



APSE Chapter Bylaws

Revised 2/26/2010

Bylaw I

Section 1: Statement of Purpose

1. The purpose of the local chapter of APSE shall be to pursue the following goals within the geographical area(s) represented by its membership:
 - 1.1 To assist in the establishment, expansion and refinement of quality employment for individuals with disabilities. Inherent in quality employment is the assurance that individuals control their employment outcomes and career goals that focus on individualized jobs in the community;
 - 1.2 To advocate for social change consistent with the desire of individuals with disabilities to achieve those lifestyles which most nearly approximate those of their peers without disabilities;
 - 1.3 To support individuals with disabilities in their efforts to assert their civil and human rights in the areas of education, employment and community living.
2. The APSE Chapter shall attempt to determine local or regional concerns of importance to the members and constituents of APSE and communicate those concerns to national APSE.
3. As the APSE Chapter becomes involved in specific endeavors in pursuit of its goals it shall, in all cases, report these activities to national APSE.

Bylaw II

Section 1: Qualifications for Membership

1. APSE Chapter membership shall be automatically available to all national APSE members residing in the chapter's state or other designated chapter geographical area. Chapter membership is not available to individuals who are not members of national APSE. A group of APSE members, organized for the purpose of developing an APSE Chapter, shall be recognized by APSE for that purpose exclusively upon receipt of a formal written statement by at least 8 national APSE members residing in the geographical area indicating their intent to do so. Such a group shall then have 12 months from the receipt of this statement by the national APSE office to meet all requirements for achieving formal chartered status. Approval will be given by APSE (i.e., in recognition) upon receipt of a letter of request signed by the 8 national APSE members with (a) a proposed name to be used while the APSE Chapter is being formed which must incorporate the current national APSE logo format; (b) the names of ad hoc officers, key coordinators, or reorganizing committee members; (c) mission statement; (d)



a statement of activities planned for accomplishing the establishment of the APSE Chapter; and (e) written acceptance of the APSE Chapter Bylaws. No other group in that geographical area will be given approval until the first group indicates loss of interest or the one-year development period lapses. Geographical area will be defined in advance, so that the boundaries exist within one state or a combination of entire states, countries, cities, province(s) or other commonly accepted political/geographical boundaries. These geographical boundaries will be designated by the country in which the APSE Chapter is located. If the chapter re-charters, reorganizes, or goes into a probationary status, this same provision applies.

2. The chapter Governing Board shall not be empowered to award complimentary memberships. National APSE is the only body that can provide complimentary memberships to individuals.
3. APSE Chapters must have a minimum of 20 members to be chartered. All of these original members at large must be current national APSE members, and 100% of the Governing Board must keep their national APSE membership current.

Section 2: Membership Meetings

1. Meetings for the entire membership shall be held at least once a year with at least a quorum of members attending. A quorum shall be 20% of the current members actually in attendance.
2. All APSE Chapter activities will be governed by the applicable policies and procedures of national APSE as developed and disseminated by the national APSE Executive Board.

Bylaw III

Section 1: Powers and Duties of the APSE Chapter Governing Board

1. The Chapter Governing Board shall have the power to:
 - 1.1 Determine dates and places of Governing Board meetings;
 - 1.2 Set themes, programs, and other plans for conferences and workshops and assure that meeting/conference space is accessible for all participants;
 - 1.3 Declare the existence of a vacancy on the Governing Board occurring between regular elections and fill such vacancy by appointment;
 - 1.4 Create and fill staff positions as necessary and feasible;
 - 1.5 Authorize the bonding of staff members who handle funds;
 - 1.6 Investigate any matter pertaining to the welfare of the APSE Chapter that may require action;
 - 1.7 Transact all necessary business between meetings of the Governing Board;
 - 1.8 Review and approve budget;
 - 1.9 Establish policy in accordance with the APSE Chapter bylaws;
 - 1.10 Establish long range planning and goals;



- 1.11 Review and approve actions of any executive staff member;
- 1.12 Establish a plan for communication with all chapter members on a regular basis, at least twice annually.

2. The chapter Governing Board must ensure that all APSE Chapter meetings occur in spaces that have adequate insurance. The APSE Chapter shall indemnify (either through insurance or personally through APSE Chapter Members) national APSE for any settlement of judgments resulting from APSE Chapter activity and any and all suits and attorney fees also arising there from.

