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RULES OF CRANBOURNE CRICKET CLUB (INCORPORATED)

NAME

1. The name of the Association is CRANBOURNE CRICKET CLUB (INCORPORATED)

INTERPRETATION

2. (1) In these rules, unless the contrary intention appears:-
 - "Committee" means the Committee of Management of the Association.
 - "Financial Year" means the year ending 30 September
 - "General Meeting" means a general meeting of members convened in accordance with Rule 11.
 - "Member" means a 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.
 - "The Act" means the Associations Incorporation Act 1981.
 - "The Regulations" mean regulations under the Act.
 - "The relevant season" means the season beginning October 1 each year.
- (2) In these rules, a reference to the secretary of an Association is a reference:-
 - (a) where a person holds office under these rules as secretary of the Association - to that person; and
 - (b) in any other case, to the public officer of the Association.
- (3) Words or expressions contained in these rules shall be interpreted in accordance with the provisions of the Acts Interpretations Act 1958 and the Act as in force from time to time.

APPLICATION FOR MEMBERSHIP

3. (1) A natural person who is nominated and approved for membership as provided in these rules is eligible to be a member of the Association on payment of the entrance fee and annual subscription payable under these rules.
- (2) A person who is not a member of the Association at the time of the incorporation of the Association (or who was such a member at that time but has ceased to be a member) shall not be admitted to membership:-
 - (a) unless he is nominated as provided in sub-clause (3); and
 - (b) his admission as a member is approved by the Committee.
- (3) A nomination of a person for membership of the Association:-
 - (a) shall be made in writing in the form set out in Appendix 1; and
 - (b) shall be lodged with the secretary of the Association.
- (4) As soon as is practicable after the receipt of a nomination, the secretary shall refer the nomination to the Committee.
- (5) Upon a nomination being referred to the Committee, the Committee shall determine whether to approve or to reject the nomination.
- (6) Upon a nomination being approved by the Committee, the secretary shall, with as little delay as possible, notify the nominee in writing that he is approved for membership of the Association and request payment within the period of 28 days after receipt of the notification of the sum payable under these rules as the entrance fee and the first year's annual subscription.
- (7) The secretary shall, upon payment of the amounts referred to in sub clause(6) within the period referred to in that sub-clause, enter the nominee's name in the register of members kept by him and, upon the name being so entered, the nominee becomes a member of the Association.
- (8) A right, privilege, or obligation of a person by reason of his membership of the association:-
 - (a) is not capable of being transferred or transmitted to another person;
 - (b) terminates upon the cessation of his membership whether by death or resignation or otherwise.
- (9) Members shall consist of senior members, honorary members, honorary life members and junior members as herein defined:-

- (a) Senior members shall be playing or non-playing and shall consist of persons 18 years of age, or older, on October 1st of the relevant season.
 - (b) (i) Honorary members
The following persons shall be eligible to be elected as Honorary Members of the Club:
 - (a) Persons who have rendered distinguished service to the community or special services to the Club.
 - (b) Competitors in matches held with the permission of the club and officials acting at such matches.
 - (ii) For the purpose of the election of Honorary Members pursuant to these Rules shall be an election committee which shall consist of any two members of the Committee and the Secretary or the person nominated the secretary in his/her absence.
 - (iii) The Secretary shall keep appropriate records of the names and addresses of all such Honorary Members and the voting on their election. Such records shall specify the occasion in respect of which an Honorary Membership is granted.
 - (iv) The Committee or the election committee shall have the power to cancel the membership of any Honorary Member without notice and without assigning any cause thereof.
 - (v) Honorary Members shall pay no entrance fee or subscription.
 - (vi) Honorary Members shall not vote at any elections or meeting of the club.
 - (vii) Honorary membership shall be for the period of the day of the visit in (a) above or for the day of the competition.
 - (c) (i) Honorary life members may be elected at the annual general meeting by a majority of the members present and entitled to vote.
 - (ii) Nominations by members for honorary life members shall be in the hands of the secretary, a minimum of six weeks before the annual general meeting.
 - (iii) Recommendations for honorary life members shall be made to the annual general meeting and shall be limited to persons approved by the committee and generally having a minimum of ten years membership; and the names of those persons recommended shall appear on the agenda for the meeting.
 - (iv) Recommendations for honorary life members by the committee shall be finalised one month prior to the annual general meeting.
 - (v) No more than two honorary life members shall be elected in any year.
 - (vi) Honorary life members shall be entitled to all the privileges of club membership.
 - (d) (i) Junior members shall consist of persons under 18 years of age on October 1st of the relevant season.
 - (ii) Junior members shall be entitled to all the privileges of club membership other than the right to vote or hold office, except where, at the annual general meeting that person shall not be under the age of 18 years on October 1st of the following season.
- (10) A person shall not be admitted as an honorary or temporary member of the club unless the person is of a class specified in the rules and the admission is in accordance with the rules.

