

Ordinance 8

The Council: Custody and Use of the Common Seal

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The Council: Custody and Use of the Common Seal

1. The Council shall have the sole custody and use of the Common Seal of the University with full power to break or make anew the said Seal (Charter, Section 7.1).
2. The Secretary to the Council shall be responsible to the Council for the security of the Common Seal, and for regulating its use.
3. Documents shall be sealed as a result of:
 - i. A resolution by Council; or
 - ii. A resolution by any person or body of persons operating with delegated authority from the Council, either generally or in respect of a particular transaction.
4. The affixing of the Seal shall be authenticated by:
 - i. Two members of Council; and
 - ii. The University Secretary.
5. The Secretary to the Council shall maintain a Register of Sealings, recording for each use, the date, the details of the document being sealed and the names of relevant third parties.
6. For each sealing, the signatories listed under 4 above shall sign the Register of Sealings to confirm the authenticity of the seal.
7. The Secretary to the Council shall report a list of those documents sealed as per this Ordinance to the subsequent meeting of the Council.