



# OLD DOMINION UNIVERSITY

## University Policy

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### Policy #2400

### USE AND DISPLAY OF FLAGS

**Responsible Oversight Executive:** Vice President for Administration and Finance  
**Date of Current Revision or Creation:** June 24, 2010

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#### A. PURPOSE

This purpose of this policy is to provide guidelines for the proper use and display of the United States, Commonwealth of Virginia and Old Dominion University flags.

#### B. AUTHORITY

[Virginia Code Section 23-9.2:3, as amended](#), grants authority to the Board of Visitors to establish rules and regulations for 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.

[The Flag Code of the United States](#)

[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, 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 attending classes whether enrolled or not enrolled. Affiliated organizations are separate entities that exist for the benefit of the University 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

The authority to grant permission for the use and display of the Old Dominion University flag rests with the President, who may delegate such authority when appropriate. When the University flag is displayed alongside the United States and Commonwealth of Virginia flags, the appropriate procedures, detailed below, shall be followed.

## F. PROCEDURES

The procedure involved with the display of the United States, Commonwealth of Virginia and Old Dominion University flags shall be at the direction of the Chief of the Old Dominion University Police Department (ODUPD) and shall comply with the general requirements and spirit of “The Flag Code of the United States (PL77-829),” the Code of Virginia and the University in an appropriate and symbolic manner.

### 1. United States Flag

The flag of the United States shall be displayed at a position of distinction to the left of the flag of the Commonwealth and at no time shall any flag fly higher than the flag of the United States.

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

### 2. Commonwealth of Virginia Flag

The Commonwealth of Virginia flag shall hold a position of distinction to the right of the United States 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 Chief of the ODUPD from the Office of the Governor.

### 3. University Flag

The flag of Old Dominion University shall hold a position of distinction to the right of the flag of the Commonwealth of Virginia.

The Old Dominion University flag 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 Chief of the ODUPD 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.

The Chief of the ODUPD shall notify the Assistant Vice President for Marketing and Communications whenever an order to lower flags is received. The Assistant Vice President shall be responsible for informing the University community by posting an announcement on the University's home page.

**G. RESPONSIBLE OFFICER**

President

**H. RELATED INFORMATION**

N/A

**POLICY HISTORY**

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

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Responsible Officer Signature

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Date

**Policy Review Committee (PRC) Approval to Proceed:**

/s/ Donna W. Meeks  
Policy Review Committee (PRC),  
Chair Signature

October 27, 2009  
Date

**Executive Policy Review Committee (EPRC) Approval to Proceed:**

/s/ Robert L. Fenning  
Responsible Oversight Executive Signature

June 21, 2010  
Date

**Presidential Approval:**

/s/ John R. Broderick  
President

June 24, 2010  
Date

**Policy Revision Dates:** December 1, 1988; July 1, 2001; June 24, 2010

**Scheduled Review Date:** June 24, 2015