ENTRANCE FEE AND ANNUAL SUBSCRIPTION

4. (1) The entrance fee is nil.

- (2) The annual subscription shall be determined by the committee after discussion at the annual general meeting as per rule 8(4)(f).
- (3) A person shall not be exempted from the obligation to pay ordinary subscription for membership of the club unless the person is of a class specified in the rules and the exemption is in accordance with the rules

REGISTER OF MEMBERS

- 5. The secretary shall keep and maintain a register of members in which shall be entered the full name, address and date of entry of the name of each member and the register shall be available for inspection by members at the address of the secretary.

RESIGNATION AND EXPULSION OF MEMBER

- 6. (1) A member of the Association who has paid all moneys due and payable by him to the Association may resign from the Association by first giving one months notice in writing to the secretary of his intention to resign and upon the expiration of that period of notice, the member shall cease to be a member.
- (2) Upon the expiration of a notice given under sub-clause (1), the secretary shall make in the register of members an entry recording the date on which the member by whom the notice was given, ceased to be a member.
- 7. (1) Subject to these rules, the committee may by resolution:-
 - (a) expel a member from the Association
 - (b) suspend a member from the Association for a specified period; or
 - (c) fine a member in accordance with The Regulations, if the Committee is of the opinion that the member-
 - (i) has refused or neglected to comply with these rules; or
 - (ii) has been guilty of conduct unbecoming a member or prejudicial to the interests of the Association.
- (2) A resolution of the Committee under sub-clause (1):-
 - (a) does not take effect unless the Committee, at a meeting held not earlier than 14 and not later than 28 days after the service on the member of a notice under sub-clause (3) confirms the resolution in accordance with this clause; and
 - (b) where the member exercises a right of appeal to the Association under this clause does not take effect unless the Association confirms the resolution in accordance with this clause.
- (3) Where the Committee passes a resolution under sub-clause (1), the secretary shall, as soon as practicable, cause to be served on the member a notice, in writing:-
 - (a) setting out the resolution of the Committee and the grounds on which it is based;
 - (b) stating that the member may address the Committee at a meeting to be held not earlier than 14 days and not later than 28 days after service of the notice;
 - (c) stating the date, place and time of that meeting;
 - (d) informing the member that he may do one or more of the following-
 - (i) Attend the meeting;
 - (ii) Give to the Committee before the date of that meeting a written statement seeking the revocation of the resolution;
 - (iii) Not later than 24 hours before the date of that meeting, lodge with the secretary a notice to the effect that he wishes to appeal to the Association in general meeting against the resolution.
- (4) At a meeting of the Committee held in accordance with sub-clause (2), the Committee:-
 - (a) shall give to the member an opportunity to be heard;
 - (b) shall give de consideration to any written statement submitted by the member; and
 - (c) shall by resolution determine whether to confirm or to revoke the resolution.

