

BRANDON UNIVERSITY
APPROVAL AND SIGNING AUTHORIZATIONS
(By-law #8)
As amended June 29, 2012

By-law #8, approved by the Brandon University Board of Governors on October 24, 1985, is hereby replaced by the following, which shall constitute approval and signing authorizations for Brandon University effective September 26, 2002. It will continue to be referred to as By-law #8.

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.

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, is charged with certain responsibilities under the Act (designated as the duties and powers of the President), 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.

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.

A registry of all contracts and agreements signed, including synoptic information, shall be provided to the Board of Governors twice per year at the April and November Board meetings.

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.

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 Approval

- a. Any contract or obligation that, in the opinion of the President 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.
- 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
Vice-Chair, Board of Governors
Treasurer, Board of Governors
Secretary, Board of Governors

Plus

Any one of: Senate Rep to the Board of Governors Executive Committee
Brandon University Student Union Rep to the Board of
Governors Executive Committee
President, Brandon University
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 \$25,000.
- b. Any contract or obligation that, in the opinion of the President 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.

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- d. Any research or special project contract or agreement where the total value exceeds \$100,000.
- e. Any relationship agreements with other institutions involving total resources of up to \$100,000.

All such items, 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 Rep to the Board of Governors Executive Committee
Brandon University Student Union Rep to the Board of
Governors Executive Committee
President, Brandon University
Vice-President (Administration & Finance)

3. Purchase of Goods and Services

- a. Purchases of goods and services are approved by:

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 \$250
Purchasing Officer	- Up to \$250
Office Manager	- Between \$250 - \$5,000 (operating)
Accountant	- Between \$250 - \$5,000 (grants)
Director, Financial & Registration	- Between \$5,000 - \$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.

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4. Banking

a. Cheques

All University funds must be administered through the University's central bank accounts as maintained by Financial & Registration Services. 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

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:

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 Rep to the Board of Governors Executive Committee
Brandon University Student Union Rep to the Board of Governors Executive Committee
President, Brandon University
Vice-President (Administration & Finance)

d. Canada Savings Bonds

Bulk applications to the Bank of Canada based on orders from employees is signed by the Payroll Officer.

e. Safety Deposit Box

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

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Any two of: President
 Vice-President (Administration & Finance)
 Director, Financial & Registration Services
 Secretary to the Vice-President (Administration & Finance)

f. Short-term Investments

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

Both of: Vice-President (Administration & Finance)
 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.

g. Automatic Banking Transactions

Automatic banking transactions shall be subject to points 1 and 2 of this by-law, when initially established from time to time, and shall be reported to the Board of Governors, on a regular basis, when the specific amount exceeds \$25,000.

5. Bookstore

Book orders are authorized by the Manager of the Bookstore and purchase orders are signed by the Bookstore Clerk or the Manager of the Bookstore.

6. Receipts for Donations

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

One of: Executive Director, Institutional Advancement
 Senior Development Officer, Institutional Advancement
 Director, Financial & Registration Services

7. Transfer of Funds - Brandon University Foundation

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

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- c. The President of Brandon University 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.

13. Employment

- a. Requests for Contracts for positions funded within the Operating Budget (after appropriate approvals according to the Central Appointments Committee Policy of the Brandon University Board of Governors) shall be signed by:

All of: Supervisor or Chair of the Search Committee
 Budget Unit Head
 Director, Human Resources
 Vice-President (Academic & Research)
 Vice-President (Administration & Finance)
 President, Brandon University

- b. Requests for Contracts for positions funded outside of the Operating Budget (including Ancillary Enterprises, the Conservatory of Music, Research and Special Projects) and short-term appointments (less than one year) are reported to the Central Appointments Committee for information and shall be signed by:

All of: Supervisor or Chair of the Search Committee
 Budget Unit Head
 Director, Human Resources
 Vice-President (Academic & Research)
 Vice-President (Administration & Finance)
 President, Brandon University

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

All of: Budget Unit Head
 Director, Human Resources
 Vice-President (Academic & Research)
 Vice-President (Administration & Finance)
 President, Brandon University

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

All of: Supervisor
 Director, Human Resources
 Vice-President (Academic & Research)

- e. Employment Contracts for Faculty and Staff
 - For academic positions, the contract is signed by the Budget Unit Head on the basis of the Request for Contract approval.

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For manager positions, the contract is signed by the Director, Human Resources, on the basis of the Request for Contract approval.

- For support positions, the contract is signed by the Director, Human Resources, on the basis of the Request for Contract approval.

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

- For the President, the Board of Governors appoints the President of the University and determines his or her term of office and remuneration.
- For the Vice-Presidents, the Board of Governors approves all Vice-Presidential contracts on the recommendation of the President.
- For the Deans, the Board of Governors approves Decanal contracts on the recommendation of the President.

All such contracts 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 Rep to the Board of Governors Executive Committee
Brandon University Student Union Rep to the Board of
Governors Executive Committee
President, Brandon University
Vice-President (Administration & Finance)

g. Payroll Information/Time Sheets

Payroll Information/Time sheets (reporting casual hours for pay and reporting absences of regular employees) are signed by the supervisor and staff of 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 Supervisor and/or budget unit head and the Director, Human Resources.

h. Employee Payroll and Benefits

Payment to the payroll service 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.

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14. Insurance

- a. Selection of coverage and authorization for payment of insurance premiums is the responsibility of, and signed by, the Vice-President (Administration & Finance) in consultation with the President.
- 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).

15. Library

The purchase of books, journals, and electronic resources for the Library are signed by the Acquisitions Clerk or the University Librarian on the request of faculty (may also be approved by the Department Chair or Budget Unit Head) or Professional Librarians.

16. Brandon University Retirement Plan

Subject to the terms of the Trust Agreement (dated August 15, 1991 and amended February 25, 1999) between Brandon University and the Pension Trustees of the 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 identified Trustees

- b. The Trustees Agreement is signed by all 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 and
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 Rep to the Board of Governors Executive Committee
Brandon University Student Union Rep to the Board of Governors
Executive Committee

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President, Brandon University
Vice-President (Administration & Finance)

17. Student Loans

Confirmation of enrollment for student loans shall be signed by:

One of: Director, Financial & Registration Services
 Office Manager
 Accounts Receivable Clerks

18. Student Housing

- a. Contracts with students to move into Residence are signed by the Director, Residence Hall Programs (fall/winter) or the Clerk (spring/summer) in the Residence Office.
- b. Transfers/withdrawals/changes from Residence are signed by the Director, Ancillary Enterprises.