

## **University Statute No. 2**

### **Common Seal**

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#### **1. Definitions**

In this Statute, unless the contrary intention appears:

“Act” means the *Edith Cowan University Act 1984*;

“Chancellor” means the Chancellor of the University elected under section 12(1)(a) of the Act;

“common seal” means the common seal referred to in section 5(2)(b) of the Act;

“Council” means the Council of the University as established by section 8 of the Act;

“Pro-Chancellor” means the Pro-Chancellor elected under section 12(1)(b) of the Act;

“rules” means rules referred to in section 26(7) of the Act;

“Vice-Chancellor” means the person for the time being appointed as the chief executive officer of the University under section 30 of the Act, or a person acting in that position.

#### **2. Custody of common seal**

The common seal of the University must be kept in the custody of the Council Secretary and must be used only as provided by this Statute.

#### **3. Authorised Sealing Officer**

The Council may appoint one or more employees of the University to be an Authorised Sealing Officer.

#### **4. Affixing of the common seal**

- (1) The common seal may be affixed to:
  - (a) a document authorised to be sealed by resolution of the Council; or
  - (b) a document within a class of documents that has been authorised by the Council to be sealed; or
  - (c) a document authorised by the Chancellor, the Pro-Chancellor or the Vice-Chancellor to be sealed, where the Chancellor, the Pro-Chancellor or the Vice-Chancellor believes it is reasonable to seal that document.
- (2) The affixing of the common seal must be attested by any two of the Chancellor, Pro-Chancellor, Vice-Chancellor and an Authorised Sealing Officer.
- (3) Where the common seal is affixed under section 4(1), the affixing must be reported to the Council at the first reasonable opportunity.

## 5. Form of words for affixing the seal

Where the common seal is to be affixed to a document, the form used must be in the following words or words to the like effect –

“The common seal of Edith Cowan University was affixed by resolution of the Council (*or by authority of the Chancellor, the Pro-Chancellor or the Vice-Chancellor as the case requires*) in the presence of:

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Chancellor / Pro-Chancellor /  
Vice-Chancellor / Authorised Sealing Officer”  
(*any two of the above*)

## 6. Record

The Vice-Chancellor will ensure that an appropriate record is maintained of each document to which the common seal is affixed.

## 7. Rules

The Council may make rules, not inconsistent with this Statute, regulating or providing for the regulation of any matter referred to in this Statute or for carrying out or giving effect to this Statute.

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Published: Government Gazette – 11 September 2009

Amended by: As amended by Amending Statute No. 1 of 2009

Published: Government Gazette - 22 November 1984.

Amended by: Western Australian College of Advanced Education Amendment Act 1990  
(assented to 17 December 1990).

For further information contact: Tony Lazzara, Manager,  
University Governance, Strategic & Governance Services Centre  
Edith Cowan University  
Telephone: 6304 2706

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