

Queen's Park and Charminster Neighbourhood Forum Constitution

This document is the constitution for the Neighbourhood Forum established for the Queen's Park Ward Area in Bournemouth, Dorset.

Where it makes commercial or logical sense some areas outside of the strict ward boundary, which is subject to change, have also been included (as agreed with BCP Council).

In the absence of a Parish Council, the Forum is a Neighbourhood Forum as defined in paragraph 61F (5) of the Localism Act 2011 (<http://www.legislation.gov.uk/ukpga/2011/20/schedule/9/enacted>).

This Neighbourhood Forum is a sub-committee of the incorporated charity ("*The CIO*"), and is solely and fully accountable for delivery of the Neighbourhood Plan.

The Forum operates wholly under the constitution and approved procedures of *The CIO*.

This constitution documents the additional constitutional framework specific to *The Forum*.

1. DEFINITIONS

Name of Neighbourhood Forum

Queen's Park and Charminster Neighbourhood Forum, hereafter referred to as "*The Forum*".

Neighbourhood Forum 'Area'

As defined and delineated on the attached map in Appendix 1, hereafter referred to as "*The Zone*".

Neighbourhood Plan

The Queen's Park Neighbourhood Development Plan, hereafter referred to as "*The Plan*".

Our Charitable Body

We have registered a charitable body of the same name, Queen's Park and Charminster Neighbourhood Forum, UK charity commission number [1193653](#) and is hereafter referred as "*The CIO*". The CIO enables access to funding opportunities otherwise inaccessible to an unincorporated Neighbourhood Forum, as well as focussing on wider community issues and opportunities that would be outside the more focussed objects of *The Forum*.

2. ORGANISATIONAL STRUCTURE

The Forum will operate as a sub-committee of *The CIO*, the latter of which has a wider community remit.

The Forum will be wholly and fully responsible for the creation and delivery of *The Plan*.

The Forum is mandated to collaborate and coordinate consultations on local planning matters between the local community and BCP Council and other planning bodies and agents.

The CIO and *The Forum* work in synergy, each with a clear delineation of scope, role and

deliverables¹.

3. AIMS

The aims of *The Forum* are to promote and improve the social, economic and environmental well-being of the Area and including: -

Primary responsibility/aims

- Delivery of *The Plan* in order to influence future planning applications and decisions within *The Zone*;
- Provide a link between the community and BCP Planning (and any other related department or body), to align key planning and zoning decisions in the neighbourhood with the planning process via *Forum* meetings. Ensuring planning accountability to *Forum* members and allowing the work of *The Forum* to highlight the involvement of the wider community.
- *The Forum* will aim to create a strong partnership between residents, services and organisations, working closely with other Neighbourhood Forums or Parish Councils in the locality to provide guidance and response to wider BCP planning activities.

Secondary responsibility/aims

- Encouraging balance and quality in developments consistent with their locations in the Neighbourhood;
- Preserving, and where possible improving, the character of the Neighbourhood;
- Maintaining the Neighbourhood as an attractive, enjoyable and safe place for residents, workers and visitors of all ages;

Tertiary responsibility/aims

- Encouraging and promoting civic pride, positive perceptions, goodwill, involvement and cohesion in our diverse community;
- Celebrating and supporting the cultural diversity of the Neighbourhood and promoting an inclusive community.

4. ACTIVITIES

Primary activities undertaken by *The Forum* will be: -

- 1) To coordinate community input and deliver *The Plan* to BCP Council;
- 2) To ensure *The Plan* adheres to / meets the following criteria: -
 - a) Maintain and, where possible, improve the quality, design and upkeep of properties and conversions;
 - b) Preserve the character of the area and its green spaces, manage population densities, traffic and parking;
 - c) Provide the necessary infrastructure and community facilities for living and doing business in the Neighbourhood;
 - d) Promote a positive image of the Neighbourhood; protect, preserve and promote its

¹ So enabling a more focussed and engaged community by listening to the personal needs and interests of the individual whilst speaking with a common voice, based on consensus, to external agents and organisations.

