

# Constitution of the Graduate Student Government of the University of Maine

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## **ARTICLE I – NAME**

This organization shall be known as THE GRADUATE STUDENT GOVERNMENT (GSG) of the University of Maine.

## **ARTICLE II – PURPOSE (Mission Statement)**

It is the mission of the Graduate Student Government (GSG) to support both the academic and non-academic activities of the graduate student body. Keeping with its mission, GSG will perform the following duties: act as a liaison between the University of Maine's administration, faculty, staff and graduate students; encourage graduate students' involvement in GSG activities and University functions; facilitate and encourage educational, professional and research activities of graduate students; disseminate information regarding graduate activities to graduate students, administration, faculty, staff and the campus community as a whole; represent graduate student interests to the University community, the state of Maine, and national organizations.

## **ARTICLE III – RESPONSIBILITY**

### **Section 1**

The GSG may send representatives to the Council of Colleges, the Graduate Board, the Faculty Senate, and to any other board, Committee, or Organization where graduate student representation is necessary, useful or requested.

### **Section 2**

An official delegate of the GSG shall report problems and interests of graduate students at UM to appropriate University officials, with recommendations for implementing changes necessary.

### **Section 3**

The GSG shall be responsible for all funds obtained and shall allocate these funds as it deems proper to benefit the graduate students and the University as a whole in accordance with Article II of the GSG Constitution.

## **ARTICLE IV — REPRESENTATION**

### **Section 1**

The GSG activities shall be governed by a Senate consisting of representatives from graduate programs at the University of Maine.

### **Section 2**

There shall be one representative from each program for every fifty enrolled graduate students or fraction thereof. Each program shall have at least one representative. The new program representative shall notify the Secretary of the GSG in writing of her/his appointment. Programs recognized by the Graduate School are eligible for GSG representation. Other graduate degree programs may submit a request to the GSG for separate representation.

### **Section 3**

The appointment of the program representative(s) shall be the responsibility of the graduate students in each program, with the assistance of the Chair or the Graduate Coordinator.

### **Section 4**

Program representatives shall be graduate students.

### **Section 5**

The President of the GSG may appoint representatives to represent those programs which are otherwise not represented with the approval of the GSG.

### **Section 6**

Program representatives shall serve at least one semester.

### **Section 7**

Each representative of the GSG shall strive to attend as many meetings as possible. The Senate reserves the right to remove representatives after repeated absences.

## **ARTICLE V — QUORUM**

A quorum shall consist of a simple majority of the possible number of recognized programs. Representatives are defined in Article IV Section 2 of the Constitution. If the regular meetings of the GSG have not had a quorum present at any meeting for 3 complete semesters (the semesters are fall and spring, not summer), the GSG shall be dissolved (see Article XVIII).

## **ARTICLE VI — VOTING**

Passage of business shall be by a system of ranked choice voting according to these guidelines:

- (1) Each representative to the GSG Senate will receive a ballot with the option of ranking the choices in order of preference. One option on this ballot shall be a 'no confidence' option.
- (2) If a choice receives a majority of first preferences, that choice shall be the selected outcome.
- (3) If no choice receives a majority of first preferences, an instant runoff retabulation shall be performed. The instant runoff retabulation shall be conducted in rounds. In each round, each voter's ballot shall count as a single vote for whichever continuing choice the voter has ranked highest. The choice with the fewest votes after each round shall be eliminated until a majority vote selects the final outcome. If the 'no confidence' option receives the majority, the ballot shall be reopened.

## **ARTICLE VII – OFFICERS**

### **Section 1**

Each year the GSG Senate shall elect, by majority vote, a President, a Vice President, a Secretary, a Treasurer, and a Grants Officer from the graduate student body. The Officers may additionally serve as non-voting program representatives.

### **Section 2**

The GSG Senate shall fix an honorarium as they deem suitable for the President, the Vice-President, the Secretary, the Treasurer, the Grants Officer, and the Board of Trustees Officer of the GSG.

### **Section 3**

The GSG may establish additional officers and provide suitable methods for their appointment.

## **ARTICLE VIII – ELECTION OF OFFICERS**

GSG shall conduct an election every year for a President, Vice-President, Secretary, Treasurer, and Grants Officer according to the procedure outlined in the Bylaws.

