

# STOCKTON UNIVERSITY



## PROCEDURE

### University Flag Displays and Ceremonies

Procedure Administrator: Dean of Students

Authority:

Effective Date: October 27, 2017

Index Cross-References:

Procedure File Number: 3121

Approved By: Harvey Kesselman, President

#### I. OVERVIEW

The display of international, national, state, and other flags of institutional significance at Stockton University shall be in accord with federal and state law and University policy, and with proclamations by the President of the United States, the Governor of New Jersey, the President of the University, and any other University official so designated, in accord with the information below. This document outlines the protocols to be observed at Stockton University to ensure proper display of the American flag, New Jersey State flag, and other flags of international, national, state, and institutional significance on the University's official flag poles.

#### II. PROCEDURES

This document applies to all University sponsored flagpoles, including the designated flagpoles located around the Arts and Sciences Circle. The following procedures for flag display approval apply to academic and administrative departments; University students, faculty and staff; University-recognized clubs and organizations; and University-affiliated organizations and their members, or personnel. Non-affiliated external entities and individuals may not display flags on University facilities and grounds absent sponsorship and approval by an authorized University official or a University-recognized organization, or University-affiliated organization.

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 Campus Police. Requests by other entities for half-staff display will not be recognized.

### III. DISPLAYING OF FLAGS ON UNIVERSITY FLAG POLES

Student groups and campus offices/departments may request to display flags on the University flag poles located on the Arts and Sciences Circle. This display program will include both temporary and permanent display processes.

#### **The following conditions apply to all special display requests:**

- Flags sponsors must be prepared to purchase or otherwise provide the physical flag to the University police for display and the flag will become property of the University.
- Inclement weather and other emergencies may require temporary removal of flags.
- Any flag that is damaged will not be flown until a replacement is given to the campus police. The cost of the replacement flag is the responsibility of the flag sponsor.
- All flag raising, lowering and flag care will be the responsibility of Campus Police or other designated University official.

#### Temporary Flag Displays

Temporary display is defined as a display in support of approved campus events, cultural celebrations, or in response to world events. These displays will have a defined start and end date.

- Temporary displays are permitted on the three main flag poles on a first come-first serve basis.
- If a flag on permanent display is approved for a temporary display, it will be moved from the smaller pole to the larger, main poles (no organization will have their flag displayed on multiple poles).

#### Permanent Flag Displays

Permanent display is defined as a consistent display through the regular course of business of the University. Permanent display is not defined as in perpetuity as all requests cannot be met without an infinite number of flagpoles.

- Permanent displays may also be revoked at the request of the organization making the original request, by the Dean of Students, or if the sponsoring club or organization becomes inactive.
- Permanent display requests will be approved only on the smaller flag poles on the outside of the Arts and Sciences Circle.
- Each organization will only be permitted to display one permanent flag on a pole.

- Permanent displays will be limited to the number of flag poles present and when necessary, by virtue of more approved requests than poles, permanent displays will be rotated between groups based on the order of the received requests. More than one flag may be displayed on a flag pole.

Flag Size and Quality

All flags provided for displayed under this procedure must be of professional quality, made of materials, including connecting hardware that will not damage the grounds, or facilities where they are displayed, or pose an undue risk of harm to pedestrians. The size requirements are as follows:

- Smaller, 'Outside Circle' flags must be limited to flags 3 feet by 5 feet in size.
- Main pole flags are limited to flags approximately 4 feet by 6 feet in size.

The Dean of students in conjunction with the Division of Facilities and Operations will review and approve each proposed flag to ensure that they meet these standards.

Flag Raising and Display Request Process

All recognized and active student organizations will be able to make flag sponsoring requests via Student Development. Student Development will forward all requests from student organizations in good standing to the Office of the Dean of Student's for final consideration/approval.

Offices and departments will make flag sponsoring requests directly to the Office of Dean of Students. Official flag raising ceremonies must be approved by the established event process and the regular room reservation process. The arrangement for all displays will be determined by the Office of the Dean of Students. Flag arrangements may be moved for grouping purposes, or for aesthetic reasons (such as not leaving gaps or balancing the entire display).

Priority of requests will be determined by the Dean of Students or designee. University sponsored annual and campus wide events will be given display priority whenever possible. Under extraordinary circumstances the Dean of Students may adjust any previously approved display. All other requests will be on a first come-first served basis.

Review History:

	Date
Dean of Students	10/6/2017
Cabinet	10/12/2017
General Counsel	10/12/2017
President	10/27/2017