Section 2: Responsibilities of the chapter Governing Board

1. The Governing Board shall meet for at least one (1) full meeting every three (3) months. Each member will have one (1) vote on any issue coming before the body. A quorum of board members (50% of the board) must be present to pass any motions. Proxy votes may be taken, however a proxy vote may not be used to establish a quorum.
2. Special meetings shall be called by the President or by the joint action of one-half of the voting members of the Governing Board.
3. Each member of the Governing Board shall receive a notice prior to any meeting of the Governing Board.
4. The Governing Board, between meetings, may exercise its power and perform its duties by mail or e-mail vote, a majority vote being required for approval except in the instances specified elsewhere in this document. In the case of a mail or e-mail vote, each member shall be notified of any proposed action and allowed two (2) weeks from the date of notification in which to return the vote.

Section 3: Ex-officio Board Members

1. Ex-Officio Board Members shall be appointed by the Chapter Governing Board or President for a period of three years, unless renewed. Ex-officio members may attend all meetings of the Chapter Governing Board and may participate but shall have no vote.

Section 4: Terms of Office of the chapter Governing Board

1. At the first annual election one-third of the Chapter Governing Board members shall be elected for a three-year term, one-third for a two-year term, and one-third for a one-year term. At each annual meeting thereafter, one-third of the Governing Board shall be elected for three-year terms.
2. Officers of the Governing Board shall be elected each year by the Chapter Governing Board. Elected officers of the chapter board may serve one 2 year term unless re-elected.
3. Officers' positions shall include the roles and responsibilities of at least a President, Vice-President, Secretary and/or Treasurer. Regional representative(s) for each officially recognized geographical area in need of separate representation will be approved by the Chapter



Governing Board.

4. Upon election of new Chapter President, the new President shall sign off on the current APSE Chapter bylaws and submit to national office within 30 days.

Section 5: Composition of the chapter Governing Board

1. The Chapter Governing Board shall be composed of eight to twenty APSE members all of whom must keep current APSE membership.
2. Within three years of recognition of formal chapter status, the chapter Governing Board composition should include: at least one individual with a disability, family member of an individual with a disability, employer, and direct service provider.

Bylaw IV

Section 1: Procedures for Election of state Chapter Governing Board Members and Officers

1. Vacancies on the Chapter Governing Board shall be announced as a call for nominations from the APSE Chapter membership. Vacancy announcements will be made available to all chapter members.
2. Election process should at a minimum include: record of current membership and completion of nomination application that includes a signed copy of the Ethical Guidelines.
3. An Election Committee may be appointed by the president in consultation with the Chapter Governing Board to oversee the election process. Election process should include distribution of ballots to all members. All eligible nominees must be included on ballot.
4. The chapter President will inform all nominees of the outcome of the election prior to officially announcing results to the membership.
5. The chapter President will announce the newly elected board members via the APSE Chapter newsletter, letter or email and inform all participants of the outcome of the election within 30 days of the election.
6. Should a vacancy occur during the year, the President, with approval of the state chapter Governing Committee will make appointments to last until the next election.
7. The chapter President will submit the names, contact information and terms of all newly elected board members and officers to the national office within 30 days of the completion of the election.

Bylaw V

Section 1: Duties of Officers

1. Duties of the President shall be to:
 - 1.1 Call and preside at all meetings of the Governing Board;
 - 1.2 Appoint Chairpersons of all committees in consultation with the Governing Board, where appropriate;
 - 1.3 Appoint all committee members not otherwise provided for;