The President of the University shall appoint a Board of Trustees Representative with the approval of the Senate to serve a two-year term. The position of Board of

Trustees representative fulfills a senator's committee obligation for the duration of his or her term.

## **ARTICLE IX — EXECUTIVE COMMITTEE**

The Executive committee shall consist of any elected or appointed officers of the GSG.

## **ARTICLE X — DUTIES OF THE OFFICERS**

All GSG officers shall adhere to procedures of the GSG Bylaws and Standing Rules.

### **Section 1. Duties of the President**

1. The President shall be responsible for overseeing that the functions of the GSG and the GSG Officers are carried out in a manner prescribed in this constitution, the GSG Bylaws, Standing Rules and as deemed by the GSG.
2. The President shall act as liaison between University of Maine Administrators and the GSG.
3. The President shall preside over all meeting of the GSG Senate and Executive Committee.
4. The President shall sign all checks written by the Treasurer and issued by the GSG. If the President is unavailable this responsibility shall fall to the Vice President. No check shall be valid without one of these signatures.
5. The President shall represent the graduate students on the Graduate Faculty Board.

### **Section 2. Duties of the Vice President**

1. The Vice President shall act as coordinator of all GSG committee activities which include: all GSG permanent, standing and ad hoc committees; all committees of the University of Maine Administration.
2. The Vice President shall act in the capacity of the President in any meeting or event where the President is unable to attend or participate.
3. The Vice President shall oversee and coordinate the annual Graduate Research Exposition (Grad Expo).
4. The Vice President shall represent the GSG to the Faculty Senate.
5. The Vice President shall be responsible for signing checks, written by the Treasurer and issued by the GSG, if the President is not available. No check shall be valid without one of these signatures.

### **Section 3. Duties of the Secretary**

1. The Secretary shall keep good and true minutes and an attendance record of the meetings of the GSG Senate.
2. The Secretary shall be responsible for all official correspondence of the GSG and shall take care to see that copies of all such correspondence and the minutes of all meetings are preserved on file in the offices of the GSG.

3. The Secretary shall be responsible for notifying all appropriate parties of resolutions passed and actions taken by the GSG Senate in a timely manner.

#### **Section 4. Duties of the Treasurer**

1. The Treasurer shall be the financial officer of the GSG and shall be responsible for all funds held by the organization.
2. The Treasurer shall be responsible for the expenditure of all funds in a regular and proper manner in adherence to the financial guidelines outlined in the Constitution, GSG Bylaws, and the GSG Standing Rules.
3. The Treasurer shall serve as Chair of the Finance Committee of the GSG.
4. The Treasurer shall submit all accounts of the GSG for an independent audit on a yearly basis.
5. The Treasurer shall write all checks and those checks shall be signed by the President or Vice President. No check shall be valid without one of these signatures.
6. The Treasurer shall be in charge of rechartering the corporation every year.

#### **Section 5. Duties of the Grants Officer**

1. The Grants Officer shall serve as Chair for the Grants Committee and shall coordinate all grants funding activity, including individual grants and grants for clubs and organizations.
2. The Grants Officer shall assemble a panel made up of graduate students to review and award all grants.
3. Prior to the end of each semester, the Grants officer shall submit a detailed report to the GSG reporting all grant funding activity.

#### **Section 6. Duties of the Board of Trustees Representative**

1. The Board of Trustees Representative is responsible for acting as a liaison between the University of Maine System Board of Trustees and the Graduate Student Government.
2. It shall be the duty of the Board of Trustees Representative to attend the bimonthly Board of Trustees meetings.
3. It shall be the duty of the Board of Trustees Representative to be familiar with the nature, needs, and concerns of the graduate student body.
4. It shall be the duty of the Board of Trustees Representative to be familiar with the nature and process of decision making in the System, including attending System training sessions.
5. It shall be the duty of the Board of Trustees Representative to advocate in the best interest of the graduate students at the University of Maine.
6. It shall be the duty of the Board of Trustees Representative to provide reports of Board meetings to the Graduate Student Government Executive Committee, Senate, and Graduate Dean.
7. It shall be the duty of the Board of Trustees Representative to serve as a non-voting member of a Board-appointed committee, including attending off-cycle meetings if they occur.
8. It shall be the duty of the Board of Trustees Representative to meet any additional expectations of the Graduate Student Government as may arise.