- (5) Where the secretary receives a notice under sub-clause (3), he shall notify the Committee and the Committee shall convene a general meeting of the Association to be held within 21 days after the date on which the secretary received the notice.
- (6) At a general meeting of the Association convened under sub-clause (5):-
 - (a) no business other than the question of the appeal shall be transacted;
 - (b) the Committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution;
 - (c) the member shall be given an opportunity to be heard; and
 - (d) the members present shall vote by secret ballot on the question whether the resolution shall be confirmed or revoked.
- (7) If at the general meeting:-
 - (a) two-thirds of the members vote in person or by proxy in favour of the confirmation of the resolution, the resolution shall be confirmed; and
 - (b) in any other case, the resolution is revoked.

ANNUAL GENERAL MEETING

8. (1) The Association shall in each calendar year convene an annual general meeting of its members. The members of the management committee of the Club be elected for a term of not less than 12 months by members of a class of members that constitutes not less than 60 per centum of the total membership of the Club who are entitled to vote. This excludes unfinancial Senior Members, Temporary or Honorary Members, Junior Members, and persons who are members by reason only of reciprocal arrangements with another club and persons whose rights as members are limited to rights as social, gaming or neighbourhood members.
- (2) The annual general meeting shall be held not later than the last week in June and on such day as the Committee determines.
- (3) The annual general meeting shall be specified as such in the notice convening it.
- (4) The ordinary business of the annual general meeting shall be:-
 - (a) to confirm the minutes of the last preceding annual general meeting and of any general meeting held since that meeting;
 - (b) to receive from the Committee reports upon the transactions of the Association during the last preceding financial year;
 - (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.
 - (e) to appoint an honorary auditor;
 - (f) to discuss the annual subscription upon which the new committee will then determine the fee and the due date and notify all members in writing.
- (5) The annual general meeting may transact special business of which notice is given in accordance with these rules.
- (6) The annual general meeting shall be in addition to any other general meetings that may be held in the same year.

SPECIAL GENERAL MEETING

9. All general meetings other than the annual general meeting shall be called special general meetings.
10. (1) The Committee may, whenever it thinks fit, convene a special general meeting of the Association and, where, but for this sub-clause, more than 15 months would lapse between annual general meetings, shall convene a special general meeting before the expiration of that period.
- (2) The Committee shall, on the requisition in writing of members representing not less than 5% of the total number of members, convene a special general meeting of the Association.

- (3) The requisition for a special general meeting shall state the objects of the meeting and shall be signed by the members making the requisition and be sent to the address of the Secretary and may consist of several documents in a like form, each signed by one or more of the members making the requisition.
- (4) If the Committee does not cause a special general meeting to be held within one month after the date on which the requisition is sent to the address of the secretary, the members making the requisition, or any of them, may convene a special general meeting to be held not later than three months after that date.
- (5) A special general meeting convened by members in pursuance of these rules shall be convened in the same manner as nearly as possible as that in which those meetings are convened by the Committee and all reasonable expenses incurred in convening the meeting shall be refunded by the Association to the persons incurring the expenses.

NOTICE OF MEETING

- 11. (1) The secretary of the Association shall, at least 14 days before the date to be fixed for holding a general meeting of the Association, cause to be sent to each member of the Association at his address appearing in the register of members, a notice by pre-paid post stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (2) No business other than that set out in the notice convening the meeting shall be transacted at the meeting.
- (3) A member desiring to bring any business before a meeting may give notice of that business in writing to the secretary, who shall include that business in the notice calling the next general meeting after the receipt of the notice.

