

STOCKTON UNIVERSITY



PROCEDURE

University Flag Raisings and Displays on University Flagpoles

Procedure Administrator: Vice President for Student Affairs

Authority: N.J.S.A. 18A:64-8

Effective Date: October 27, 2017, November 4, 2019; August 26, 2024

Index Cross-References:

Procedure File Number: 3121

Approved By: Dr. Joe Bertolino, President

I. OVERVIEW

The display of international, national, State, and other flags of institutional significance at Stockton University shall be governed by federal and State law, University policies and procedures, and proclamations by the President of the United States, the Governor of New Jersey, the President of the University, and any other designated officials of the University. These laws, policies, procedures, and proclamations supersede requests for flag displays as outlined in this procedure.

This procedure outlines the protocols that will be observed at Stockton University to ensure proper display of the American flag, the New Jersey State flag, and other flags of international, national, State, and institutional significance on the property owned, operated, leased or maintained by the University.

This procedure applies to all flagpoles on University Property and sets forth the approval process for the temporary display of flags on the University's main flagpoles.

II. DEFINITIONS

Affiliated Organizations: (1) Student Organizations and (2) University Sponsors.

Student Organizations: Student groups or organizations that are recognized by the University and in good standing.

Unaffiliated Organizations: Any group or organization that is not an Affiliated Organization.

University Property: Any facility or property owned, operated, leased or maintained by the University, including all the buildings and grounds on the University's campuses and instructional sites or any building or property otherwise within the direction and control of the University.

University Sponsors: University offices, departments, centers, academic schools or auxiliary organizations organized and existing pursuant to N.J.S.A. 18A:64-26 et seq.

Temporary Flag Displays: Temporary display is defined as a short-term display in support of approved campus events, cultural celebrations, or in response to State, national, or international events. These displays will have a defined start and end date.

Main Flagpoles: The main flagpoles are identified as the set of three poles located within the Arts and Sciences Circle on the Galloway Campus and the poles located near the Scarpa Academic Center on the Atlantic City Campus.

III. DISPLAYING OF FLAGS ON THE UNIVERSITY'S MAIN FLAG POLES

Stockton University observes official periods of national and State mourning proclaimed upon the death of a person honored by Order of the President of the United States, or the Governor of the State of New Jersey. The official order to fly at half-staff the flag of the United States of America, and/or the State of New Jersey, will be communicated to and carried out by the Stockton University Police Department.

Affiliated Organizations may request to display flags on the University's main flag poles.

Unaffiliated Organizations may not display flags on University Property.

IV. PROCEDURE TO REQUEST APPROVAL TO RAISE AND DISPLAY FLAGS ON THE UNIVERSITY'S MAIN FLAGPOLES

1. **Student Organizations** may submit requests to display flags on the main flagpoles to the Office of Student Development. The Office of Student Development will forward all requests from Student Organizations to the Office of Event Services and Campus Center Operations for review coordination and approval. Student organization flag displays will only be permitted for theme month celebrations approved and funded in accordance with the Memorandum of Understanding dated December 6, 2022 between the Office of Student Development and Student Senate.
2. **University Sponsors** may submit requests to display flags on the main flagpoles for University-wide celebrations and events to the Office of Event Services and Campus Center Operations for review coordination and approval. Individual faculty and staff may **not** submit requests to display flags.
3. The flag, or a replica/depiction of the flag, must be submitted with the request.
4. Approval will be based on availability, operational need, and compliance with University policies and procedures.
5. Approvals will be for **temporary displays** and will be limited to a one-month period unless an exception is requested by the Affiliated Organization and

approved by the Office of Event Services and Campus Center Operations at the time the Affiliated Organization initially submits the display request.

V. CONDITIONS FOR DISPLAYING FLAGS ON THE UNIVERSITY'S MAIN FLAGPOLES:

1. Flag sponsors must provide the physical flag to the Stockton University Police Department or Office of Student Development for display. All flags displayed on University Property must be of professional quality and made of materials, including connecting hardware, that will not damage University grounds, equipment or facilities, or pose an undue risk of harm to pedestrians. The size of flags to be displayed on the main flagpoles should be no smaller than 3 feet by 5 feet and no larger than 4 feet by 6 feet.
2. When a sponsored flag is being displayed, visual acknowledgment of the sponsor, reasons for flying, and dates of raising and lowering will be displayed near the base of the flagpole.
3. Each Affiliated Organization will be permitted to display only one flag at a time.

VI. MAINTENANCE OF FLAGS ON THE UNIVERSITY'S MAIN FLAGPOLES:

1. The University shall not be responsible for damage or theft of flags displayed on University Property.
2. Unless otherwise approved by the Office of Event Services and Campus Center Operations, all flag raising, lowering, flag care, and condition assessment will be the responsibility of Stockton University Police Department or other designated University officials. Inclement weather and other emergencies may require temporary removal of flags.
3. Damaged flags will be removed until a replacement is provided.
4. The Office of Event Services and Campus Center Operations shall review and approve each proposed flag to be displayed on University property and, as necessary, will consult with the leadership of the Division of Facilities and Operations on the quality or construction of proposed flags, or hardware to display the proposed flags.

VII. FLAG ETIQUETTE

Stockton University will adhere to the United States Flag Code as it pertains to hoisting, flying, and lowering flags flown on all campus main flagpoles.

VIII. THE DISPLAYING OF FLAGS ON ALL OTHER UNIVERSITY FLAGPOLES

The displaying of flags on all other University flagpoles will be for the purpose of marketing the institution or displaying federal or State flags. Approval, scheduling and use of all such flagpoles will be the responsibility of University Relations and

Marketing.

Review History:

	Date
Procedure Administrator	08/06/2024
Divisional Executive	08/06/2024
General Counsel	08/06/2024
Cabinet	08/26/2024
President	08/26/2024