9. It shall be the duty of the Board of Trustees Representative to communicate between Board meetings with the other Board of Trustees Student Representatives.
10. It shall be the duty of the Board of Trustees Representative to serve as an advocate for the University of Maine System.
11. It shall be the duty of the Board of Trustees Representative to take notes during his or her committee meeting and forward them to the Chair of the Board and the Chair of the Student Representatives within 1 week.
12. It shall be the duty of the Board of Trustees Representative to facilitate Student Representative meetings with the Board on a rotating basis.

### **Section 7. Duties of the Representatives to the GSG Senate**

1. Representatives to the GSG Senate shall serve on at least one committee, group, or organization where graduate student representation is necessary, useful, or requested.
2. It shall be the responsibility of the GSG Senate to oversee the activities and actions of the Executive Committee.
3. Any member of the GSG Senate may ask for a status or progress report from any committee. This report must be submitted to that member within two weeks of a written request.
4. It shall be the duty of the representatives of the GSG Senate to represent their constituents, and keep them informed of GSG actions.
5. Each GSG-recognized program or department must be represented at a minimum of 75% of GSG Senate meetings in a given semester for students from that program/department to be eligible for grant funding in the following semester cycle.

### **Section 8. Duties of the Executive Committee**

1. The Executive Committee shall be responsible for submitting a proposed annual budget to the GSG Senate at the first meeting of the academic year. No spending of GSG funds can occur without approval of the GSG Senate unless by unanimous approval by the GSG Executive Committee prior to the first annual GSG Senate meeting.
2. The Executive Committee shall meet regularly or as deemed necessary by the President.
3. Each member of the Executive Committee shall be available by appointment at least four hours per week or hold regular, weekly office hours at the GSG Office.
4. The use of the GSG debit card will be approved in writing by the Treasurer and President for situations of convenience or when another form of payment is not available. The Treasurer shall retain the card in a secure location when it is not in use. At the end of the year and/or during leadership transitions, the card will be returned to the issuing bank for reissuance of a new card, pending the transfer of account signees to newly elected officers.

## **ARTICLE XI – MEETINGS**



### **Section 1**

The GSG Senate shall meet at least every month. GSG Senate meetings shall be open to the entire University community. The President shall call the first meeting within three weeks of the first day of the semester.

### **Section 2**

Special meetings may be called by:

1. The Executive Committee
2. The President
3. Petition from representatives of ten percent of the graduate programs

## **ARTICLE XII — SUBSTITUTE MEMBERS**

Representatives to the GSG Senate unable to attend a meeting of the GSG may designate a proxy member to attend that meeting, with all rights and privileges delegated to regular members.

## **ARTICLE XIII — COMMITTEES**

### **Section 1**

The GSG shall establish and maintain a minimum number of committees which will include an Executive Committee, Finance Committee and Grants Committee.

### **Section 2**

The GSG reserves the right to establish and dissolve ad hoc committees as deemed necessary.

### **Section 3**

The GSG may establish or dissolve additional permanent committees at any time by majority vote.

## **ARTICLE XIV — SUCCESSION**

### **Section 1**

Should the President resign or become permanently unable to conduct the duties of the office, the Vice President shall be elevated to President. The Secretary shall call a special meeting of the GSG and preside over the election of a new Vice President.

### **Section 2**

Should the Vice-President become unable to conduct the duties of the office, the President shall call a special meeting of the GSG and preside over the election of a new Vice President.

### **Section 3**

Should the President and Vice President become unable to conduct the duties of their offices, the Secretary shall be elevated to the position of President. The Treasurer shall call a special meeting of the GSG and preside over the election of a new Vice President and Secretary.

#### **Section 4**

Should the President, Vice President and Secretary become unable to conduct the duties of their offices, the Treasurer shall be elevated to the position of President. The Grants Officer shall call a special meeting of the GSG and preside over the election of a new Vice President, Secretary and Treasurer.

#### **Section 5**

Should the President, Vice President, Secretary, and Treasurer become unable to conduct the duties of their offices, the Grants Officer shall call a special meeting of the GSG and preside over the election of a new President, Vice President, Secretary, and Treasurer.

