


ALL APPROVAL AND SIGNING AUTHORITIES ARE SUBJECT TO THE REQUIREMENTS LISTED IN POINTS 1 AND 2 OF THIS BY-LAW, EXCEPT WHERE SPECIFICALLY NOTED IN THE BY-LAW.

 <b>BRANDON UNIVERSITY</b>	<b>Approval and Signing Authorizations (By-Law #8)</b>		<b>First Approved:</b> <i>September 26, 2002</i>
			<b>Updated:</b> <i>January 18, 2020</i>
<b>Board of Governors By-Law</b>	<b>Approved by</b>	<i>Board of Governors</i>	<b>Reviewed:</b> <i>January 18, 2020</i>
	<b>Administered by</b>	<i>Vice-President (Administration &amp; Finance)</i>	

**Preamble**

The *Brandon University Act* (1998) is the primary guiding document regarding governance and responsibility for the operations of Brandon University. It may not be changed other than by the Legislature of the Province of Manitoba.

1. Section 3(2) is the specific powers of the University.
2. Section 4 is the general powers of the University.
3. Sections 12 and 13 are the role of the Board, its responsibilities and authorities.
4. Section 20 is the responsibilities and powers of the Senate.
5. Section 23 is the duties of the Chancellor.
6. Section 24 is the duties and powers of the President and Vice-Chancellor.

These sections indicate where the Board of Governors has responsibilities and authorities, some of which it may choose to carry out directly and some of which it may choose to delegate. Regardless of how it performs its responsibilities, the Board may review any item that falls within those responsibilities at any time and take any action as it deems necessary and that is lawful. The policies of the Board form the next level of responsibility and authority for the Board and the administration of the University.

The administration of the University, acting under the direction of the President and Vice-Chancellor, is charged with certain responsibilities under the Act (designated as the duties and powers of the President and Vice-Chancellor), certain responsibilities under Board Policy, and certain responsibilities according to the contracts of employment and job descriptions under which they are hired and as they change from time to time. The administration is expected to act in good faith for the best interests of the University at all times avoiding conflicts of interest. In so doing, the administration may create and revise (administrative) policy in areas under which it has responsibility and act with the confidence of the Board in carrying out the duties and responsibilities of the Board delegated expressly and under section 24(a) of the Act.

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### **Approval and Signing**

Except where expressly established in the *Brandon University Act* (1998), signing authorities may be delegated when the person normally authorized to sign is unavailable.

Publication of the University budget, as approved by the Board of Governors of the University, confers authority upon the budget unit heads to make expenditures required for University operations within the amounts and scope of the accounts allotted to them in the budget and in accordance with University policy and procedures.

Recipients of restricted funds (research, endowment spending allocations, and other trust funds) are authorized to make expenditures required for University operations that are in accordance with University policy and procedures and are compliant with granting agency/donor terms and conditions.

#### **1. Items to be approved by the Board of Governors Prior to Execution**

- a. Any contract or obligation that, in the opinion of the President and Vice-Chancellor or responsible Vice-President, should be approved by the Board.
- b. Any lease or other agreement for the use of real property that exceeds three years, whether it is the University leasing to, or leasing from, another party, or for the purchase or sale of any real estate by the University.
- c. Any contract or agreement that the Board, by resolution, requests be brought to the Board for approval.
- d. Collective bargaining agreements.
- e. Any contract or agreement to borrow money.
- f. Any document releasing a claim or obligation to the University where the amount involved exceeds \$10,000 in total.
- g. Any major relationship agreements with other institutions involving total resources that exceed \$100,000.

