OLD DOMINION UNIVERSITY
University Policy

Policy #2400
USE AND DISPLAY OF FLAGS

Responsible Oversight Executive: Vice President for Administration and Finance
Date of Current Revision or Creation: May 4, 2012

A. PURPOSE

The purpose of this policy is to describe the proper use and display of the United States, Commonwealth of Virginia, and Old Dominion University flags.

B. AUTHORITY

The Flag Code of the United States

Public Law 110-41

Code of Virginia Section 23.1-1301, as amended, grants authority to the Board of Visitors to make rules and policies concerning the institution. Section 6.01(a)(6) of the Board of Visitors Bylaws grants authority to the President to implement the policies and procedures of the Board relating to University operations.

Code of Virginia Section 18.2-487, as amended

C. DEFINITIONS

N/A

D. SCOPE

This policy applies to all employees, students, volunteers, employees of affiliated organizations who are paid through the University, and visitors to the institution in regard to the use of the United States, Commonwealth of Virginia and Old Dominion University flags. Employees include all staff, administrators, faculty, full- or part-time, and classified or non-classified persons who are paid by the University. Students include all persons admitted to the University who have not completed a program of study for which they were enrolled; student status continues whether or not the University's programs are in session. Affiliated organizations are separate entities that exist for the benefit of the University through an operating agreement and include the Foundations, the Community Development Corporation, and the Alumni Association. Visitors include vendors and their employees, parents of students, volunteers, guests, uninvited guests and all other persons located on property, owned, leased, or otherwise controlled by the University.

E. POLICY STATEMENT

Old Dominion University requires that the flags of the United States, Commonwealth of Virginia, Old Dominion University and all other flags are flown in a manner that adheres to Federal, Commonwealth and University laws and regulations and are displayed at all times in a manner that conveys respect.

F. PROCEDURES

The procedure for the appropriate display of the United States, Commonwealth of Virginia and Old Dominion University flags shall be at the direction of the Assistant Vice President for Public Safety/Chief of Police and shall comply with the general requirements and spirit of "The Flag Code of the United States (PL 77-829)," the *Code of Virginia* and the University.

The Assistant Vice President for Public Safety/Chief of Police shall notify the Assistant Vice President for Strategic Communication and Marketing, the Director of Facilities Management, the Naval ROTC Departments and the University's satellite campuses whenever an order to lower flags is received. The Assistant Vice President for Strategic Communication and Marketing shall be responsible for informing the University community by posting an announcement on the University's website.

1. United States Flag

   The flag of the United States shall be lowered as established by Presidential or Gubernatorial order, which is routinely communicated from the Office of the Governor to the Old Dominion University President's Office.

2. Commonwealth of Virginia Flag

   The flag of the Commonwealth of Virginia shall be lowered in accordance with orders from the Governor or the State Legislature. Notification of such direction is routinely transmitted to the Old Dominion University President's Office or the Assistant Vice President for Public Safety/Chief of Police from the Office of the Governor.

3. University Flag

   The flag of Old Dominion University shall be lowered to half-staff upon the passing of a member of the University community, including past or present Presidents, past or present members of the Board of Visitors, current employees, and other individuals whom the President may designate.

   Generally, the University flag will be flown at half-staff from the time of notification until one day following memorial services. The Office of the President shall notify the Assistant Vice President for Public Safety/Chief of Police when the President has authorized the lowering of the University flag.

4. United Nations and Other Designated Flags

   These symbolic flags will be flown below the Commonwealth of Virginia flag or Old Dominion University flag, as appropriate, when used to symbolize distinct momentous occasions.

G. RECORDS RETENTION

Applicable records must be retained and then destroyed in accordance with the Commonwealth's Records Retention Schedules.

H. RESPONSIBLE OFFICER

Assistant Vice President for Public Safety/Chief of Police

I. RELATED INFORMATION

Commonwealth of Virginia, Office of the Governor, Flag Information

POLICY HISTORY

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Policy Formulation Committee (PFC) & Responsible Officer Approval to Proceed:

/s/ Rhonda L. Harris — March 28, 2012
Responsible Officer — Date

Policy Review Committee (PRC) Approval to Proceed:

/s/ Donna W. Meeks — February 28, 2012
Chair, Policy Review Committee (PRC) — Date

Executive Policy Review Committee (EPRC) Approval to Proceed:

/s/ David F. Harnage — May 1, 2012
Responsible Oversight Executive — Date

University Counsel Approval to Proceed:

/s/ James D. Wright — May 3, 2012
University Counsel — Date

Presidential Approval:

/s/ John R. Broderick — May 4, 2012
President — Date

Policy Revision Dates: December 1, 1988; July 1, 2001; June 24, 2010; May 4, 2012

Scheduled Review Date: May 4, 2017