.
- (3) Subject to section 23 of the Act, the Executive committee shall consist of--
  - (a) the Officers of the Association; and
  - (b) up to five ordinary members, one representing a Rural/Regional area, one representing the Metropolitan Melbourne area, and a maximum of three others, each of whom shall be elected at the annual general meeting; the term of office will be two years.

**22. *Office Bearers***

- (1) The officers of the Association shall be--
  - (a) a President;
  - (b) a Rural/Regional area Vice-President; & a Melbourne Metropolitan area Vice President
  - (c) a Secretary/Treasurer, who shall be paid an Honorarium for their services at an hourly rate as set by the Committee.
- (2) The provisions of rule 23, so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices referred to in sub-rule (1).
- (3) Each officer of the Association shall hold office for a two year term. Each Officer is eligible for re-election with the exception of the President who will not hold office as President for more than two consecutive terms.
- (4) In the event of a casual vacancy in any office referred to in sub-rule (1), the committee may appoint one of its members to the vacant office and the member appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of the appointment.

**23. *Ordinary members of the committee***

- (1) Subject to these Rules, each ordinary member of the committee shall hold office for a term of two years, but shall be eligible upon nomination for re-election.
- (2) In the event of a casual vacancy occurring in the office of an ordinary member of the committee, the committee may appoint a member of the Association to fill the vacancy and the member appointed

shall hold office, subject to these Rules, until the conclusion of the annual general meeting next following the date of the appointment.

**24. *Election of officers and ordinary committee members***

(1) Nominations of candidates for election as officers of the Association or as ordinary members of the committee must be—

(a) made in writing, signed by two members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and

(b) delivered to the Secretary of the Association not less than 21 days before the date fixed for the holding of the annual general meeting.

(2) A candidate may only be nominated for one office, or as an ordinary member of the committee, prior to the annual general meeting. A candidate must be an individual member of the Association; Council delegates are ineligible to stand.

(3) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated shall be deemed to be elected and further nominations may be received at the annual general meeting.

(4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.

(5) If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held.

(6) The ballot for the election of officers and ordinary members of the committee must be conducted by postal/electronic ballot as determined by the committee. Notification of candidates must be sent to all financial members at least 10 days prior to the AGM. Each individual member and the delegate of each Council member shall have one vote.

(7) Appointment of Delegates and/or Representatives to any organisation having the appropriate affiliation with Local Government shall be considered and appointments made at the Executive Committee of Management meeting following the Annual General Meeting or at any subsequent Executive Committee of Management Meeting.

**25. *Vacancies***

The office of an officer of the Association, or of an ordinary member of the committee, becomes vacant if the officer or member--

(a) ceases to be a member of the Association; or

(b) resigns from office by notice in writing given to the Secretary.

**26. *Meetings of the committee***

(1) The committee must meet at least 3 times in each year at such place and such times as the committee may determine.

(2) Special meetings of the committee may be convened by the President or by any 4 members of the committee.

(3) The Committee may meet face to face or by teleconference as required.

**27. *Notice of committee meetings***

- (1) Written notice of each committee meeting, including an agenda and minutes of the previous meeting, must be given to each member of the committee at least 2 business days before the date of the meeting, by electronic transmission.
- (2) Written notice must be given to members of the committee of any special meeting specifying the general nature of the business to be conducted and no other business may be conducted at such a meeting, unless agreed to by majority vote.
- (3) Items to be included on the agenda must be provided to the Secretary, prior to distribution of the agenda.

**28. *Quorum for committee meetings***

- (1) Any 4 members of the committee constitute a quorum for the conduct of the business of a meeting of the committee.
- (2) No business may be conducted unless a quorum is present.
- (3) If within half an hour of the time appointed for the meeting a quorum is not present
  - (i) in the case of a special meeting--the meeting lapses;
  - (ii) in any other case--the meeting shall stand adjourned to the same place and the same time and day in the following week.
- (4) The committee may act notwithstanding any vacancy on the committee.

**29. *Presiding at committee meetings***

At meetings of the committee-

- (a) the President or, in the President's absence, either the Rural/Regional or Metropolitan Vice-President presides; or
- (b) if the President and the Vice-Presidents are absent, or are unable to preside, the members present must choose one of their number to preside.