All such items requiring prior approval of the Board of Governors shall be signed by:

Any one of: Chair, Board of Governors

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Vice-Chair, Board of Governors  
Treasurer, Board of Governors  
Secretary, Board of Governors

**Plus**

Any one of: Senate Representative to the Board of Governors Executive Committee  
Brandon University Students' Union (BUSU) Representative to the Board of Governors Executive Committee  
President and Vice-Chancellor  
Vice-President (Administration & Finance)

**2. Items to be reported to the Board of Governors Following Approval**

- a. Any contract or agreement, including the purchase or sale of goods or services, where the total obligation of the University or the total benefit to the University is over \$100,000.
- b. Any contract or obligation that, in the opinion of the President and Vice-Chancellor or responsible Vice-President, should be reported to the Board.
- c. Any contract or agreement that the Board, by resolution, requests be brought to the Board for information.
- d. Any relationship agreements with other institutions involving total resources of up to \$100,000.

A registry of all contracts and agreements signed, including synoptic information, shall be maintained by the Office of the Vice-President (Administration and Finance).

All such items listed in 2 (a) through (d) above, with the exception of the purchase of goods or services, for which the signing approval process is outlined in points 3, 4, 5, 8, 13, 14, and 15, and research and special project contracts or agreements for which the authorities are outlined in point 11, and contracts and agreements related to programs for which the authorities are outlined in 12 a) and 12 c), shall be signed by:

Any two of: Chair, Board of Governors  
Vice-Chair, Board of Governors  
Treasurer, Board of Governors  
Secretary, Board of Governors  
Senate Representative to the Board of Governors Executive Committee

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BUSU Representative to the Board of Governors Executive Committee  
President and Vice-Chancellor  
Vice-President (Administration & Finance)

**3. Purchase of Goods and Services**

Purchases of goods and services are approved by the Department Chair or Research Grant Holder or Special Project Director (the list of signing authorities is maintained by Financial & Registration Services).

AND

Budget Unit Head for operating accounts (the list of signing authorities is maintained by Financial & Registration Services including the appointment of acting signing authorities during periods of absence and delegated signing authorities.)

AND

Final approval is by Administration & Finance staff as follows:

A/P Clerk	Up to \$500
Purchasing Officer	Up to \$500
Junior Accountant	Up to \$5,000 (operating)
Accountant	Up to \$5,000 (grants)
Director, Financial & Registration	Up to \$10,000
Vice-President (A&F)	Over \$10,000 and major capital purchases

Where, by Board of Governors resolution, it is determined that the Board of Governors wishes to see the competitive quotes or proposals relating to a transaction, the competitive quotes or proposals shall be provided only to the Chair of the Board of Governors or the Treasurer of the Board of Governors, for attestation, in accordance with Section 18 of the *Freedom of Information and Protection of Privacy Act* of the Province of Manitoba.

**4. Banking**

a. Payment of Funds

All payment of funds is subject to the requirements listed in points 1 and 2 of this By-Law. All University funds must be administered through the University's central bank accounts as maintained by Financial & Registration Services.

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## Payroll

All payroll is prepared biweekly by the Payroll Department. This includes the net amount payable to each employee and the appropriate remittances for required deductions, which are transferred on behalf of the employees and the employer by the various required deadlines.

Payroll and required remittances are approved by the Chief Human Resources Officer and the Vice-President (Administration & Finance) before being approved for transfer from the University's central bank by the Director, Financial & Registration Services.

## Cheques:

All cheques on the University bank accounts are signed by:

Any two of:            Treasurer of the Board of Governors  
                                 Vice-President (Administration & Finance)  
                                 Chair, Board of Governors  
                                 Vice-Chair, Board of Governors

## Direct Deposit:

All payments via direct deposit are prepared by Accounts Payable and approved for transfer by the Director, Financial & Registration Services.

## Wire Transfers:

All payments via wire transfer are prepared by Accounts Payable and approved for transfer by the Director, Financial & Registration Services.

## Automatic Banking Transactions:

Automatic banking transactions shall be subject to points 1 and 2 of this By-Law and shall be reported to the Board of Governors, on a regular basis, when the specific amount exceeds \$100,000.