- history and heritage (including identifying non-designated heritage assets);
- e) Encourage more families into the Neighbourhood and in so doing provide a family-friendly and safe environment;
 - f) Promote the health and wellbeing of all Neighbourhood residents;
 - g) Encourage and promote the Neighbourhood as a place to visit, do business and be creative;
 - h) Promote environmental improvement and conservation by educating, encouraging and assisting the local population in environmental practice, working in partnership with *The CIO* as well as similar groups and organisations.
- 3) To obtain acceptance and sign off of *The Plan* by BCP Council;
 - 4) To assist and coordinate community response to planning applications and BCP Council activities that may relate to or impact *The Zone* and are within the scope of *The Plan*.

Secondary activities undertaken by *The Forum* may include: -

- 5) Collaborating with *The CIO*, as well as other similar groups and organisations, on other activities that will further the primary activities of *The Forum*.
- 6) Such activities will be only be deemed acceptable if voted as accepted by a majority of *The Forum Steering Committee*.

5. MEMBERSHIP

- 1) Membership of *The Forum* is open to:
 - a) Individuals who live in *The Zone*;
 - b) Individuals who work in *The Zone*;
 - c) Individuals who are elected members of *The Forum* or *The CIO*.
- 2) *The Forum* shall endeavour to maintain a minimum membership of 21 individuals, each of whom meets the membership eligibility above.
- 3) *The Forum* shall endeavour to maintain a minimum of one member from each of the eligibility categories above.
- 4) *The Forum* shall endeavour to be as representative as possible of the people who live and/or work in *The Zone*. Membership will be drawn from different parts of *The Zone* and from different sections of the community, in so far as volunteers are available.
- 5) Offensive behaviour, inflammatory remarks, bullying or disruptive or discriminatory behaviour² is not permitted. Members exhibiting such behaviour may be asked not to attend further meetings and, if an apology is not given or the behaviour is repeated, will cease to be members³.
- 6) A list of members of *The CIO* and *The Forum* shall be kept by the Secretary of *The CIO* and maintained in accordance with ICO, data privacy and GDPR legislation. *The CIO* shall be registered with the ICO.
- 7) Membership:

² Including but not limited to racist, sexist, homophobic, disphobic and transphobic discrimination or remarks. The Forum shall thus be committed to Equal Opportunities.

³ The individual concerned shall have the right to an appeal heard by the Steering Group, accompanied by a friend, before a final decision is made.

- a) Will commence as soon as any applicant provides their contact details and subsequently confirms their opt-in;
- b) Membership will be in perpetuity until *The Forum* or *The CIO* is notified by the member they wish to leave;
- c) Members may resign at any time by revoking consent in accordance with GDPR, or by notifying *The Forum* or *The CIO* of their wish to leave.

6. GOVERNANCE

The Forum shall comprise a sub-committee of *The CIO*, and is empowered with autonomy and full responsibility to deliver *The Plan*.

Funding awarded to *The Forum* specifically for delivery of *The Plan* shall be “ringfenced” and solely used for this activity.

The disbursement of such funds must be in accordance with *The CIO* constitution and with agreement of *The CIO Trustees* or *The CIO Committee*, as authorised to act on behalf of The Trustees.

The Forum Steering Group will be responsible for *The Forum* budget once disbursed, and will be accountable to the *CIO Committee*.

The Forum adheres to the Governance Structure defined for *The CIO*

In summary (see detail in Appendix 2):

6.1 *The CIO Trustees*

- Accountable for all activities of The CIO, and ensuring they conform to the stated aims of the charity;
- That all legislative, regulatory and financial reporting obligation are met;
- That all funding activities, and disbursement of those funds, are in accordance with the Charities purpose.

Meeting interval: Not less than once every 3 months, and of these in person not less than twice a year.

6.2 *The CIO Committee*

- Ensuring the high-level strategy, aims and objectives recommended by *The CIO Steering Group* meet *The CIOs* constitutional aims;
- Providing sub-committee and steering group oversight to ensure each operates in accordance to *The CIO* constitution and its policies;
- Monthly oversight of budget allocation and purchasing approval of the sub-committees in accordance with the *CIO Purchasing Policy*;

Meeting interval: Not less than once every 3 months, and of these in person not less than twice a year;

6.3 *The CIO Steering Group*

- Creating high-level plans and issuing plan execution guidance to the sub-committees;
- Reviewing and authorising budgetary requests;
- Reporting progress, risks and issues to the Trustees.

