MASSEY UNIVERSITY COMMON SEAL STATUTE 2025

By resolution of Council and pursuant to sections 273 and 284 of the Education and Training Act 2020 ("Act"), the Council adopts a Common Seal by way of this Common Seal Statute 2025.

1. Title and Commencement and Amendment

This Statute may be known as the Common Seal Statute 2025. This Statute comes into force on 6 March 2025.

This Statute may be amended from time to time. The amendments are affected once approved by Council.

2. Purpose

The purpose of this Statute is to:

(a) Adopt a Common Seal;
(b) Establish authorised purposes for affixing the University's Common Seal to a document;
(c) Establish authorities for affixing the Common Seal to a document; and
(d) 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 following documents may be executed by affixing the University's Common Seal:

1) Academic qualifications and honorary awards;
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 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
- The University Registrar (Deputy Vice-Chancellor Students and Global Engagement)

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 Statue has been prepared in accordance with the following legislative requirements:
Section 3 (3) Massey University Act 1963.
Section 273 Education and Training Act 2020
Section 284 Education and Training Act 2020