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b. Receipt of Funds

Funds are received and processed by the Service Clerks. Certain cheques, such as those from Government agencies or sponsors, are generally received and coded by either of the following:

Director, Financial & Registration Services  
Accountant

c. Banking Resolutions (including for borrowing purposes)

After receiving approval from the Board of Governors, Banking Resolutions are normally signed by the Treasurer of the Board of Governors and the Vice-President (Administration & Finance). It is acknowledged that the Bank may, from time to time, require specific signatures, which shall always be one or more of the following:

Chair, Board of Governors  
Vice-Chair, Board of Governors  
Treasurer, Board of Governors  
Secretary, Board of Governors  
Senate Representative to the Board of Governors Executive Committee  
BUSU Representative to the Board of Governors Executive Committee  
President and Vice-Chancellor  
Vice-President (Administration & Finance)

d. Safety Deposit Box

Required signatures for access to the Brandon University safety deposit box shall be:

Any two of:      President and Vice-Chancellor  
                            Vice-President (Administration & Finance)  
                            Director, Financial & Registration Services  
                            Administrative Assistant to the Vice-President (Administration & Finance)

e. Short-term Investments

Required signatures for initial purchase of short-term investments shall be:

Both of:      Vice-President (Administration & Finance)

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Director, Financial & Registration Services

Approval of reinvestment after the initial purchase shall be:

One of: Vice-President (Administration & Finance)  
Director, Financial & Registration Services

Initial purchases and reinvestment of short-term investments shall not be subject to point #1 of this By-Law, but shall be reported to the Board of Governors following execution, subject to point #2 of this By-Law.

**5. Receipts for Donations**

Receipts for Donations to Brandon University shall be issued and signed by:

One of: Director, Advancement & Alumni Affairs  
Development Officer, Advancement & External Relations  
Director, Financial & Registration Services

**6. Transfer of Funds - Brandon University Foundation**

The Director, Financial & Registration Services, shall sign on behalf of the University to receive the funds or assets transferred from the Brandon University Foundation.

**7. Internal Transactions**

Transactions involving the transfer of funds between entities within the University falling under the jurisdiction of the *Brandon University Act* (1998) shall not be subject to point #1 of this By-Law, but shall be reported to the Board of Governors following execution, subject to point #2 of this By-Law.

**8. Collective Bargaining Agreements**

Collective Bargaining Agreements shall be signed by:

All of: Chair of the Board of Governors  
President and Vice-Chancellor  
Every member of the Negotiating Committee

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**9. Contracts and Agreements – General**

The following are authorized on behalf of the University to enter into and to bind the University to the terms of contracts and agreements relating to the general operation, development, and expansion of the University including, but not limited to, purchase and sale of land, leases, construction contracts, guarantees, and certifying Board resolutions:

Any two of: Chair, Board of Governors  
Vice-Chair, Board of Governors  
Treasurer, Board of Governors  
Secretary, Board of Governors  
Senate Representative to the Board of Governors Executive Committee  
BUSU Representative to the Board of Governors Executive Committee  
President and Vice-Chancellor  
Vice-President (Administration & Finance)

**10. Contracts, Agreements and Proposals – Research Grants and Special Projects**

The Vice-President (Academic & Provost) is authorized on behalf of the University to enter into and bind the University to the terms of contracts, agreements, and proposals to conduct research and special projects upon review and approval of the researcher and the applicable Dean.

**11. Contracts and Agreements Related to Programs**

- a. The Dean and the faculty member or position responsible for the program are authorized on behalf of the University to enter into and bind the University to the terms of contracts, agreements, and proposals related to programs (e.g. practica).
- b. The Director of Athletics and Community Engagement and relevant coach are authorized on behalf of the University to enter into and bind the University to the terms of contracts and agreements related to Athletic programs.
- c. The President and Vice-Chancellor is authorized on behalf of the University to enter into and bind the University to the terms of contracts and agreements that do not involve the exchange of resources.