Meeting interval: Not less than once every 2 months in person, or in exceptional circumstances where this is not possible via a videoconference;

In detail for *The Forum*

6.4 *The Neighbourhood Forum Working Group*

This will comprise:

- 1) A minimum of 3 lead members, one of whom is elected lead;
 - a) One must be a member of the CIO Steering Group
 - b) Target will be to comprise of between 3 and 7 lead individuals
 - i) One will be the Chair;
 - ii) One will be The Secretary;
 - iii) One will be The Project Lead (and act as Treasurer).
 - c) The lead members are responsible for focussing and coordinating the activities of *The Forum* members in delivering *The Forum's* objects.
- 2) Any other invited members, as agreed by majority vote by the Sub-Committee Working Group
 - a) This may be *CIO* or *Forum* members, or
 - b) External advisers or consultants
 - c) Representatives of other membership bodies or groups.
- 3) The Neighbourhood Forum working group membership must meet the conditions in clause [5] of this constitution.

Meeting interval: Not less than monthly, in person.

The Neighbourhood Forum Working Group is responsible for the following: -

- Fully accountable for delivery of The Plan within ascribed timescales;
- Consulting publicly, as required and as appropriate, across *The Zone*;
- Engaging with consultants and third parties as necessary in order to deliver *The Plan*;
- Liaising with BCP Council to ratify *The Plan*.

Secondary responsibilities related to planning with *The Zone*: -

- Coordinate community response to submitted housing and business planning applications;
- For BCP proposals relating to infrastructure and street/ park plans, help build community awareness and coordinate the community response.

Governance

- Appoint a group lead, who shall represent the *Working Group* at *The CIO Steering Group*;
- Will utilize and adhere to the processes and policies ascribed by *The CIO*.

6.5 *Working Group Budgets*

- Where budgets are ascribed to a specific working group, for example a grant award to *The Forum* in delivering *The Plan*, these funds will be ringfenced and used solely for the purpose stipulated by the awarding body;
- Budgets will be agreed with *The CIO Steering Committee* prior to any expenditure being incurred.
 - Funds will be allocated in 'pots', each with a prescribed and agreed purpose, and in accordance with *The CIO purchasing policy*.
 - Funds will be pre-allocated and monies released on request to the *CIO Treasurer*. The *CIO Treasurer* will ensure that due process is followed to release a 'pot';
 - The working group lead is responsibility and culpable in ensuring each 'pot' is used only

for the agreed purpose and in accordance with *The CIO Purchasing Policy*.

7. KEY GOVERNANCE MEETINGS

The CIO shall undertake a number of mandatory meetings throughout the year, and additional extraordinary meetings as required.

The ethos of *The CIO's* work shall be to seek views from a range of people in the Area, and so by necessity will include holding frequent public meetings to meet the aims stated in its constitution.

The AGM and Special Meetings will be open to members of the public though they are not eligible to join *The CIO* OR to vote at the meetings.

The CIO must adhere to the following meetings (Precis below, for detail see Appendix 3):

7.1 Annual General Meeting (AGM)

1) Shall be held nominally annually but in any event within 15 months of the previous AGM.

Voting:

2) Voting shall be by a simple majority.

7.2 Extraordinary General Meetings (EGM)

1) May be requested at any time, upon specific written request to the Secretary.

2) It shall otherwise follow the rules of the AGM.

Voting:

3) Voting shall be by a simple majority.

7.3 The Neighbourhood Forum Meetings

1) *The Neighbourhood Forum* will coordinate and undertake further meetings as necessary to meet its obligations to deliver *The Plan*.

Community Engagement Meetings

- A series of meetings, by street or area, to elicit community thoughts and guidance related to *The Plan*. (each referenced as a "sub-zone")
- A pre-determined representative group from each *sub-zone* must provide feedback, or
- Dispensation sought from *The CIO* for a *sub-zone* if there is a lack of response;
 - Evidence that agreed engagement and awareness building activities have been completed and the community has not engaged.

Pre-submission Consultation (Regulation 14)

- Working to an agreed plan with BCP Council to complete a 6-week pre-submission consultation with the local community.

Publicising The Plan

- Maintaining an electronic list of all interested members, and their opt-in in accordance with GDPR;
- Undertaking electronic and postal communication with the community to publicise *The Plan*.

Referendum

- Assisting BCP Council with the community referendum to vote on acceptance of *The Plan*.

8. EXECUTION OF ACTIVITIES

In meetings and activities, all members shall act in the best interests of the charity and the residents of the Area and under the guidance of the chairperson.