- 1.4 Serve as a member "ex-officio" of all committees;
 - 1.5 Act jointly with the secretary/treasurer in financial matters;
 - 1.6 Designate special functions and responsibilities for all members of the Governing Board;
 - 1.7 Generally supervise the activities of the APSE chapter and perform all other duties pertaining to the office and consult with the Governing Board in all matters feasible;
 - 1.8 Inform the APSE National Office of all matters which affect the interest of APSE;
 - 1.9 Be sure all reports are made to and from the APSE Chapter Director in a timely fashion.
2. Duties of the Vice-President shall be to:
- 2.1 Perform all duties and be vested with all the powers of the President in the absence of the President;
 - 2.2 Perform such duties as are designated by the Chapter Governing Board;
 - 2.3 Succeed to the Presidency when that office is vacated.
3. Duties of Regional Representative(s) shall be such as are designated by the Chapter Governing Board.
4. Duties of the Secretary and/or Treasurer shall be to:
- 4.1 Supervise the receipt and disbursement of all funds at the direction of the chapter Governing Board and following all policies and procedures of national APSE as developed and disseminated by the national APSE Executive Board;
 - 4.2 Act jointly with the President in financial matters;
 - 4.3 Present the financial report at each meeting of the chapter Governing Board;
 - 4.4 Serve as the Chairperson of the Finance Committee should it be appointed;
 - 4.5 Compile and present the minutes of each chapter Governing Board meeting with the semi-annual report to national APSE;
 - 4.6 Maintain a permanent history of the APSE chapter.

Bylaw VI

Section 1: Ad Hoc Committees

1. The APSE Chapter President may appoint Ad Hoc Committees.
2. Ad Hoc Committees shall go out of existence at the completion of their function or at the end of the term of office of the President by whom they are appointed.
3. Chairpersons of the Ad Hoc Committees shall submit a written report to the President annually and/or at the completion of the function of the committee.

Bylaw VII



Section 1: Not-for-Profit Status/ Group Exemption

1. The APSE chapter may not contemplate pecuniary gain or profit to any member or officer therein, and is to be organized solely for nonprofit purposes. The APSE Chapter will at all times comply with the requirements of the Internal Revenue Code 1954 (as now or hereafter amended) as it pertains to organizations exempt under Section 501(c) (6).
2. National APSE is a 501(c) (6) tax exempt organization. As such, membership dues and donations are NOT tax deductible as a charitable contribution. Review the IRS Code 1954 (as now and hereafter amended) as it pertains to organizations exempt under 501(c) (6). APSE dues are deductible as a business deduction if paid by the individual.
3. Chapters recognized by APSE will be a tax exempt 501 (c) (6) organization under national APSE's Group Exemption provided: (a) the chapter has applied for its own Federal Employer Identification Number (FEIN); (b) the chapter has sent written permission to be covered to national APSE; and (c) the chapter is located in the United States (non-U.S. chapters must comply with the laws in their country).

Section 2: Annual Dues

1. The APSE Chapter may sponsor APSE memberships; however the chapter must make payment to national APSE in the amount of the national APSE dues.
2. All membership billing of dues will be done by national APSE and the State Chapter dues will be sent to the chapter in a timely manner.
3. All membership applications, recruitment brochures, conference brochures, requests for donations, and other written material must specifically and in plain view state, "Dues are not tax deductible as a charitable contribution."

Section 3: Conference and Workshop Fees

1. The APSE Chapter may charge such fees for participation in regional conferences and workshops as it deems appropriate, including exhibitor fees.

Section 4: Budget

1. A yearly chapter budget shall be prepared and presented for approval to the chapter Governing Board.
2. Requests for inclusion in the following year's budget should be presented to the chapter Governing Board.
3. The budget may be revised by the chapter Governing Board during the year at its discretion.
4. All forms requested by national APSE will be submitted in a timely fashion.
5. Semi annual reports and requested financial records must be submitted to the National APSE office. Report for January 1 – June 30 due no later than July 31 and report for July 1 – December 31 due no later than January 31. If the semiannual report has not been received in



the national office by the due date, the chapter check will revert back to National APSE.

Section 5: Fund Raising

1. The APSE Chapter may participate in any type of fund raising activity subject to the following limitations:
 - 1.1 Notwithstanding any other provisions of these policies, the APSE Chapter shall not carry on any fund raising activities not permitted by the law;
 - 1.2 The Chapter shall act in accordance with codes governing fundraising activities by any organization exempt from federal income tax under Section 501(c) (6) of the Internal Revenue Code of 1954 (as now and hereafter amended). See the cited Code for details;
 - 1.3 The Chapter shall act in accordance with local, state, or federal laws concerning fundraising activities.
2. The APSE Chapter shall not actively compete with national APSE for funding available in the geographical area covered by the APSE Chapter when national APSE is actively seeking such funding.
3. The Chapter shall not make application for grant funding from any federal government agency except with the prior national APSE Board approval.
4. Any member or non-member may make a gift, bequest, or contribution to an APSE Chapter subject to the APSE Chapter reporting such gift, bequest or contribution to national APSE. National APSE reserves the right to reject, on behalf of the APSE Chapter, any such gifts, bequests, or contributions deemed too difficult to administer, outside the corporate purpose of APSE, or jeopardizing to its tax status. It must be clearly stated that gifts and/or contributions are not tax deductible.