## 12. Employment

- a. Requests for Contracts shall be signed by:

All of:

Budget Unit Head  
Chief Human Resources Officer

One of: Vice-President (Academic & Provost) (for operations reporting to the Vice-President (Academic & Provost))  
Vice-President (Administration & Finance) (for operations reporting to the Vice-President (Administration & Finance))

- b. Requests for Vacancy Postings shall be signed by:

All of:

Budget Unit Head  
Chief Human Resources Officer

- c. Approval of Position Advertisements shall be given by:

All of:

Budget Unit Head  
Chief Human Resources Officer

- d. Employment Contracts for Faculty and Staff

- Academic positions - the contract is signed by the Budget Unit Head on the basis of the Request for Contract approval.
- Manager positions - the contract is signed by the Chief Human Resources Officer on the basis of the Request for Contract approval.
- Support positions - the contract is signed by the Chief Human Resources Officer on the basis of the Request for Contract approval.

- e. Employment Contracts for the President and Vice-Chancellor, Vice-Presidents and Deans

- President and Vice-Chancellor - the Board of Governors appoints the President of the University based on the recommendation of the Presidential Search Committee. The Board will establish the parameters of the Presidential contract and then negotiations will be conducted via the Board Chair in conjunction with

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the Manager, Executive & Board Operations, and the Chief Human Resources Officer.

- Vice-Presidents - the Board of Governors approves all Vice-Presidential contracts upon the recommendation of the President and Vice-Chancellor.
- Deans - the Board of Governors approves decanal contracts upon the recommendation of the President and the Vice-Chancellor.

In the case of the President & Vice-Chancellor, all such contracts shall be signed by the Chair of the Board or her/his designate.

In the case of the Vice-Presidents and Deans, all such contracts shall be signed by the President and Vice-Chancellor or her/his designate.

f. Payroll Information/Time Sheets

Where applicable for pay purposes, Payroll Information/Time Sheets (reporting casual hours for pay and reporting absences of regular employees) are signed by the employee's Budget Unit Head and a designate in Human Resources.

Payroll Information/Time Sheets (hiring new/casual/temporary/student/research assistants and any changes to their terms of employment) are signed by the employee's Budget Unit Head and a designate in Human Resources.

g. Employee Payroll and Benefits

Payment for employee payroll and disbursements relating to employee benefits shall not be subject to point #1 of this By-Law, but shall be reported to the Board of Governors following execution, subject to point #2 of this By-Law.

**13. Insurance**

- a. Selection of coverage and authorization for payment of insurance premiums is the responsibility of, and signed by, the Vice-President (Administration & Finance).
- b. Student insurance claims are received and signed by the Accountant.
- c. Claims to be covered out of the University "self-insurance fund" are received and signed by the Vice-President (Administration & Finance).

**14. Library**

The purchase of books, journals, and electronic resources for the Library may be requested by faculty, Department Chairs, Budget Unit Heads, or Professional Librarians, and approved by the Acquisitions Clerk or University Librarian, or equivalent.

**15. Brandon University Retirement Plan**

- a. Contracts and disbursement of funds on behalf of the Brandon University Retirement Plan are authorized by:

The Chair, Board of Pension Trustees  
Plus: One of the other two designated Trustees

- b. The Trust Agreement, Schedule B Acceptance is signed by each of the standing Pension Trustees.

- c. The approval process for changes to the Brandon University Retirement Plan is:

Recommendation, if applicable, by the Pension Trustees;  
Approval by Brandon University Faculty Association; and  
Approval by the Board of Governors.

Resolutions, following approval of the Board of Governors, shall be signed by:

Any one of: Chair, Board of Governors  
Vice-Chair, Board of Governors  
Treasurer, Board of Governors  
Secretary, Board of Governors

Plus:  
Any one of: Senate Representative to the Board of Governors Executive Committee  
BUSU Representative to the Board of Governors Executive Committee  
President and Vice-Chancellor  
Vice-President (Administration & Finance)

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**16. Student Loans**

Confirmation of enrollment for student loans shall be signed by:

One of:        Director, Financial & Registration Services  
                     Junior Accountant  
                     Accounts Receivable Clerk

**17. Student Housing**

- a. Student contracts regarding moving into Residence are the responsibility of the Residence Manager.
- b. Transfers/withdrawals/changes from Residence are authorized by the Ancillary Services Manager.