

CONESTOGA SEALS POLICY

Approved by: Board of Governors

Authorizer: Governance Committee

Version: V2

Effective Date October 1, 2012

STATEMENT

Conestoga's seals shall be as approved by the Board of Governors and shall be affixed as required to attest to the legal validity of documents requiring execution under seal. Any use of the seals must be authorized by the Board through a duly recorded motion, under Conestoga's by-laws or according to official policy of the Board.

SCOPE

The Secretary-Treasurer is designated as the holder of the Corporate Seal and shall be responsible for it being used solely for authorized purposes.

The Office of the Registrar is designated as the holder of the Academic Seal, and the Registrar shall be responsible for it being used solely for authorized purposes.

DEFINITIONS

Corporate Seal

The Corporate Seal is used to authenticate contracts, and legal and financial documents. It bears the words "THE CONESTOGA COLLEGE INSTITUTE OF TECHNOLOGY AND ADVANCED LEARNING".

Academic Seal

The Academic Seal is a specialized seal used for sealing official documents attesting to registration and academic achievement of students. It bears the words "THE CONESTOGA COLLEGE INSTITUTE OF TECHNOLOGY AND ADVANCED LEARNING" and "OFFICE OF THE REGISTRAR".

REVISION LOG

Governance Committee Approval – September 11, 2012

Board of Governors Approval – October 1, 2012

Governance Committee Approval – April 12 2022

Executive Committee Approval – May 9 2022

Board of Governors Approval – May 15 2022