Section 6: Responsibilities to National APSE

1. The APSE Chapter shall report on a semi-annual basis (reports due July 31st and January 31st) the following information:
 - 1.1 A description of all fundraising activities including date, person primarily responsible, nature and extent of activity, gross income obtained, cost of activity and net income;
 - 1.2 A description of all expenditures made by the APSE Chapter including date, nature and amount of expenditure and person(s) approving expenditures;
 - 1.3 Current balance of funds held, location of funds and persons responsible for funds;
 - 1.4 Copies of bank statements for all chapter accounts held for the months of June and December.
2. The APSE Chapter will pay service charges incurred by national APSE in the conduct of business on behalf of the chapter, i.e., bookkeeping charges and other professional fees. The APSE Chapter will receive a detailed list of any service charges incurred.
3. The Chapter Governing Board must adopt a Bylaw stating that national APSE and its



APSE Chapters make no long-term affiliations. Coalitions are to be formed with specific goals and with a limited timeline. The national APSE Executive Board, considering input from chapters, has the authority to approve or disapprove any APSE coalition, whether formed by a committee, Chapter, or any other APSE related group.

4. APSE Chapters that host or sponsor conferences or other events must adopt and adhere to the following policy: The conference planning group or committee shall make consistency with national APSE positions a key criterion for accepting or rejecting a proposal for conference or workshop presentations. Presentations that contradict APSE policy or positions should not be accepted except where the conference committee expressly intends to create debate on a critical issue about which APSE has taken a position. In such instances, the conference program should indicate the intent of creating debate through divergent presentation, by using a debate or similar point/counterpoint format.

Section 7: Assets

1. All assets held by the APSE Chapter shall revert to APSE national at the termination of the existence of the APSE Chapter provided that:
 - 1.1 All local obligations of the APSE Chapter have been fully satisfied, and;
 - 1.2 APSE continues to be an organization exempt from federal income tax under Section 501(c) (6) of the Internal Revenue Code of 1954 (as now or hereafter amended).

Bylaw VIII

Section 1: Non-Discrimination

1. The APSE Chapter shall not discriminate on the basis of race, creed, religion, ethnicity, color, national origin, age, sex, marital status, sexual orientation, or the presence of any disability.

Bylaw IX

Section 1: Responsibilities of APSE Chapter Status

1. The APSE Chapter agrees to comply with all requirements established by national APSE, whether established in the Articles of Incorporation, Bylaws, or published Policies and Procedures of national APSE and to continue under its general supervision and control.
2. An APSE Chapter will face suspension if it fails to comply with the requirements established by the national APSE.
 - 2.1 In the event that the Board of Directors of national APSE determines that the current status of activities of any APSE Chapter are placing APSE in jeopardy of



either losing its recognition as a tax exempt organization under Section 501(c) (6) of the Internal Revenue Code of 1954 as amended, or of having said tax exempt status restricted in any way; or in the event that the activity of such APSE Chapter exposes APSE to risk that national APSE Board of Directors feels is unacceptable, then the national APSE Board of Directors shall be empowered to suspend immediately recognition of said APSE Chapter as a duly authorized APSE Chapter. Notice of such suspension must be forwarded in writing to the affected APSE Chapter within five (5) working days after the date of the national APSE Board of Directors action. The notice shall contain a statement of the reason for the suspension and a period of time not to exceed 30 days during which time the APSE Chapter may attempt to comply with the directives of national APSE. In the event that the documentation of compliance is not forthcoming within the period of time set forth in the Notice, national APSE shall withdraw all recognition of the APSE Chapter as a Chapter of APSE.

