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**Approval Authority:** Board of Governors

**Last Approved:** June 13, 2023

**Administrative Responsibility:** President

**Next Review:** 2025-2026

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## **POLICY**

- A. The Head Office of the Institute is 4155 Belshaw Street, Merritt, British Columbia, effective January 1, 2002.
- B. The Board may at any time, by resolution, direct how any particular instrument, contract or obligation of the institute may or shall be executed, and may appoint any Officer or Employee or any Board member or members, to sign contracts, documents or instruments in writing on behalf of the Institute. In the absence of a resolution providing otherwise, the seal may be affixed by authorization of the Chair and the President.
- C. The Board may provide a common seal for the Institute and may, by resolution establish procedures for the use and custody of such seal, from time to time. Unless otherwise directed by the Board, the seal will be kept in possession of the senior financial officer who will be responsible for ensuring the seal's security and maintaining a record of its use.
- D. The Board may also provide a Registrar's seal to certify students' diplomas, and administrative and academic records. Such seal shall be affixed by the Registrar or the Registrar's delegate.
- E. The Board shall see that all necessary books and records of the Institute required by the Bylaws of the Institute, or by any applicable statute or law, are regularly and properly kept. Such books and records shall be held in the custody of the senior financial officer.
- F. Where these bylaws are at a variance with the College & Institute Act, the Act shall take precedence.

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