



OLD DOMINION UNIVERSITY

University Policy

Policy #2400

OFFICIAL USE AND DISPLAY OF FLAGS

Responsible Oversight Executive: Vice President for Administration and Finance
Date of Current Revision or Creation: March 15, 2024

A. PURPOSE

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

B. AUTHORITY

[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 7.01(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](#)

[Public Law 110-41 – authorizes the Governor of a state, territory, or possession of the United States to order that the national flag be flown at half-staff in that state, territory, or possession in the event of the death of a member of the Armed Forces from that state, territory, or possession who dies while serving on active duty.](#)

[Code of Virginia Section 2.2-3310.1, as amended – Display of the POW/MIA flag](#)

[Code of Virginia Section 18.2-487, as amended](#) – Exhibition or Display

C. DEFINITIONS

N/A

D. SCOPE

This policy applies to all employees, students, volunteers, and visitors to the institution in regard to the use of the United States, Commonwealth of Virginia, Old Dominion University, and other authorized national 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. Visitors include vendors and their employees, parents of students, volunteers, alumni, donors,

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 Chief of the Old Dominion University Police Department 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 Chief of Police shall notify the Vice President for Administration and Finance, Assistant Vice President for Facilities Management and Construction, Assistant Vice President for Auxiliary Business Services, General Management of the Chartway Arena, ROTC Departments, and the University’s satellite campuses whenever an order to lower flags is received.

1. United States Flag

The flag of the United States shall be lowered to half-staff 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 to half-staff 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 from the Office of the Governor.

3. University Flag

The flag of Old Dominion University shall be lowered to half-staff at the authorization of the President of Old Dominion University or designee 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.

The University flag shall be flown at half-staff from the time of notification until one day following memorial services. U.S. and Commonwealth of Virginia flags will be flown at half-staff in accordance with the executive order.

The Office of the President shall notify the Vice President’s office for Administration and Finance and the Chief of Police when orders to lower flags have been received or authorized by the President pursuant to this policy.

4. In accordance with Code of Virginia Section 2.2-3310.1, as amended, Old Dominion University will display the POW/MIA flag on the following days each year just below the U.S. flag as second in precedence of order:
 - Armed Forces Day – third Saturday in May
 - Memorial Day – last Monday in May
 - Flag Day – June 14
 - Independence Day – July 4
 - National POW/MIA Recognition Day – third Friday in September
 - Veterans Day – November 11
5. United Nations, NATO, and Other Authorized Flags

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

When appropriate and as space permits, Old Dominion University shall display the flags of sovereign nation-states, identified by the Department of State, with which it has student and/or faculty affiliations. The selection, purchase, and maintenance of such flags shall be coordinated by the Senior International Officer.

The duration of flags flown, under this subsection (F, 5) shall be determined by the Office of the President of Old Dominion University.

G. RECORDS RETENTION

Applicable records must be retained and then destroyed in accordance with the [Commonwealth's Records Retention Schedules](#).

H. RESPONSIBLE OFFICERS

Chief of the Old Dominion University Police Department

Senior International Officer

I. RELATED INFORMATION

[Commonwealth of Virginia, Office of the Governor, Flag Information](#)

POLICY HISTORY

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

/s/ Garrett Shelton
Responsible Officer

January 30, 2024
Date

Policy Review Committee (PRC) Approval to Proceed:

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

October 24, 2023
Date

Executive Policy Review Committee (EPRC) Approval to Proceed:

/s/ Chad A. Reed
Responsible Oversight Executive

February 2, 2024
Date

University Counsel Approval to Proceed:

/s/ Allen T. Wilson
University Counsel

February 5, 2024
Date

Presidential Approval:

/s/ Brian O. Hemphill, Ph.D.
President

March 15, 2024
Date

Policy Revision Dates: December 1, 1988; July 1, 2001; June 24, 2010; May 4, 2012; March 15, 2024

Scheduled Review Date: March 15, 2029