2.2 In the event the national Board of Directors of national APSE determines that any Chapter of national APSE is not in full compliance with all the requirements for such APSE Chapters, the national APSE Board of Directors shall direct the Executive Director of national APSE to notify such non-compliant APSE Chapter, in writing, of the areas in which the APSE Chapter is not in compliance with the national requirements. The APSE Chapter will be given the opportunity to correct such areas of non-compliance within a period of up to thirty (30) days and submit documentation of such compliance to the national APSE Executive Director. In the event that the compliance is not made within the required period or evidence is not presented to indicate that compliance will result in the near future, then the APSE Chapter shall be suspended at the end of the thirty (30) day period with that suspension continued for a period of up to six (6) months. In the event that the compliance problems are not rectified by the end of the six-(6) month period, the APSE Chapter shall be denied all future recognition as an APSE Chapter of the national organization.

Bylaw X

Section 1: Use of APSE Name and Logo

1. The APSE name and logo shall be used only in connection with activities that have received the prior written approval of national APSE Executive Director or the national APSE Board of Directors.
2. The APSE Chapter shall have no authority to obligate APSE in any way, including written or oral contracts or agreements, leases, debts, financial or service obligations, fund raising activities, endorsements or approvals, litigation or participation in litigation, the drafting of legislation or regulations or any other activity or participation without prior consent of the national APSE Board of Directors.
3. National APSE shall not accept responsibility for any negligent or intentional conduct that would in any way impose liability upon national APSE. The APSE Chapter shall indemnify



(either through insurance or personally through APSE Chapter members) national APSE for any settlements or judgments resulting from APSE Chapter activity, and any and all costs of suits and attorney fees also arising there from.

4. Neither the name nor logo of APSE shall be used or appear to be used in any commercial venture, fund raising activity, or publication without prior written consent of national APSE.
5. All APSE Chapters are required to be known formally as the (name of state or geographic region) Chapter of national APSE. Any acronym chosen as a subtitle is at the discretion of the APSE Chapter, but subject to approval by the national APSE Executive Board of Directors.

Bylaw XI

Section 1: Elections to the Chapter Delegate Council

1. The Chapters within each region represented by the APSE Delegate Council shall elect their Regional Representative to serve on the APSE Chapter Delegate Council. The Chapter Delegate Council works in an advisory capacity only with the national APSE Board of Directors, representing chapter issues and concerns in matters that come before the national APSE Board of Directors.
2. Elected Delegate Council members may serve two consecutive three year terms. Delegate Council members are eligible to run for election after one year has elapsed from the end of their second consecutive term. In order to ensure orderly succession, the Delegate Council Chair will be allowed a third 3 year term to enable them to serve in this position.
3. During their terms, each member of the Chapter Delegate Council must remain an active Board member with their state chapter. In the event a Council member's term on their chapter Governing Board expires before their Council term, that individual's chapter Governing Board may appoint the Council member as an ex-officio member of the chapter Governing Board through the expiration of their term on the Chapter Delegate Council; or in the case the Chapter Governing Board does not appoint the Delegate Council member to an ex-officio member of the Chapter Governing Board; the Chapter Delegate Council will exercise the option of having an election to fill the seat for the remainder of the term on the Chapter Delegate Council.
4. The Chapter Delegate Council shall elect a Chairperson who shall serve as a full voting member of the national APSE Board of Directors for a three-year term.
5. Prior to expiration of a Regional Representative's term on the Delegate Council, a call for nominations will be sent to Chapters in the representative's region. APSE Chapters can nominate current state chapter board members for the APSE Delegates Council. Ballots will be issued from the Delegate Council Chair. Each APSE chapter in a specific region will have one vote for their Regional Representative on the Delegate Council. In the event of a tie, the Delegate Council will cast the deciding vote. New members of the APSE Delegate Council will begin their 3 year term at the National APSE Conference.
6. The Delegate Council Chair will notify the nominees as to the results of the elections prior to the national APSE conference that same year.
7. The Delegate Council members will include in their agenda for the annual meeting at the



APSE conference, a vote of confidence for the Delegate Council Chair.

8. The immediate past Chairperson remains on the Delegate Council, in an ex-officio capacity, for one-year following the expiration of their term.

Section 2: Roles and Responsibilities of Delegate Council Members

1. The Chairperson shall preside over the meetings and affairs of the Delegate Council and shall be responsible for formal communications, recommendations and resolutions being forwarded from the Delegate Council to the national APSE Board of Directors and for the return of all responses and concerns of the national APSE Board to the members of the Delegate Council.
2. It shall be clear that the function of the Delegate Council shall be advisory in nature only, but that the national APSE Board of Directors shall consider all advisory comments made by the Delegate Council as shall, from time to time, be requested by the national APSE Board of Directors.

