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## 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 and to which the University is a party, as required by section 42 of the *Memorial University Act*.

**Original Signature** - An Original Signature includes either an original ink signature or a secure electronic signature, which is unique to the person making the signature, and the technology or process used to make the signature is under their sole control; it does not include rubber stamp signatures, digitized signatures, or facsimile signatures.

## University – Memorial University of Newfoundland

### Policy

The Board of Regents has the power to select a seal and arms for the University and to have the sole custody and use of the seal.

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 83 regarding the Seal in the [Board of Regents Bylaws](#). The Board has designated officers of the University to 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 (Finance and Administration) and will be used for execution of Corporate Documents. The Vice-President (Finance and Administration) is authorized to affix the seal to corporate documents and may also use this copy of the seal for other documents when required by law or third parties and where appropriate. If the seal requires replacement, the Vice-President (Finance and Administration) shall, in coordination with the Office of the Registrar, authorize the creation of a duplicate seal(s), ensure its authenticity, and oversee the proper destruction of the old seal(s). The Vice-President (Finance and Administration) or designate(s) shall maintain a record of all documents to which the University seal is affixed.

One copy of the seal shall reside with the Office of the Registrar and will be used for execution of Academic Documents. The University Registrar or designate(s) is authorized to affix the seal to Academic Documents and Ceremonial Documents issued by the University. If the seal requires replacement, the University Registrar, in coordination with the Office of the Vice-President (Finance and Administration), shall authorize the creation of a duplicate seal(s), ensure its authenticity, and oversee the proper destruction of the old seal(s).

All contracts, documents, or instruments in writing requiring execution under seal per the *Memorial University Act* shall bear the Original Signature of the Chair or Vice-Chair of the Board of Regents next to the seal along with that of the President and/or Vice-President (Finance and Administration). For contracts and documents requiring the use of the University seal outside the use as noted in the *Act*, the appropriate signing authority, as specified in the [Contract Administration Policy](#), must provide their Original Signature in addition to those mandated by the *Act*. 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 in accordance with the [Visual Identity Policy](#).

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.