Members shall adhere to the scope afforded to any committee by the Trustees and/or Steering Group and any decisions of each committee.

Conflicts of interest must be declared as soon as they become apparent; possible conflicts must also be declared for discussion with in the appropriate group. The chairperson of that group shall determine the relevance of any declaration and the declarer should follow any request to recuse themselves from votes etc.

Where a member can reasonably foresee a future conflict of interest (e.g. working for or belonging to an organisation that might have a financial interest in the decisions of *The CIO* or *The Forum*) they should declare this to the charity.

Owning a property or business in the Area is not in itself a conflict of interest.

9. DURATION

The Forum shall exist for 5 years⁴ from its formal designation by BCP.

The Forum secretary shall seek guidance from BCP Council at the end of year 4 of each 5-year cycle to seek guidance on whether the council seek to renew the designation of *The Forum*.

10. DISSOLUTION

A move to close down *The CIO* or *The Forum* may be made by calling an SGM (according to the normal criteria) to do so.

The sole business of this meeting will be to agree dissolution the charity.

If dissolution is agreed, final accounts must be created and filed.

Any awarded money that is unspent must be returned to the awarding body, and all debts must be paid as a priority.

Any assets of material value must be sold for a fair market price.

All remaining money and other assets (net of outstanding debts) shall be donated to local charitable organisation(s).

The charitable organisation(s) shall be agreed by majority vote at that meeting.

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Appendices:

1. Designated Zone of The Queen's Park and Charminster Neighbourhood Forum (*The Forum*)
2. Governance structure for *The CIO* and *The Forum*.
3. Further detail on *The CIO* Governance Framework

⁴ Localism Act 2011, para 61F (8) (a)

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14 May 2024

4. CIO Key Governance Meetings

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Enacted date:

20th June 2024, by special resolution passed by all Trustees.

Appendix 1 - Designated Zone of The Queen's Park and Charminster Neighbourhood Forum

To encompass the Queens Park ward, plus additional shaded areas within the blue border: both sides of Charminster High Street and South to Railway Line (both already agreed as part of existing QPC Neighbourhood Forum designated area).

Publication Draft BCP Local Plan Policies Map no.27 (Queen's Park)

Development strategy

- Local opportunity area (S2, P27)
- Local opportunity street (frontages) (S2, P27)

Our natural environment

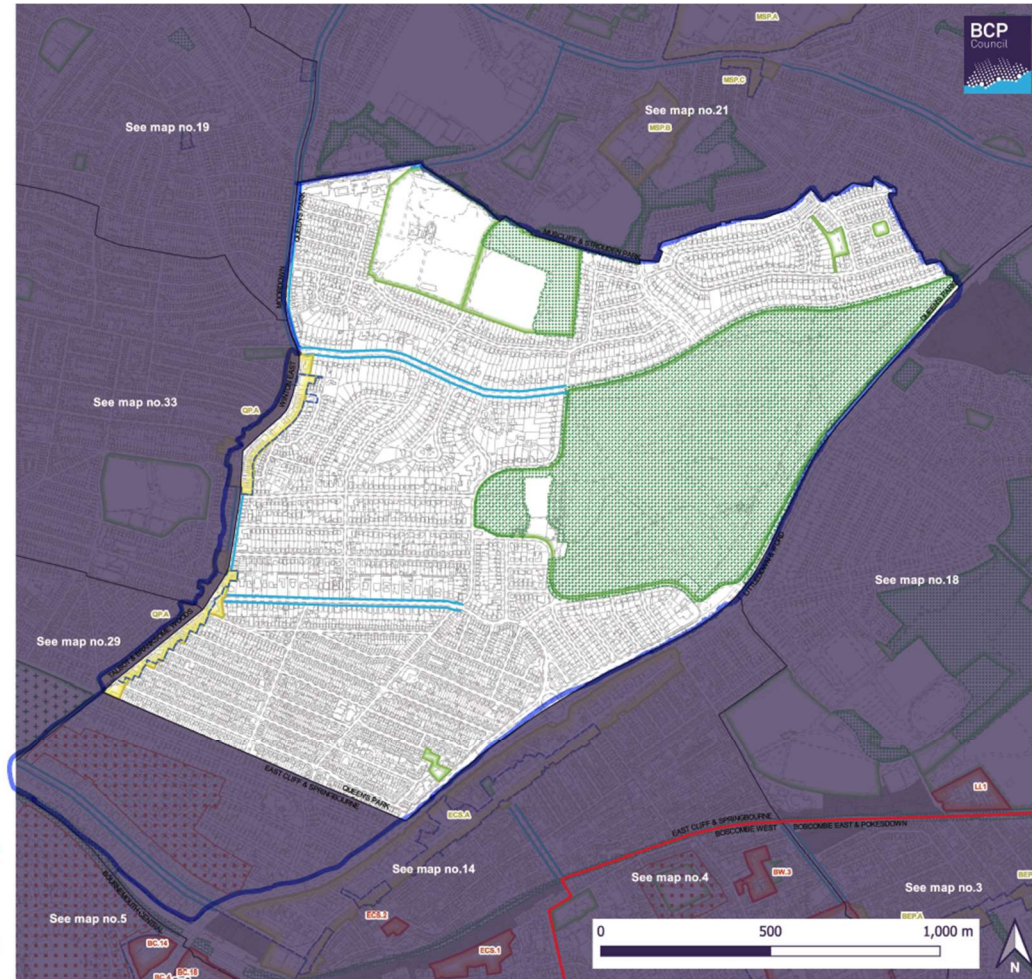
- Locally designated site (NE2)*
- Existing ecological network (NE2, NE4)
- Public open space (NE7)**