PROCEEDINGS AT MEETINGS

- 12. (1) All business that is transacted at a special general meeting and all business that is transacted at the general meeting with the exception of that specially referred to in these rules as being the ordinary business of the annual general meeting shall be deemed to be special business.
- (2) No item of business shall be transacted at a general meeting unless a quorum of members entitled to vote is present during the time when the meeting is considering that item.
- (3) 60% of members personally present (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- (4) Only Financial Senior Members and Honorary Life Members are entitled to vote at general meetings.
- 13. (1) The President, or in his absence, the Vice-President, shall preside as Chairman at each general meeting of the Association.
- (2) If the President and the Vice-President are absent from a general meeting, the members shall elect one of their number to preside as Chairman at the meeting.
- 14. (1) The Chairman of a general meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) Where a meeting is adjourned for 14 days or more, a like notice of the adjourned meeting shall be given as in the case of the general meeting/
- (3) Except as provided in sub-clauses (1) and (2), it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting.
- 15. A question arising at a general meeting of the Association shall be determined on a show of hands and unless before or on the declaration of the show of hands a poll is demanded, a declaration by the Chairman that a resolution has, on a show of hands, been carried unanimously or carried by a particular majority or lost, and an entry to that effect in the Minute Book 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.

16. (1) Upon any question arising at a general meeting of the Association, a member has one vote only.
- (2) All votes shall be given personally or by proxy.
- (3) In the case of an equality of voting on a question, the Chairman of the meeting is entitled to exercise a second or casting vote.
17. (1) If at a meeting a poll on any question is demanded by not less than three members, it shall be taken at that meeting in such manner as the Chairman may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.
- (4) A poll that is demanded on the election of a Chairman or on a question of an adjournment shall be taken forthwith and a poll that is demanded on any other question shall be taken at such time before the close of the meeting as the Chairman may direct.
18. A member is not entitled to vote at any general meeting unless all moneys due and payable by him to the Association have been paid.
19. (1) Each member shall be entitled to appoint another member as his proxy by notice given to the secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- (2) The notice appointing the proxy shall be in the form set out in Appendix 2.

COMMITTEE OF MANAGEMENT

20. (1) The affairs of the Association shall be managed by a Committee of Management constituted as provided in Rule 22.
- (2) The Committee:-
 - (a) shall control and manage the business and affairs of the Association;
 - (b) may, subject to these rules, the regulations and the Act, 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 regulations and the Act, as 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.
21. (1) The officers of the Association shall be:-
 - (a) a President;
 - (b) a Vice-President Senior;
 - (c) a Vice-President Junior;
 - (d) a Vice-President Social;
 - (e) a Treasurer;
 - (f) a Secretary;
 - (g) an Assistant Secretary/Treasurer Junior; and
 - (h) an Assistant Secretary/Treasurer Social.
- (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 mentioned in sub-clause (1).
- (3) Each officer of the Association shall hold office until the annual general meeting after the date of his election but is eligible for re-election.
- (4) In the event of a casual vacancy in any office referred to in sub-clause (1), the Committee may appoint one of its members to the vacant office up to and including the conclusion of the annual general meeting next following the date of his appointment.
22. (1) Subject to section 23 of the Act, the Committee shall consist of:-
 - (a) the officers of the Association; and
 - (b) 6 ordinary members (2 General, 2 Junior, 2 Social - see Clause 40) each of whom shall be elected at the annual general meeting of the Association in each year.
- (2) Each ordinary member of the Committee shall, subject to these rules, hold office until the annual general meeting next after the date of his election but is eligible for re-election.

- (3) 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 so appointed shall hold office, subject to these rules, until the conclusion of the annual general meeting next following the date of his appointment.

ELECTION OF OFFICERS AND VACANCY

23. (1) Nominations of candidates for election as officers of the Association or as ordinary members of the Committee:-
 - (a) shall be made in writing, signed by two members of the Association and accompanied by the written consent of the candidate (which may be endorsed of the form of nomination); and
 - (b) shall be delivered to the secretary of the Association not less than 7 days before the date fixed for the holding of the annual general meeting.
 - (2) If insufficient nominations are received to fill all vacancies on the Committee, the candidates nominated shall be deemed to be elected and further nominations for remaining vacancies shall be deemed to be received at the annual general meeting.
 - (3) 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.
 - (4) If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held.
 - (5) The ballot for the election of officers and ordinary members of the Committee shall be conducted at the annual general meeting in such usual and proper manner as the Committee may direct.
 - (6) A nomination of a candidate for election under this clause is not valid if that candidate has been nominated for another office for election at the same election.
24. For the purposes of these rules, 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;
 - (b) becomes an insolvent under administration within the meaning of the Companies (Victoria) Code; or
 - (c) resigns his office by notice in writing given to the secretary.

