



UNIVERSITY OF MANITOBA

USE OF CORPORATE SEAL

CORPORATE SEAL SIGNING OF CERTAIN DOCUMENTS

1.00 Seal and Custody:

1.1 The seal, an impression of which is affixed on the margin hereof, shall continue to be the corporate seal of the University.

1.2 The Vice-President (Administration) shall be the keeper of the corporate seal.

2.00 Non-applicability of Bylaw to Academic Documents:

This Bylaw shall not apply to the signing on behalf of the University of the certificates and academic documents mentioned in Bylaw 6.

3.00 General Signing Authority:

The President, or the Vice-President (Administration), or upon delegation by the Vice-President (Administration), the Comptroller, acting with the Chair or the Vice-Chair of the Board, or any other member of the Executive Committee except the President, are authorized to sign, in the name and on behalf of the University, any and all documents to which the University is a party, and, in all cases where necessary or proper, to affix the corporate seal of the University thereto.

4.00 Special Signing Authority:

The President, or the Vice-President (Administration), or upon delegation by the Vice-President (Administration), the Comptroller, acting with the Chair or the Vice-Chair of the Board, or any other member of the Executive Committee except the President, are authorized to sign, in the name and on behalf of the University, any and all documents to which the University is a party, and, in all cases where necessary or proper, to affix the corporate seal of the University thereto.

5.00 Signing Requiring Prior Approval of Board:

5.1 The following described documents shall be signed only after prior approval by the Board, but the signing thereof need not be reported to the Board after such signing, namely:

- a. documents relating to the purchase, sale, mortgaging or development of land;

- b. leases of land other than leases referred to in Sections 6.1(d), (e) and (f);
- c. contracts for the construction of, or for the employment of a project manager for, building projects in cases where the contract price is in excess of \$1,000,000;
- d. agreements for the rental, hiring or purchase of personal property in cases where the aggregate rentals, hire payments or purchase prices exceeds \$1,000,000;
- e. collective bargaining agreements;
- f. bonds, debentures or other securities issued by the University for or in connection with the borrowing of money;
- g. guarantees by the University of loans or obligations;
- h. agreements to which any of the signing officers is a party, or in which any of such persons may have a personal interest;
- i. documents releasing any claim of or obligation to the University where the amount involved exceeds \$100,000; and
- j. agreements authorized by clauses (i), (j), (k), (n), (o), (p), and (q) of Section 4 of the Act.

6.00 Signing Requiring Subsequent Report to Board:

6.1 The following described documents may be signed without prior approval by the Board but the signing thereof shall be reported to the Board after such signing, namely:

- a. contracts for the construction of, or the employment of a project manager for, building projects in cases where the contract price is in excess of \$500,000 but not in excess of \$1,000,000;
- b. agreements for the rental, hiring or purchase of personal property in cases where the aggregate rentals, hire payments or purchase price exceeds \$500,000, but does not exceed \$1,000,000;
- c. documents giving easement rights in respect of land owned or controlled by the University to enable the installation and use of any public utility;
- d. leases of mineral rights owned by the University;
- e. leases by the University as lessor of portions of buildings owned or controlled by the University, and approvals of assignments thereof by the lessees;
- f. leases by the University as lessee of land or buildings, or portions thereof, and assignments thereof; and
- g. agreements with members of the staff of the University, who have, or claim, an interest in any invention or any material subject to patent or copyright.

7.00 Reporting of Signed Documents:

Except as provided in Section 5.1, the signing of documents to which the corporate seal has been affixed shall be reported to the Board.