Prosperous economy

- Retail centre (S2, E11, P27)

Administrative boundaries

- Ward boundaries*
- Other wards and areas outside BCP*
- BCP boundary*



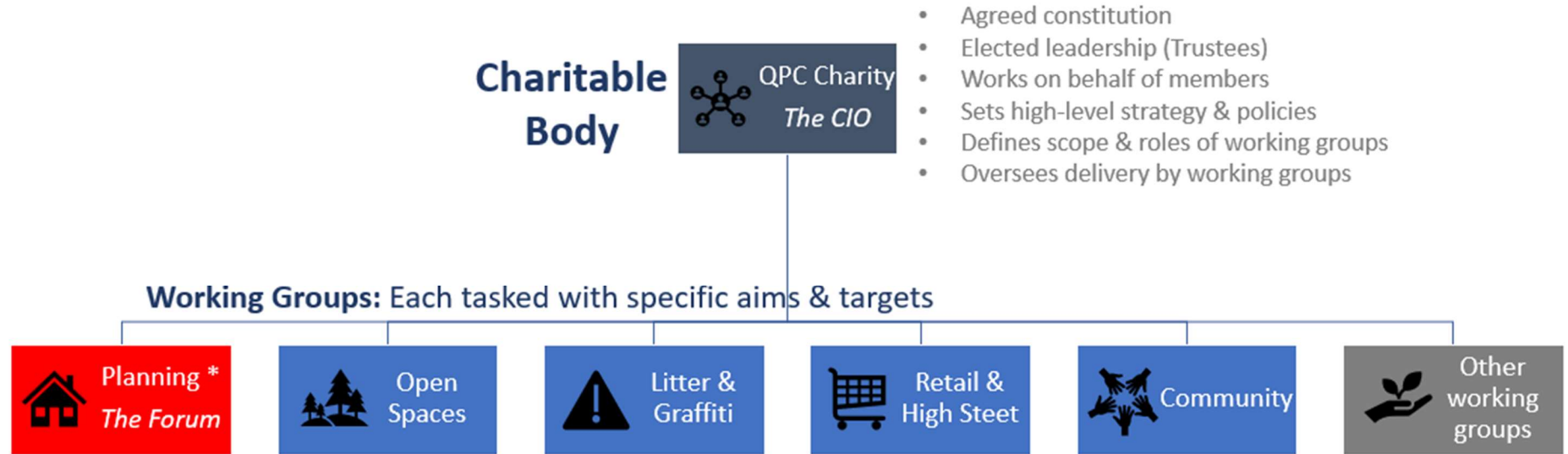
*These designations are not defined by the BCP Local Plan. They are therefore subject to change during the lifetime of the plan.
 **Only public open spaces over 0.1ha in size are shown.

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Appendix 2 - Governance structure for The CIO and The Forum.

