
Chapter: Executive Leadership

Modification No. 003

Subject: **College Name and Corporate Seal**

- I. In accordance with the laws of the State of Maryland (Chapter 134, Acts of 1961 General Assembly), and effective on December 18, 1968, the name of the College is "Montgomery Community College." In accordance with Title 16 of the Education Article of the Annotated Code of Maryland, the Board of Trustees shall be styled as "The Board of Trustees of Montgomery Community College."
- II. To facilitate communication both internally and externally, the use of the name "Montgomery College" is authorized for purposes of doing business as, publications and public information.
- III. The Board of Trustees has adopted a corporate seal containing on the periphery the words "Board of Trustees, Montgomery Community College" and in the center, the words "Corporate Seal."
- IV. All members of the College community are reminded that the use of the Montgomery College insignia, logo, College name, and seal are subject to approval, pursuant to 22003-Public Information, Communications, and Marketing. Montgomery College regulates the use of its name to ensure that such use advances the College's mission.
- V. College faculty, staff, and students may refer to their affiliation with the College in connection with personal activities provided that the affiliation or status is accurately represented and any title or position is accurately identified, and provided that such use does not imply College endorsement of the activity.
- VI. The College's name must not be used in any announcement, advertising matter, publication, correspondence, or report in connection with personal or non-College activities if such use in any way could be construed as implying College endorsement of or responsibility for any project, product, or service.
- VII. The Board of Trustees authorizes the president to establish any procedures necessary to implement this policy.

Effective Date: December 17, 1968.

Modification Date(s): January, 2020; June 17, 2024.

Last Review Date: June 17, 2024.