PROCEEDINGS OF COMMITTEE

25. (1) The Committee shall 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 of the members of the Committee.
- (3) Notice shall be given to members of the Committee of any special meeting specifying the general nature of the business to be transacted and no other business shall be transacted at such a meeting.
- (4) Any 4 members of the Committee constitute a quorum for the transaction of the business of a meeting of the Committee.
- (5) No business shall be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present the meeting shall stand adjourned to the same place and at the same hour of the same day in the following week unless the meeting was a special meeting in which case it lapses.
- (6) At meetings of the Committee:-
 - (a) the President or in his absence the Vice-President shall preside; or
 - (b) if the President and the Vice-President are absent, such one of the remaining members of the Committee as may be chosen by the members shall preside.
- (7) Questions arising at a meeting of the Committee or of any sub-committee appointed by the Committee shall be determined on a show of hands or, if

- demanding by member, by a poll taken in such a manner as the person presiding at the meeting may determine.
- (8) Each member present at a meeting of the Committee (including the person presiding at the meeting) is entitled to one vote on any question, the person presiding may exercise a second or casting vote.
 - (9) Written notice of each committee meeting shall be served on each member of the Committee by delivering it to him as a reasonable time before the meeting or by sending it by pre-paid post addressed to him at his usual or last known place of abode at least two business days before the date of the meeting.
 - (10) Subject to sub-clause (4) the Committee may act notwithstanding any vacancy on the Committee.

SECRETARY

26. The secretary of the Association shall keep minutes of the resolutions and proceedings of each general meeting and each committee meeting in books provided for that purpose together with a record of the names of persons present at committee meetings.

TREASURER

27. (1) The Treasurer of the Association:-
 - (a) shall collect and receive all moneys due to the Association and make all payments authorised by the Association; and
 - (b) shall 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) The accounts and books referred to in sub-clause (1) shall be available for inspection by members.

REMOVAL OF MEMBER OF COMMITTEE

28. (1) The Association in general meeting may by resolution remove any member of the Committee before the expiration of his term of office and appoint another member in his stead to hold office until the expiration of the term of the first-mentioned member.
- (2) Where the member to whom a proposed resolution referred to in sub-clause (1) makes representations in writing to the secretary or President of the Association (not exceeding a reasonable length) and requests that they be notified to the members of the Association, the Secretary or the President may send a copy of the representations to each member of the Association or, if they are not sent, the member may require that they be read out at the meeting.

CHEQUES

29. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by two members of the Committee.

SEAL

30. (1) The Common Seal of the Association shall be kept in the custody of the secretary.
- (2) The Common Seal shall not be affixed to any instrument except by the Authority of the Committee and the affixing of the Common Seal shall be attested by the Committee or of a member of the Committee and of the Public Officer of the Association.

ALTERATION OF RULES AND STATEMENT OF PURPOSES

31. These rules and the statement of purposes of the Association shall not be altered except in accordance with the Act.

NOTICES

32. (1) A notice may be served by or on behalf of the Association upon any member either personally or by sending it by post to the member at his address shown in the Register of Members.
- (2) Where a document is properly addressed pre-paid and posted to a person as a letter, the document shall, unless the contrary is proved, be deemed to have been given to the person at the time at which the letter would have been delivered in the ordinary course of post.

WINDING UP OR CANCELLATION

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

CUSTODY OF RECORDS

34. Except as otherwise provided in these Rules, the Secretary shall keep in his custody or under his control all books, documents and securities of the Association.