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Figure 1 – Organisation Structure



All working groups must working in accordance with the constitution and procedures set by The CIO

The CIO provides access to funding, insurance and collaboration that would otherwise be impossible

Funding is controlled by The CIO, ringfenced as necessary (for a specific purpose)

The CIO is responsible for overseeing/maintaining grant audit trail, due diligence and reporting

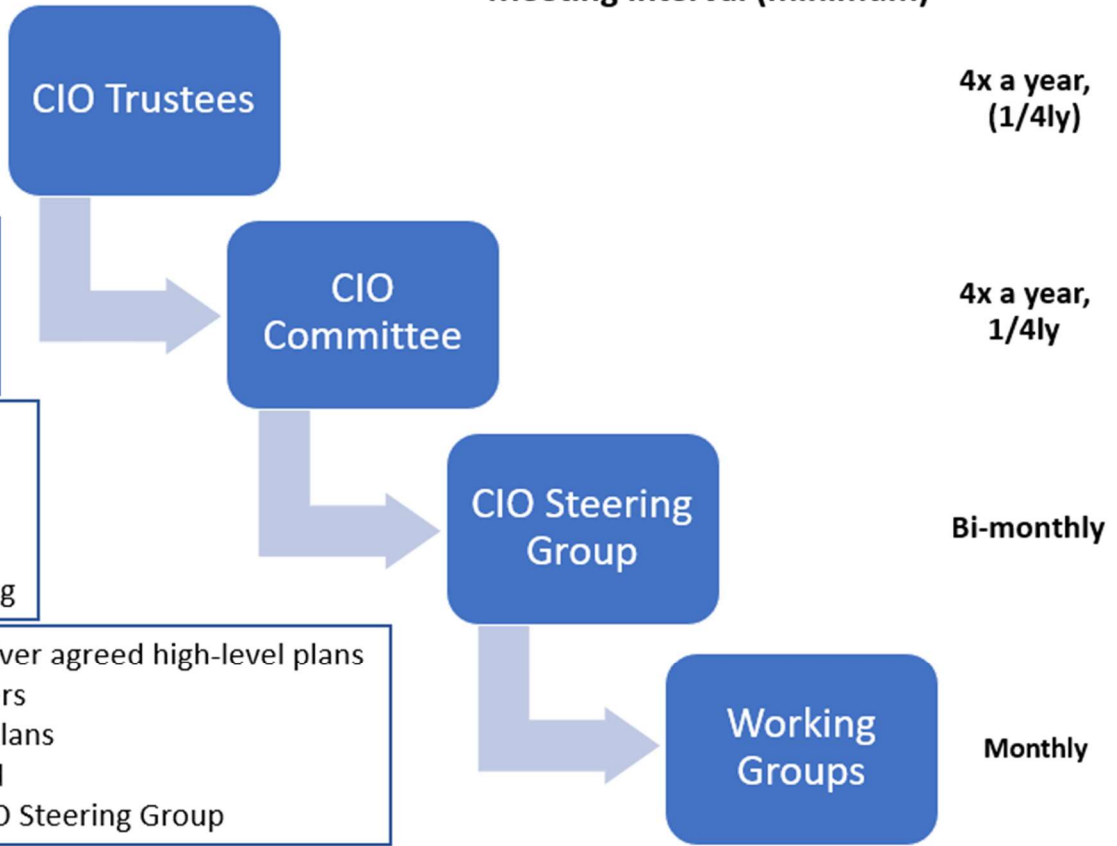
The Planning Working Group is fully empowered & accountable for delivering the Neighbourhood Plan, acting in its capacity as the recognised Neighbourhood Forum and operating under the governance of The CIO

Governance

Core Roles & Responsibilities

- Ratify & set high-level strategy
 - Ensure conformance to Constitution
 - Culpable for due diligence & reporting
 - Culpable for CIO resource usage
- Define operating strategy to meet CIO objects
 - Define & manage CIO structure
 - Ratify working group high-level plans
 - Oversee CIO budgets
- Define Working Group high-level plans
 - Ensure execution to meet CIO strategy
 - Assist with Working Group operating plans
 - Manage CIO budget & funding drawdown
 - Project, risk and issues management & reporting
- Creation and execution of detailed plans to deliver agreed high-level plans
 - Maintaining list of group membership/volunteers
 - Coordinating meetings and community action plans
 - Ensuring mandatory actions are met / delivered
 - Proving progress reporting and budgeting to CIO Steering Group

Meeting Interval (minimum)



6.1 *The CIO Trustees*

This will comprise:

1) No less than 3 trustees, and a maximum of 15 at any one time;

The CIO Trustees must include, at a minimum, the following roles: -

- a) a Chairperson
- b) a Secretary, and
- c) a Treasurer

Other roles may be identified and allocated according to need.