#### **Section 6**

Should the President, Vice President, Secretary, Treasurer, and Grants Officer become unable to conduct the duties of their offices, the Board of Trustees Representative shall call a special meeting of the GSG and preside over the election of a new President, Vice President, Secretary, Treasurer, and Grants Officer.

#### **Section 7**

Should the Secretary become unable to conduct the duties of the office, the President shall call a special meeting of the GSG and preside over the election of a new Secretary.

#### **Section 8**

Should the Treasurer become unable to conduct the duties of the office, the President shall call a special meeting of the GSG and preside over the election of a new Treasurer.

#### **Section 9**

Should the Grants Officer become unable to conduct the duties of the office, the President shall call a special meeting of the GSG and preside over the election of a new Grants Officer.

#### **Section 10**

Should the Board of Trustees (BOT) Representative become unable to conduct the duties of the office, the President shall call a special meeting of the GSG and call for nominations of a new BOT Representative. The candidates will then meet with the GSG President and the Dean & Associate Provost for Graduate Studies, who will then propose successful candidates to the President of the University. The President of the University will then nominate the new BOT Representative. Finally, the GSG Senate will vote to support the nomination of the new BOT representative.

#### **Section 11**

In the event that all the elected Officers and the BOT representative become unable to conduct the duties of their offices, any graduate program representative to the

GSG Senate shall call a special meeting of the GSG Senate. The GSG Senate shall elect a chairperson to preside over a special election of new Officers.

## **ARTICLE XV — REMOVAL FROM OFFICE**

### **Section 1**

The President, Vice President, Secretary, Treasurer, or Grants Officer of the GSG may be removed from office by the following procedure.

1. Upon receipt of a petition for removal of an officer signed by fifty (50) percent of the members of the GSG Senate, a special meeting of the GSG shall be called within two regularly scheduled GSG Senate meetings to hear the charges. The GSG Senate shall designate a special chair by a majority vote to preside at this meeting.
2. The officer whose removal is sought shall not participate in any GSG function between the receipt of the petition for removal and the hearing of the charges before the GSG Senate.
3. A vote of three-fourths of a quorum shall be sufficient to remove the officer in question.
4. Following the removal of any officer, a successor will be chosen immediately under the designated procedure for succession.

### **Section 2**

The Board of Trustees (BOT) Representative may be removed from office only by the President of the University. The GSG may make a justified request to the President of the University for removal and replacement of the BOT Representative after it has been deemed necessary by the GSG, and a vote of three-fourths of a quorum has been attained to request removal.

### **Section 3**

Program representatives may be removed from the GSG Senate by a vote of three-fourths of a quorum, provided that notice of the impending removal has been placed upon the agenda of the meeting and circulated to all program representatives. He/she may not be removed without having an opportunity to defend herself/himself before a full meeting of the GSG.

### **Section 4**

Committee chairs and members may be removed by a vote of three-fourths of a quorum of the GSG Senate, provided that notice of the impending removal has been placed upon the agenda of the meeting and circulated to all program representatives and to the committee chair or member. He/she may not be removed from the office without having an opportunity to defend herself/himself before a full meeting of the GSG.

## **ARTICLE XVI – BYLAWS**

The GSG is given the authority to promulgate Bylaws pursuant to this Constitution and any other activities deemed necessary by the GSG. Approval of proposed Bylaws and amendments shall be by a vote of a majority of a quorum of the GSG Senate, provided

the proposed Bylaws or amendments were circulated to program representatives at least one week before the meeting.

## **ARTICLE XVII – STANDING RULES**

The GSG is given the authority to promulgate Standing Rules pursuant to this Constitution. Approval of proposed Standing Rules and amendments shall be by a vote of a majority of a quorum of the GSG Senate, provided the proposed Standing Rules or amendments were circulated to program representatives at least two weeks before the meeting, or at the previous meeting of the full Senate.

## **ARTICLE XVIII – CONSTITUTIONAL AMENDMENTS**

This constitution may be amended by a vote of three-fourths of a quorum of the GSG Senate, provided that the proposed amendment was introduced at a previous meeting of the GSG Senate and that copies of the proposed amendment were circulated to the program representatives at least one week before the meeting.

