



## University Secretariat

### Policy on Use of the University Common Seal

**Effective Date:** November 6, 2009 | Updated November 29, 2010

**Approved by:** University Secretary

#### **Purpose of Policy:**

This Policy sets out the proper and appropriate use of the University's Common Seal (sometimes referred to as the University's "Corporate" or "Academic" Seal) and provides for its protection in a safe and secure place.

#### **Description of University Common Seal:**

At its meeting on February 27, 1970, the Board of Governors passed the following resolution:

That the Board of Governors establish there be one common seal of the University of Guelph, circular in design, having the official University crest in the centre, with the words 'University of Guelph' around the perimeter, and that henceforth when a seal was required, only the common seal be used.

#### **Legislative and Governance Context for the University Common Seal:**

Section 2 of the *University of Guelph Act*, states the following with regard to the University Seal:

The persons named in clause c of section 6 [listing the composition of the 24 member Board of Governors] and such other person as become members of the Board or of the Senate or upon whom degrees may be granted under this Act are hereby created a body corporate with perpetual succession and a common seal under the name of "University of Guelph."

The Board of Governors By-law No. 11 states:

There shall be a Corporate Seal of the University and it shall be in the custody of the Vice-President (Finance and Administration), or such other person or person as the Board may from time to time designate.

The Board of Governors By-law No. 12 sets out the provisions for execution of documents on behalf of the Board of Governors, including the use of the University Common Seal.

The bylaws of Senate (Bylaws of Senate, section C. Academic Seal & Execution of Documents, September 3, 2003) state, "The Common Seal of the University shall be used for academic purposes," and include provisions concerning Senate-authorized use of the Seal.

## **Use of the University Common Seal:**

The University Common Seal shall be used for the purposes of authenticating documents for both corporate and academic purposes, as set out in Board and Senate bylaws and consistent with the authorities provided under the *University of Guelph Act*.

The University Common Seal may be affixed by Officers of the University, as provided under Board-approved signing authority delegation and consistent with the provisions of Board of Governors By-law No. 12, "Execution of Documents". Policy to sign documents on behalf of the University, or by an agent or employee of the University carrying out his/her assigned duties.

As stipulated under Bylaws of Senate, section C. Academic Seal & Execution of Documents, the University Common Seal may be affixed to any document or instrument required for academic purposes bearing the signatures of the Chancellor, the President, the Assistant Vice-President Graduate Studies, the Registrar or a designate of one of the foregoing officers, when authorized by and consistent with the conditions set out in the by-law.

The University Common Seal shall be kept in a locked and secure place. It shall be made available for use by authorized employees or Officers of the University.

## **Holders of the University Common Seal:**

Authorized devices for affixing the University Common Seal are located as follows:

Financial Services (on behalf of the VP (Finance & Administration))

– For access, see the Assistant Vice-President (Finance & Services)

Physical Resources (on behalf of the VP (Finance & Administration))

– For access, see the Assistant Vice-President (Physical Resources)

Office of Registrarial Services (on behalf of the University Secretariat)

– For access, see the Registrar

University Secretariat (on behalf of the VP (Finance & Administration))

– For access, see the University Secretary

## **Policy Contact:**

Questions concerning the implementation of this policy may be directed to the University Secretariat ([univsec@uoguelph.ca](mailto:univsec@uoguelph.ca) or 519-824-4120 x56760).