
Chapter: Organization

Modification No. 001

Subject: **Corporate Seal of the College**

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." The President of the College is authorized to develop and implement procedures for the use and safeguarding of the seal.

Board Approval: April 22, 1969.

Chapter: Organization

Modification No. 004

Subject: **Corporate Seal of the College**

I. Use of Seal

The corporate seal of the College shall be used only by the offices of the College Director of Admissions, Registration and Records, the Business Services Office, and the General Counsel for the purpose of officially authenticating such documents as transcripts, diplomas, certificates, contracts, agreements, promissory notes and applications for vehicle titles and tags.

II. Purchase of Seal

A total of eight seals may be purchased; one for the General Counsel, one for the Business Services Office, one for the Germantown Office of Admissions, Registration and Records, two for the Takoma Park Office of Admissions, Registration and Records, and three for the Rockville Campus Office of Admissions, Registration and Records.

III. Safeguarding of Seal

Each administrator of an office authorized a seal is responsible for insuring that it is used only for authorized purposes and by designated individuals. The seal must be kept in a locked container (desk, filing cabinet, etc.) overnight and at such other times as may be required for proper safeguarding of its use. The seal may not be removed from the designated custodian's office without the written permission of the custodian of the particular seal.

Administrative Approval: August 9, 1972; August 14, 1981; August 27, 1984; November 18, 2002.