## **ARTICLE XIX – RATIFICATION OF THE CONSTITUTION**

Ratification of the Constitution shall be by a vote of three-fourths of a quorum of the GSG Senate, provided that the proposed constitution was introduced at a previous meeting of the GSG Senate and that copies of the proposed constitution were circulated to the program representatives at least one week before the meeting.

## **ARTICLE XX – DISSOLUTION OF FUNDS**

Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. Any such assets not so disposed of shall be disposed of by the Board of Trustees of the University of Maine exclusively for

such purposes or to such organization or organizations, as said Board of Trustees shall determine, which are organized and operated exclusively for such purposes.

## **ARTICLE XXI – REFERENDUM**

### **Section 1**

The graduate student body reserves the right to request by petition a referendum vote on any resolution passed by the GSG Senate. A referendum petition must be filed with the President within thirty (30) academic days after passage of the resolution in question and must be signed by at least five (5) percent of the graduate student body.

### **Section 2**

The GSG reserves the right to move any resolution to a referendum vote when deemed necessary.

### **Section 3**

The referendum shall take place not less than twenty (20) days or no more than thirty (30) academic days after filing of the referendum request. The GSG reserves the right to declare the means by which a referendum is announced and votes tallied. The GSG must demonstrate that the entire graduate student body received notification of the referendum. Passage of a referendum shall be by a majority vote.

## **ARTICLE XXII – BUDGET**

### **Section 1**

Income may be derived from the imposition of a Graduate Student Activity Fee upon the graduate student body, the amount to be set by the GSG and approved by the graduate student body in a referendum (see ARTICLE XXI).

### **Section 2**

The Executive Committee shall be responsible for submitting a proposed annual budget to the GSG Senate at the first meeting of the academic year. No spending of GSG funds can occur without an approved budget by the GSG Senate, with the exception of necessary expenditures that occur prior to the first annual GSG Senate meeting. Such expenses must meet the unanimous approval by the GSG Executive Committee.

# BYLAWS OF THE GSG CONSTITUTION

## Section 1: Election Procedure

1. During the second meeting of the spring semester, the GSG Executive Committee shall establish a nominating committee. This committee shall consist of a minimum of three members. The chair of the Nominating Committee shall not be a candidate for any GSG office and will only vote in case of a tie.
2. At the third meeting of the spring semester, the chair of the Nominating Committee shall call for nominations from the floor for each office. The Nominating Committee shall then convene to prepare all nominations made for GSG Officer Positions. Each candidate must be a graduate student for the entire upcoming academic year and be willing to be available for all GSG activities.
3. Before the last GSG Senate meeting of the academic year, an election date will be set by the Nomination Committee. During elections, each candidate will be required to address the GSG Senate elucidating their abilities, ideas, and experience for the position. After the speeches, the Nomination Committee shall conduct a secret ballot to elect the new officers of the GSG. In case none of the candidates have a majority of the vote, there will be a runoff election between the two candidates who gathered the most votes. In the event of a tie for an office, the chair of the nominating committee shall cast the deciding vote. The newly elected officers shall take office by June 1st.

## Section 2. Discussion Protocol

The GSG shall use “Robert’s Rules of Order” as a guide to parliamentary procedure.

Parliamentary procedure is a protocol used by legislative bodies to facilitate orderly discussion at meetings. The intent of any discussion should be to reach a solution and promote open debate by all members of a group. Since many people are not intimately familiar with Robert’s Rules of Order, the guidelines below present an abbreviated protocol that GSG shall follow but not limit itself to.

1. Terms of Parliamentary Procedure
  - a. In Order – Parliamentary procedure only allows for certain actions to be performed at certain times during the meeting. Actions allowed are referred as “in order” and those that are not allowed are called “out of order.”
  - b. Quorum – A quorum is the number of representatives that need to be present at a GSG Senate meeting to be sufficient to pass official business. This number is defined in the GSG Constitution.
  - c. Motions – A motion is a suggestion to the Senate to take a specific action. Any member of the GSG may propose a motion. Only one motion can be considered at a time. To be discussed, a motion must be seconded.

