



**MASSEY UNIVERSITY COMMON SEAL STATUTE 2019**

**Common Seal Statute pursuant to section 167 of the Education Act 1989**

**Pursuant to section 167(1) of the Education Act 1989 the Council hereby resolves to adopt the attached Common Seal Statute.**

**Signatures**

..... **Date** .....  
**(Chancellor, Massey University Council)**

..... **Date** .....  
**(Pro Chancellor, Massey University Council)**

..... **Date** .....  
**(Vice-Chancellor, Massey University)**

## **MASSEY UNIVERSITY COMMON SEAL STATUTE 2019**

By resolution of Council and pursuant to Section 167(1) of the Education Act 1989 (“Act”), the Council adopts this Statute as the Common Seal Statute 2019.

### **1. Title and Commencement**

This Statute may be known as the Common Seal Statute 2019. This Statute comes into force on 27 November 2019 and be effected once two Council members have signed it.

### **2. Purpose**

The purpose of this Statute is to:

- (a) Establish authorised purposes for affixing the University’s Common Seal to a document;
- (b) Establish authorities for affixing the Common Seal to a document; and
- (c) Establish authorities for countersigning the Common Seal.

### **3. Definitions**

The Massey University Common Seal (‘the Seal’) means the emblem of the University that represents the signature of the Council of Massey University.

### **4. Purpose of the Seal**

The presence of the Seal on a document, countersigned by authorised persons, is conclusive proof of an act or undertaking on behalf of Massey University.

### **5. Types and classes of documents to be executed under Seal**

The University’s Common Seal is to be affixed to:

- 1) Certificates for academic qualifications and honorary award;
- 2) Leases and licenses for land and buildings where the term exceeds five years or the transaction value is greater than \$1m per annum;
- 3) Sale, purchase or ownership transfer of land and/or buildings;

- 4) Any deeds or documents where execution under Seal is required by law or by other parties;
- 5) Documents where other parties specifically request it.

## **6. Authority to countersign under Seal**

The Seal has no authority unless it is countersigned by the relevant authorised signatories.

In the case of certificates for academic qualifications and honorary awards, the Seal must be countersigned by the Vice-Chancellor.

In all cases, the Seal must be countersigned by at least two of the following authorised signatories:

- The Chancellor
- The Vice-Chancellor
- DVC Student and Alumni

The Chancellor or Vice-Chancellor may authorise the attachment and countersigning of the Seal where other parties specifically request this, for purposes other than those specified in Part 5 of this Statute.

## **7. Responsibilities for custodianship of the seal**

Responsibility for the safe custody and appropriate use of the Seal rests with the Director Governance and Assurance.

The Director Governance and Assurance is responsible for ensuring that a register is maintained, recording the date and purpose of each occasion on which the Seal is affixed.

The Director Governance and Assurance is responsible for monitoring compliance with this statute and reporting any breaches to Council.

## **8. Waivers and variations**

Only the Chancellor or the Vice-Chancellor may waive or vary the provisions of this statute in individual extraordinary cases. Any such waivers or variations must be reported to Council at the next available opportunity.

## **9. Relevant Legislation**

This Statute has been prepared in accordance with the following legislative requirements:

[Section 3 \(3\)](#) Massey University Act 1963.

[Section 167](#) Education Act 1989.