

Common Seal

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Applies From:	3 years
	Immediately

Authorisation:	Ara Council
Officer Responsible:	Council Secretary

1 Introduction

1.1 Purpose

To ensure that the affixing of the Ara Council Common Seal in the name of the **Ara Institute of Canterbury**¹ is carried out and recorded only as authorised by the Ara Council and in accordance with s167 of the Education Act 1989.

1.2 Scope and Application

The Common Seal may be applied to any document requiring formal acknowledgement of its approval by resolution of the Ara Council or with the consent of the Chair of Council or the Chief Executive in an urgent case, in which case the action shall be reported to the Council.

Most of the documents to which the Common Seal is affixed are Ara awarded qualifications.

Other documents to which the seal may be affixed include property deeds and leases, education delivery contracts, and occasional employment-related settlements.

1.3 Formal Delegations

- a **Common Seal:** Whenever the Common Seal of the Ara Council is to be affixed to any document it shall be affixed in the presence of any two of the following persons:
 - i The Chair of the Council
 - ii The Secretary of the Council
 - iii Any member of the Council other than the Chair
 - iv The Chief Executive

1.4 Definitions

- a **Common Seal:** A circular seal bearing the words THE COMMON SEAL OF ARA INSTITUTE OF CANTERBURY and the Ara Logo.

¹ From herein referred to as Ara

- b **Standing Orders:** Are the Standing Orders by which Ara Council conducts its business and are available from the Ara Council Secretary located in the Executive offices of Ara, City Campus.

<p>Related Ara Procedures(indicate if attached to policy or where they can be found)</p> <ul style="list-style-type: none"> • Common Seal: Ara Standing Orders (Council) <i>"4.5.c: The common seal shall not be affixed to any document unless by resolution of the Council or, in an urgent case, on the authority of the Council Chair or Chief Executive in which case such action shall be reported to the Council."</i> <p>Every sealing shall be made and done according to the procedure prescribed by the Council.</p>	<p>Related Ara Policies</p> <ul style="list-style-type: none"> •
<p>Related Legislation or Other Documentation</p> <ul style="list-style-type: none"> • 	<p>Good Practice Guidelines(indicate if attached to policy or where they can be found)</p> <ul style="list-style-type: none"> •
<p>References</p> <ul style="list-style-type: none"> • 	
<p>Notes</p>	

2 Principles

2.1 Common Seal

- a The common seal shall not be affixed to any document unless by resolution of the Council or, in an urgent case, on the authority of the Council Chair or Chief Executive in which case such action shall be reported to the Council.
- b If the seal is not required or is an option, simple signing is sufficient and preferred.
- c Every sealing shall be made and done according to the procedure prescribed by the Council.

3 Associated procedures for

Ara Council Policy on: Common Seal

Contents: 3.1 Common Seal

3.1 Common Seal

- a The Common Seal of the Ara Council shall be kept by the Council Secretary.
- b Whenever the Common Seal of the Ara Council is to be affixed to any document it shall be affixed in the presence of any two of the following persons:
- i The Chair of the Council
 - ii The Secretary of the Council

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- iii Any member of the Council other than the Chair
- iv The Chief Executive
- c The affixing of the Common Seal shall be countersigned by the two persons in whose presence it was affixed.
- d The details of each affixing of the Common Seal shall be recorded in a register held by the Council Secretary and available for inspection by any member of the Council on request.
- e Most of the documents to which the Common Seal is affixed are Ara awarded qualifications which are signed by the Chair of Council and the Chief Executive for each Graduation. The Common Seal is pre-printed on the stationery rather than individually affixed and the signatures are electronically applied.
- f A register of all qualifications awarded and degrees conferred is recorded and kept in the Central Academic Records office.
- g Whenever practicable, the Common Seal shall be affixed pursuant to a resolution of the Council.
- h Whenever the Common Seal is not affixed pursuant to a resolution of the Council, the date on which it was affixed, the signatories, and the general nature of the document to which it was affixed shall be noted and reported quarterly to the Council.

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