FUNDS

35. The funds of the Association shall be derived from entrance fees, annual subscriptions, donations and such other sources as the Committee determines.

COMPLAINTS

36. (1) All complaints other than those directed through the players representative will be made in writing to the Secretary who will place such complaints before the Committee as soon as possible.
- (2) The Committee, at their discretion, may invite the complainant to attend and personally lay the complaint.
- (3) The decision of the Committee in such cases shall be final and binding and no discussion will be entered into.

DRESS

37. (1) The official colours of the club shall be blue and gold.
- (2) Practice dress shall consist of tracksuit pants, white tops and proper footwear must be worn.

PLAYERS REPRESENTATIVE

38. (1) The Committee shall permit the elected representative of the players to attend committee meetings for the purpose of voicing the players' opinions on relevant issues.
- (2) The players' representative shall not have the right to propose or second resolutions or to vote.
- (3) The players' representative shall be elected by the players at the final club night before commencement of the season.

APPOINTMENT OF COACHES AND CURATORS

39. (1) The Committee shall call for applications for coaches and curators by public notice and other means considered appropriate. From the respondents to such advertisements the Committee may select one or more persons to act as club

coaches and curators, at a salary or honorarium to be decided by the Committee.

- (2) The Committee may engage the services of persons for the position of coach and/or curator for a period not exceeding three years.

SUB-COMMITTEES

40. (1) **Social Sub-Committee**
Chaired by Vice-President Social with the Assistant Secretary/Treasurer Social, and 2 of the ordinary Committee members elected at the annual general meeting or seconded at a later date by the Committee, shall be responsible for the organisation of all club social functions and fund-raising. The Sub-Committee shall not spend club funds without the express permission of the General Committee.
- (2) **Junior Sub-Committee**
Chaired by Vice-President Junior with the Assistant Secretary/Treasurer Junior and 2 of the ordinary committee members elected at the annual general meeting or seconded at a later date by the Committee, shall be responsible for the following:-
 - (a) the appointment of Junior Coaches/Managers;
 - (b) the organisation of Junior training and transport;
 - (c) the upkeep of Junior equipment;
 - (d) the collection of Junior Fees;
 - (e) the signing of Junior registration forms;
 - (f) the obtaining of required birth certificates;
 - (g) other Junior general business.The Sub-committee shall not spend club funds without the express permission of the General Committee.

LICENCE REQUIREMENTS

41. The members of the management committee shall be responsible for all matters in relation to the LIQUOR LICENCES.
The committee of management will ensure that:
 - (1) Remuneration of any amount will not be paid to an officer or servant of the club by way of commission or allowance from the receipts of the club for the sale and disposal of liquor,
 - (2) A register is maintained to record details of all guests/visitors admitted to the premises, and;
 - (3) A visitor to the club will not be served with liquor in the club premises unless the visitor completes the register, and is accompanied by a member of the club.

Appendix 1

Application for membership of Cranbourne Cricket Club

I, _____ of _____

desire to become a member of Cranbourne Cricket Club.

In the event of my admission as a member, I agree to be bound by the rules of the Association for the time being in force.

.....
signature of applicant

.....
date

I, _____ a member of the Association, nominate the applicant, who is personally known to me, for membership of the Association.

.....
signature of proposer

.....
date

I, _____ a member of the Association, second the nomination of the applicant, who is personally known to me, for membership of the Association.

.....
signature of seconder

.....
date

Appendix 2

FORM OF APPOINTMENT OF PROXY

I, _____ of _____ being a member of the Cranbourne Cricket Club hereby appoint _____ of _____ being a member of that Incorporated Association, as my proxy to vote for me on my behalf at the general meeting of the Association (annual general meeting or special general meeting, as the case may be) to be held on the _____ day of _____ 20 _____ and at any adjournment of that meeting.

Signed:

The _____ day of _____ 20 _____