- d. Seconds – Motions proposed to the Senate require that at least one other representative supports consideration of the action. The second is made verbally after a motion is proposed.
  - e. Floor – A representative or guest who has the floor has the right to speak without being interrupted. The person with the floor may entertain questions asked by others without yielding the floor. The President always determines who has the floor. One must have the floor to make a motion, but not to second one.
  - f. Bill – A bill is a detailed statement of action. It defines a specific course of action for the GSG. The statement may contain many “whereas” clauses that outline the reasons for the action and one or more “enacted” clauses that outline the course of action to be taken. Any GSG member or GSG Committee may write and/or sponsor a bill. Authors and/or Committee Chairs are usually expected to read or paraphrase the document and answer questions concerning its content or purpose.
  - g. Resolution – A resolution is a detailed statement of sentiment. It expresses the opinion, support, or opposition of the GSG. The statement may contain many “whereas” clauses that outline the reasons for the reasons and one or more “resolved” clauses that outline the course of action to be taken. Any GSG member or GSG Committee may write and/or sponsor a resolution. Authors and/or Committee Chairs are usually expected to read or paraphrase the document and answer questions concerning its content or purpose.
2. Order of Business
- a. Call to Order – The President calls the meeting to order. Parliamentary procedure begins.
  - b. Approval of Minutes – The President shall ask if anyone is opposed to approval of the minutes of the last GSG Senate meeting as written. If no one objects, the minutes are approved by a vote of General Consent. If objection exists, a motion can be made to amend the minutes.
  - c. President’s Remarks – The President may address the Senate and make any pertinent announcements regarding the meeting. Questions may be directed to the President, but any discussion at this point is out of order.
  - d. Reports from Committees and Officers – Committee Chairs and Officers in turn briefly announce any current business of their respective position. Questions may be directed to the speaker, but any discussion at this point is out of order.
  - e. Old Business – Any business from the last meeting that was unresolved can be addressed at this point.
  - f. New Business – Here, the GSG may consider motions. The agenda shall list any scheduled bills or resolutions to be treated separately in the order they are listed. After any scheduled New Business, the President shall call for additional New Business. After a motion is read or paraphrased aloud and seconded, the President opens the floor for debate. Any person present may request the floor to discuss the motion at hand.
  - g. General Announcements – Here, any GSG member or guest can request the floor to make general announcements or inquiries. Questions can be addressed to the speaker but debate ended with New Business and any issues must wait until Old Business of the next meeting.
  - h. Adjourn – The President shall announce the meeting adjourned. A motion may be made if there are any objections to adjourning.

3. Making Motions
  - a. Obtain the floor.
  - b. Make the motion.
  - c. Wait for a second to the motion. The President shall call for a second if needed.
  - d. The President shall repeat the motion.
  - e. The President shall open the floor for discussion of the motion at hand.
4. Ending discussion:
  - a. If discussion ceases, the President asks for any further discussion. If so, discussion continues. If not, the President initiates a vote on the motion.
  - b. During discussion, one of the following can be called:
    - i. Call the Question — The President or any GSG member granted the floor may call the question to end the discussion. After a second to call the question is made, the Senate votes whether to call the question. If the call carries, a vote can be made on the original motion at hand. If the call fails to carry, discussion continues.
    - ii. Table the Motion – If a GSG member wishes the motion set aside to conduct further business, a motion can be made to table the motion at hand. If the motion to table carries, it can be reintroduced later as Old Business.
    - iii. Amend the Motion – If a GSG member wishes the main motion carried in a modified form, a “friendly amendment” can be suggested and accepted by the author and/or sponsor of the main motion. Otherwise, a motion must be made to amend the original motion at hand.
    - iv. Refer to Committee. If it is judged by a GSG member that the matter can wait and should be further investigated, they can move to refer the motion to a committee. If the motion to refer to committee passes, an ad hoc committee is established.
5. Voting — Passage of business shall be by a majority vote of the GSG Senate, unless otherwise specified by the GSG Constitution. The President shall decide on the voting method to be used upon initiation of a vote. The President shall announce the result of a vote when completed. The voting methods are:
  - a. Vote by Show of Hands – the President asks the voting representatives to show by their hand in turn if in favor, opposed, or in abstention and counted by the Secretary.
  - b. General Consent – If a motion is not likely to be opposed, the President shall ask for any objection before stating that the motion carries. The membership shows agreement by their silence.
  - c. Roll Call – If a record of each voter is desired, each voter verbally answers the vote when called by the Secretary.
  - d. Ballot – If voting secrecy is desired, voters write their vote on a piece of paper to be collected and tallied by the Secretary.