

STOCKTON UNIVERSITY



PROCEDURE

University Flag Displays and Ceremonies

Procedure Administrator: Dean of Students

Authority:

Effective Date: October 27, 2017, November 4, 2019

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 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. 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 and long-term display of flags and the conditions and limitations for the display of flags.

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 of 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.

III. DISPLAYING OF FLAGS ON UNIVERSITY 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 flag poles located on the Arts and Sciences Circle on the Galloway campus and outside of the Academic Center on the Atlantic City campus.

Unaffiliated Organizations may not display flags on University Property.

IV. PROCEDURE TO REQUEST APPROVAL TO RAISE AND DISPLAY FLAGS

Student Organizations may submit requests to display flags to the Office of Student Development. The Office of Student Development will forward all requests from Student Organizations to the Office of the Dean of Students for review and approval.

University Sponsors may submit requests to display flags directly to the Office of the Dean of Students. Individual members of faculty and staff may **not** submit requests to display flags.

Official flag raising ceremonies must be approved through the University's procedure for event and room reservations. The arrangement for all flag 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 to eliminate gaps or to balance the flag display).

The following conditions apply to all requests to display flags on University Property:

- Flag sponsors must provide the physical flag to the Stockton University Police Department for display. After the approved period of display expires, the flag sponsor will collect the flag from the Office of Student Development (in the case of Student Organizations) or the Office of the Dean of Students (in the case of University offices/departments). Any flag not collected by the

Affiliated Organization in a reasonable amount of time after the approved period of display shall become property of the University.

- Inclement weather and other emergencies may require temporary removal of flags.
- Damaged flags will not be flown until a replacement is given to the Stockton University Police Department. The cost of the replacement flag is the responsibility of the flag sponsor.
- Unless otherwise approved by the Office of the Dean of Students, all flag raising, lowering, flag care, and condition assessment will be the responsibility of Stockton University Police Department or other designated University officials.
- The flag, or a replica of the flag, must be submitted with requests to display flags.
- The University shall not be responsible for any damage or theft of flags that are displayed on University Property.

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.

- Temporary displays are only permitted on the large flag poles of the Galloway and Atlantic City campuses and will occur in conjunction with an approved University celebration or event.
- Temporary displays will be limited to a one-month period unless an exception is requested by the Affiliated Organization and approved by the Office of the Dean of Students at the time the Affiliated Organization initially submits the display request.
- The Office of the Dean of Students will determine which of the large flag poles will be utilized for temporary displays.

Long-Term Flag Displays - Long-term display is defined as the display of flags to recognize an Affiliated Organization.

- The University will only permit the long-term display of flags on the 12 small flag poles located on the Arts and Sciences Circle on the Galloway campus.
- Approval of long-term displays may be revoked at any time: (a) at the request of the Affiliated Organization that submitted the display request, (b) by the

Office of the Dean of Students, or (c) if the Affiliated Organization sponsoring the flag display is no longer in good standing, is suspended, or becomes inactive.

- If a flag on long-term display is approved for a temporary display, it will be moved from the smaller pole to the larger poles. No Affiliated Organization will have their flag displayed on multiple flag poles.
- Each Affiliated Organization will be permitted to display only one long-term flag display at a time.
- Long-term displays will be limited to the number of available flag poles. If the number of approved long-term flag displays exceeds the number of flag poles, then approved long-term displays will be rotated based on the order of the received requests. More than one flag may **not** be displayed on a flag pole.

Flag Size and Quality

All flags displayed on University Property must be 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.

All flags must comply with the following requirements:

- The size of flags to be displayed at the Arts and Sciences Circle on the Galloway campus shall not exceed 3 feet by 5 feet.
- The size of all other flags to be displayed on University Property shall not exceed 4 feet by 6 feet.

The Office of the Dean of Students shall review and approve each proposed flag to be displayed on University Property and, as necessary, will consult with the Vice President for Facilities and Operations on the quality or construction of proposed flags, or hardware to display the proposed flags.

Flag Raising and Display Request Process

All Affiliated Organizations will be able to make flag sponsoring/display requests through the Office of Student Development (in the case of Student Organizations) or the Office of the Dean of Students (in the case of University Sponsors). The Office of Student Development will forward all requests from Student Organizations in good standing to the Office of the Dean of Students for final consideration/approval.

Official flag raising ceremonies must be approved through the established event and room reservation processes. 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 displays will be determined by submission date of request to the Office of the Dean of Students. University sponsored annual and campus wide events will be given display priority whenever possible.

Review History:

	Date
Dean of Students	10-14-2019
Vice President of Student Affairs	10-14-2019
General Counsel	10-14-2019
Cabinet	10-31-2019
President	11-04-2019