

By-Law VII
Contracts and Agreements

1. Certain contracts and agreements, prior to signing, must be reviewed by legal counsel. Types of Contracts that must be reviewed by legal counsel are:
 - 1.1. Full-Time Staff employment contracts
 - 1.2. Contracts with external governing organizations
 - 1.3. Any contracts that require special mechanisms for the MSVUSU to remove themselves
 - 1.4. Sponsorship agreements above a certain dollar amount
 - 1.5. Leases and continuing space rental agreements
2. All contracts and agreements listed in 1 require the signatures of two signing authorities and two members of the SRC or Executive as appropriate.
3. All contracts and agreements are to be stored in the office of the CFO.
4. Personnel contracts and any other contract or agreement of a confidential manner are only to be accessed by the Strategic Operations Manager, Administrative Assistant & Governance Secretary, the President, the Health Plan Manager, or the Students Representative Council at an in-camera session.
5. Only original copies of contracts and agreements shall be kept on site, all other copies shall be destroyed after use.