

Section: Administration (AD)

Subject: Organization of the Institution

Legislation:

Effective: November 8, 1994

Revision: August 15, 2003 (reformatted); March 18, 2004; March 19, 2010; October 7, 2015;
September 1, 2016 (reformatted); May 27, 2019

APPROVED: _____
President and CEO

POLICY

The policy of the Board of Governors is to provide for the controlled use of the SAIT corporate seal.

PROCEDURE

1. The CFO and Vice President, Corporate Services is responsible for setting guidelines for the use of the SAIT corporate seal.
2. The following are authorized to have the SAIT corporate seal(s):
 - a) Office of the Registrar: one manual seal, one electric seal and one self-inking seal.
 - b) CFO and Vice President, Corporate Services: one manual seal.
3. The following employees are responsible for maintaining a log on the use of the SAIT corporate seal and for its safekeeping:
 - a) Registrar.
 - b) CFO and Vice President, Corporate Services.

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4. The following are authorized officers for affixing the SAIT corporate seal:
 - a) Chair of the Board of Governors.
 - b) Vice chair of the Board of Governors.
 - c) President and CEO.
 - d) CFO and Vice President, Corporate Services.
 - e) Registrar.
5. The registrar or designate is an authorized signing officer for:
 - a) Alberta College Athletic Conference (ACAC) athletic eligibility forms.
 - b) Confirmation of attendance letters and forms.
 - c) Confirmation of graduation letters and forms.
 - d) Immigration, Refugees and Citizenship Canada forms and letters.
 - e) Jimmie Condon scholarship forms.
 - f) Manual transcripts.
 - g) Other documents required to establish the legal bona fides of students.
6. The SAIT corporate seal may be imprinted by a printer on the original stock for SAIT's Alberta government-approved credentials.
7. Official computer-produced transcripts may be sealed without the signature of an authorized signing officer.
8. For those documents requiring the SAIT corporate seal with the signature of an authorized signing officer, it shall be an authorized signing officer who applies the SAIT corporate seal to the document.

POLICY/PROCEDURE REFERENCE

AD.1.4 Corporate Seal policy

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PROCESSED