Meeting interval:

- Not less than once every 3 months, and of these in person not less than twice a year.

The CIO Trustees are responsible for the following:

- Setting the high-level strategy of *The CIO*;
- Ensuring *CIO* resources are focussed on *The CIO* constitutional objects;
- Ensure the timely submission of any regulatory and statutory annual returns and reporting to grant awarding bodies;
- Ensure an appropriate audit trail is maintained for all income and expenditure;
- Ensure appropriate due diligence is undertaken and met in day-to-day operation of *The CIO*.

6.2 *The CIO Committee*

This will comprise:

1) A minimum of 3 individuals and a chair;

- a) At least two of whom must be *CIO Trustees*, of whom one must be *The CIO Treasurer*;
- b) Target will be to comprise of between 5 and 7 individuals, and a maximum of 9 at any one time.

The Committee must include, at a minimum, the following roles: -

- a) a Chairperson;

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- b) a Secretary;
 - c) *The CIO* Treasurer;
 - d) One or both of the ward councillors.

Other roles may be identified and allocated according to need.

Meeting interval:

- Not less than once every 3 months, and of these in person not less than twice a year;
- Additional meetings can be scheduled as needed, and be attended in person or via video conference.

The CIO Committee is responsible for the following: -

- Ensuring the high-level strategy, aims and objectives recommended by *The CIO Steering Group* meet *The CIOs* constitutional aims;
- Providing sub-committee and steering group oversight to ensure each operates in accordance to *The CIO* constitution and its policies;
- Mandating the inception and dissolution of the *CIO Steering Group* and *CIO sub-committees*;
- Monthly oversight of budget allocation and purchasing approval of the sub-committees in accordance with the *CIO Purchasing Policy*;
- Recommending the dissolution of *The CIO* if deemed in serious breach of its constitution or is deemed no longer viable.

6.3 *The CIO Steering Group*

This will comprise:

- 1) A minimum of 3 individuals and a chair;
 - a) At least two of whom must be *CIO Trustees*;
 - b) Target will be to comprise of between 7 and 15 individuals.
- 2) A representative from each sub-committees that holds a defined role, or a delegated representative;
- 3) By invite: One or both of the ward councillors;
- 4) Any other invited members, as agreed by majority vote by the Steering Group.

The CIO Steering Group must include, at a minimum, the following roles: -

- a) a Chairperson;
- b) a Secretary.

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Meeting interval:

- Not less than once every 2 months in person, or in exceptional circumstances where this is not possible via a videoconference;
- Must be attended by no less than 75% of the Steering Group members, or their delegates.

The CIO Steering Group is responsible for the following: -

- Defining and agreeing the strategy, aims and objectives of *The CIO* in accordance with its constitution;
 - This needs to be approved by the *CIO Committee* on behalf of *the Trustees*.
- Creating high-level plans and issuing plan execution guidance to the sub-committees;
- Reviewing and authorising budgetary requests;
- Reporting progress, risks and issues to the Trustees.

6.4 Working Group (e.g. *The Neighbourhood Forum Working Group*)

This will comprise:

- 1) A minimum of 3 lead members, one of whom is elected lead;
 - a) One must be a member of the CIO Steering Group
 - b) Target will be to comprise of between 3 and 7 lead individuals
 - c) The lead members are responsible for focussing and coordinating the activities of *The Forum* members in delivering *The Forum's* objects.
- 2) Any other invited members, as agreed by majority vote by the Sub-Committee Working Group
 - a) This may be *CIO* or *Forum* members, or
 - b) External advisers or consultants
 - c) Representatives of other membership bodies or groups.
- 3) The Neighbourhood Forum working group membership must meet the conditions in clause [5] of this constitution.

Meeting interval: Not less than monthly, in person.

***The Neighbourhood Forum Working Group* is responsible for the following: -**

- Leading on specific projects or initiatives, in accordance with *The CIO* Strategy;

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- Shall consult publicly as appropriate across the area;
- Agreeing a working group lead, who shall represent the Working Group at *The CIO Steering Group*;
- Will utilize and adhere to the processes and policies ascribed by *The CIO*;
- Will coordinate and deliver the high-level plans agreed for their working group.

