

MEMORIAL UNIVERSITY OF NEWFOUNDLAND
Board of Regents
Use of the University Seal policy

PURPOSE:

To identify the Board of Regents' designates for holding the University's seal, to set out the appropriate use of the seal and to provide for its protection in a safe and secure place, in accordance with the *Memorial University Act* and the Board of Regents bylaws

SCOPE:

Use of the university's seal for the execution of official documents.

DEFINITIONS:

Academic Documents - Official student transcripts; degree, diploma and certificate parchments; and other official academic records, as determined by the University Registrar.

Ceremonial Documents - Documents presented by the Senate, the Board of Regents or the President, including but not limited to: Honorary Doctorates, Emeritus awards, President's awards, University Research Professor awards, and official greetings to other universities.

Corporate Documents – Deeds, transfers, leases, mortgages, instruments and other documents required to be in writing, as required by section 42 of the *Memorial University Act*.

POLICY:

There shall be two copies of the University's seal to be used for embossing documents signed on behalf of the University. These shall be used in accordance with sections 34 and 42 of the *Memorial University Act* and Article J. Seal in the Board of Regents bylaws. The Board has designated officers of the University who may hold and use the seal in execution of documents as follows:

- One copy of the seal shall reside with the Office of the Vice-President (Administration and Finance) and will be used for execution of Corporate Documents. The Office of the Vice-President (Administration and Finance) may also use this copy of the seal for other documents when required by third parties and where appropriate.
- One copy of the seal shall reside with the Office of the Registrar and shall be affixed to Academic Documents. The Office of the Registrar may also use this copy of the seal to affix it to Ceremonial Documents issued by the University.

When the seal is affixed to Corporate Documents, the signature of the Chair or Vice-Chair of the Board of Regents must appear next to the seal along with that of the President and/or Vice-President (Administration & Finance). When the seal is affixed to Academic Documents or Ceremonial Documents, any required signatures will be those determined by the Senate.

There shall be a graphic rendition of the seal, approved by the President, which may be used by the Division of Marketing and Communications for Ceremonial Documents and their casings, if any, and for official university gifts.

Both copies of the seal are to be securely stored within the designated offices at all times, used only within those office areas, used only by staff members authorized to use them and only for the purposes outlined above. The graphic rendition of the seal is stored securely on a University file server, accessible only by those authorized within the Division of Marketing and Communications.

APPROVAL DATE: 2010-12-09