



# Ordinance 14

## The Council: Custody and Use of the Common Seal

**Approving Body:** Council

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**Policy owner:** University Secretary

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## **ORDINANCE 14**

### **THE COUNCIL: CUSTODY AND USE OF THE COMMON SEAL**

1. The Clerk to the Council shall be responsible to the Council for the security of the Common Seal and for regulating its use.
2. Documents shall be sealed as a result of:
  1. a resolution by the Council; or
  2. 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.
3. The wording on documents being sealed shall be: "Given under the Common Seal of Aberystwyth University, and authenticated by..."
4. The affixing of the Seal shall be authenticated by either:
  1. two members of Council; or
  2. one member of Council and the Clerk to the Council.
5. The Clerk to the Council 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, and how the use of the Common Seal was authorised. The Clerk to the Council shall make the Register of Sealings available for inspection by Council members upon request.
6. For each sealing, the signatories listed under 4 above shall sign the Register of Sealings to confirm the authenticity of the seal and that they have seen the authority for the sealing.
7. The Clerk to the Council shall report a list of those documents sealed as per this Ordinance to the subsequent meeting of the Council.