

Ordinance 8

The Council: Custody and Use of the Common Seal

Approving Body:	Council
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Ordinance 8

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 (Charter, Paragraph 7.1) with full power to break or make anew the said Seal.
2. When the Council, or any person or body of persons authorised by the Council, generally or in respect of a particular transaction, has determined to execute a document by deed, the Common Seal of the University shall be affixed to the document in accordance with this Ordinance 8
3. The University Secretary shall be responsible to the Council for the security of the Common Seal, and for regulating its use.
4. Documents shall be sealed as a result of:
 - i. A resolution by Council;
 - 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; or
 - iii. In accordance with the Council approved Scheme of Delegation and Decision-Making Powers.
5. The affixing of the Seal shall be authorised normally by the University Secretary and one of the following. In the University Secretary's absence, the affixing shall be authorised by two of the following:
 - i. President/Vice-Chancellor
 - ii. Chief Financial Officer
 - iii. Chief Operating Officer
6. When a document has been approved for execution as a deed in accordance with paragraph 2 above, the Common Seal shall be affixed to the document under the following form of words:

EXECUTED as a Deed by affixing the Common Seal of BANGOR UNIVERSITY in the presence of:-

.....

Member of the Executive Board

.....

Member of the Executive Board/University Secretary
7. The University Secretary (or nominee) 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. The University Secretary shall make the Register of Sealings available for inspection by Council members upon request.

8. The University Secretary (or nominee) shall report a list of those documents sealed as per this Ordinance to the subsequent meeting of the Council.