Bylaw XII

Section 1: Publications

1. The APSE Chapter shall publish a newsletter at least once per year in a form to be approved by the chapter Governing Board.
2. White papers and other documents produced by chapters meant for distribution must be consistent with APSE's values as outlined in the Ethical Guidelines and must be submitted for approval to the Executive Director prior to distribution.

Bylaw XIII

Section 1: Proposals

1. It is the intent of national APSE to allow a chapter to amend these bylaws to make them more applicable in their communities with state specific amendments. All proposed amendments must be approved by national APSE and any amendments made are subject to national APSE's current or future regulations and governance. If any conflict exists between the APSE Chapter Charter and the regulations of national APSE, national APSE Policies and Procedures take precedence.
2. Chapter specific amendments to these Bylaws may be sponsored at any time by a member of the chapter Governing Board or by petition of 25% of its members.
3. When a chapter specific amendment has been proposed, the chapter President shall notify all members of the chapter Governing Board and allow thirty (30) days from the date of mailing for their response. Final changes can be made via a special ballot if the state chapter Governing Board is not in session or via discussion at a regular state chapter Governing Board meeting, subject to approval of national APSE and ratification by the required membership vote.



4. When a chapter specific amendment is proposed, the chapter President shall notify the national APSE Board of Directors through the national APSE President, who shall notify all national APSE Board members and the Chapter Delegate Council, allowing thirty (30) days from the date of the mailing for their response. Changes can be made by special ballot if the national APSE Board of Directors is not in session.
5. The national APSE President will notify the state chapter President if the proposed amendment is approved or not approved.

Section 2: Ratification

1. Following national APSE Board of Director approval, an amendment shall be ratified when approved by two-thirds of the state chapter vote received, with a quorum of 30% of the current membership.
2. When an amendment is ratified, the state chapter President shall notify each state chapter Governing Board member and national APSE with an exact copy of the amendment as approved within forty-five (45) days following the date of ratification. The amendment shall become effective ten (10) days after the notice of ratification has been mailed.

Bylaw XIV

Section 1: Referendum Procedures

1. An action taken by the chapter Governing Board may be challenged by a referendum inaugurated upon petition of 25% of the state chapter membership.
2. A referendum shall be said to have been inaugurated when written notice of the request for the referendum, supported as described above, is received by the state chapter President within ninety (90) days of the mailing of the report on the action taken by the chapter Governing Board.
3. The referendum shall be submitted to the state chapter membership for vote at the next annual meeting of the APSE Chapter, with a quorum of 30% of the current membership.
4. A majority vote on the referendum would require the chapter governing board to adopt the majority position.

Bylaw XV

Section 1: Suspension of Bylaws

1. A specified section or sections of the Bylaws may be suspended for no longer than the period between meetings of the Chapter Governing Board by a majority vote of the Chapter Governing Board with approval of the national APSE Board of Directors.

Bylaw XVI



Section 1: Additions or Alterations

1. These bylaws may be amended or repealed by national APSE Board of Directors.
2. National APSE Board of Directors will, unless changes are required by law or otherwise have strict timelines, seek an advisory vote from the Chapter Delegate Council on all bylaw changes.
3. National APSE Board of Directors may, at its discretion, seek an advisory vote on particular matters from (a) chapter Governing Boards, (b) chapter members, or (c) APSE's general membership. In the case of an advisory vote, only (a) duly registered and recognized fully-chartered chapters, (b) registered chapter members having paid all dues in full, or (c) registered national APSE members having paid all dues in full, shall be entitled to vote.
4. Advisory votes may be taken by mail, e-mail or in person at the annual Delegate Council meeting at the annual membership meeting.
5. In the event national APSE alters or amends its regulations concerning APSE Chapters; the APSE Chapter shall amend its Bylaws accordingly within sixty (60) days. If law requires such additions, alterations by the APSE Chapter must be made immediately.
6. If any conflict exists between the APSE Chapter Charter and the regulations of national APSE, national APSE Policies and Procedures takes precedence.

Bylaws accepted by: _____, President
(President Signature)

Bylaws accepted by: _____, Co-President
(co-President signature if applicable)

Chapter: _____

Date: ____/____/____

Print President's Name: _____

Print Co-President's Name: _____