6.5 Working Group Budgets

- Where budgets are ascribed to a specific working group, for example a grant award to *The Forum* in delivering *The Plan*, these funds will be ringfenced and used solely for the purpose stipulated by the awarding body;
- Budgets will be agreed with *The CIO Steering Committee* prior to any expenditure being incurred.
 - Funds will be allocated in 'pots', each with a prescribed and agreed purpose, and in accordance with *The CIO purchasing policy*.
 - Funds will be pre-allocated and monies released on request to the *CIO Treasurer*. The *CIO Treasurer* will ensure that due process is followed to release a 'pot';
 - The working group lead is responsibility and culpable in ensuring each 'pot' is used only for the agreed purpose and in accordance with *The CIO Purchasing Policy*.

7. KEY GOVERNANCE MEETINGS

The CIO shall undertake a number of mandatory meetings throughout the year, and additional extraordinary meetings as required.

The ethos of *The CIO's* work shall be to seek views from a range of people in the Area, and so by necessity will include holding frequent public meetings to meet the aims stated in its constitution.

The AGM and Special Meetings will be open to members of the public though they are not eligible to join *The CIO* OR to vote at the meetings.

7.1 Annual General Meeting (AGM)

1) Shall be held nominally annually but in any event within 15 months of the previous AGM.

Notice of Meeting and Proposals

2) Notice shall be given, by the secretary, to all charity members at least 28 days in advance via the CIO website, social channels and email.

3) The secretary will publish the proposed agenda via the website.

4) Proposals to amend this constitution or elect new Trustees must be received by the secretary within 21 days of the AGM:

a) Any proposed amendment must be supported by at least 10 members of the charity, or by 75% of the Trustees.

5) Proposals from members (non-constitutional), must be served to the *CIO Secretary* at least 14 days in advance of an AGM via email or letter, shall comprise an Agenda item for discussion and vote.

6) The secretary will amend the proposed Agenda accordingly and publish a revised final version on the website within 7 days of the AGM.

The AGM Meeting:

7) Shall be open to CIO members, all of whom carry an equal vote.

a) The assent of a proposal shall be quorate if a minimum of 10 members are present.

b) Will be chaired by *The CIO Chairperson*, or their nominee in their absence.

8) All Trustees will be available for re-election after serving a two-year term.

9) Known vacancies caused by resignation of Trustees shall also be filled at the next applicable AGM or Special Meeting.

10) Each candidate shall be nominated by at least 2 members of the charity.

Voting:

11) All votes shall be by a simple majority of votes EXCEPT:

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a) An amendment to the constitution
b) Voting for new CIO Trustees

12) Both 11(a) and 11(b) will require vote of $\frac{2}{3}$ of the attendance of any quorate. An AGM or EGM is required to approve such a change.

Reporting:

13) Summary reports will be provided to all attendees on the following:

- a) The CIO finances shall be presented by the Treasurer;
- b) Progress on delivering the CIO strategy and high-level plans;
- c) Key issues currently or potentially impacting *The CIO*;
- d) Brief updates from sub-committees, as agreed by the Trustees or as requested by members and agreed by Trustees.

14) Key Question and Answers (target 20-30 minutes)

- a) Questions to be forwarded to the Secretary not less than 7 days before the AGM;
- b) Each question to be discussed for a maximum of 5 minutes.

7.2 Extraordinary General Meetings (EGM)

15) May be requested at any time, upon specific written request to the Secretary in accordance with clause [2] below.

16) Shall be called by and advised by the secretary via the website within 5 days of the request based on proposals submitted by:

- a) At the written request of 5 members of the charity stating the reasons for the meeting, or
- b) The majority of the Trustees.

17) The meeting shall take place within 28 days of the request.

18) It shall otherwise follow the rules of the AGM.

Voting:

19) Assent shall require a vote of $\frac{2}{3}$ of the attendance of any quorate. An AGM is required to approve such a change.

==end ==

The undersigned, being the current active Trustees of Queen's Park and Charminster Neighbourhood Forum, approve the above document and agree for it to be judged enacted on the date of signature applied. All signatories must be applied in order for the document to be approved and enacted.