**30. *Voting at committee meetings***

- (1) Questions arising at a meeting of the committee, or at a meeting of any sub-committee appointed by the committee, shall be determined by a majority or, if a member requests, by a poll taken in such manner as the person presiding at that meeting may determine.
- (2) Each member present at a meeting of the committee, or at a meeting of any sub-committee appointed by the committee (including the person presiding at the meeting), is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

**31. *Removal of committee member***

- (1) The Association in general meeting may, by special resolution, remove any member of the committee before the expiration of the member's term of office and appoint another member in his or her place to hold office until the expiration of the term of the first-mentioned member.

- (2) A member who is the subject of a proposed resolution referred to in sub-rule (1) may make representations in writing to the Secretary or President of the Association (not exceeding a reasonable length) and may request that the representations be provided to the members of the Association.
- (3) The Secretary or the President may give a copy of the representations to each member of the Association or, if they are not so given, the member may require that they be read out at the meeting.
- (4) If any Officer or ordinary member is absent from three consecutive meetings of the Committee without leave of absence being granted, The Committee may, after giving notice to the Officer or ordinary member appoint another member to take her place. No officer or ordinary member of the Committee shall be granted leave of absence exceeding 6 months except under special conditions.
- (5) If the behaviour of a member of the executive committee may bring the association into disrepute, their position on the committee will be suspended until such time as the issue is resolved by a majority decision of the executive committee.

### **32. *Minutes of meetings***

The Secretary of the Association must keep minutes of the resolutions and proceedings of each general meeting, and each committee meeting, together with a record of the names of persons present at committee meetings.

### **33. *Funds***

- (1) The Treasurer of the Association must-
  - (a) collect and receive all moneys due to the Association and make all payments authorised by the Association; and
  - (b) keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two of the President, Secretary or Treasurer.
- (3) The funds of the Association shall be derived from annual subscriptions, donations and such other sources as the committee determines.
- (4) The income and property of the Association shall be applied solely towards the promotion of its objects and no portion thereof shall be paid or transferred by way of profit to any member. Provided that nothing herein contained shall prevent the payment in good faith of remuneration to any members or other person for any services rendered to the Association.

### **34. *Seal***

- (1) The common seal of the Association must be kept in the custody of the Secretary.
- (2) The common seal must not be affixed to any instrument except by the authority of the committee and the affixing of the common seal must be attested by the signatures either of two members of the committee or, of one member of the committee and of the public officer of the Association.

### **35. *Notice to members***

Except for the requirement in rule 12, any notice that is required to be given to a member, on behalf of the Association, under these Rules may be given by-

- (a) delivering the notice to the member personally; or
- (b) sending it by prepaid post addressed to the member at that member's address shown in the register of members; or
- (c) electronic transmission, if the member has requested that the notice be given in this manner.

**36. *Winding up***

In the event of the winding up or the cancellation of the incorporation of the Association, the assets of the Association must be disposed of in accordance with the provisions of the Act.

**37. *Custody and inspection of books and records***

- (1) Except as otherwise provided in these Rules, the Secretary must keep in custody or under their control all books, documents and securities of the Association.
- (2) All accounts, books, securities and any other relevant documents of the Association must be available for inspection free of charge by any member upon request.
- (3) A member may make a copy of any accounts, books, securities and any other relevant documents of the Association.

**38. *Sub Branches***

- (1) Subject to the consent of the Executive Committee, Sub-Branches of the Association may be formed within the State of Victoria.
- (2) Sub-Branches must adhere to the objects and general policy of the Association.
- (3) Each Sub-Branch shall be entitled to appoint one of its members to attend meetings of the Committee, as ex-officio non-voting members.
- (4) Sub-branches wishing to apply for grants must seek approval from the executive committee prior to submission: such funds to be auspiced and held by the State Association.
- (5) To remain operational a Sub Branch requires a membership of five financial members. A quorum of three financial members is required to be present to conduct the business of a meeting of a Sub Branch.

**39. *Policy***

- (1) The Association shall be strictly non-party political

**40. *Conferences and Seminars***

- (1) The Executive Committee may convene conferences and seminars from time to time.
- (2) Such Conferences and seminars shall be convened at such time and place as the Executive committee determines.

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