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 flags.

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, and 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 Assistant Vice President for Public Safety/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 Assistant Vice President for Public Safety/Chief of Police shall notify the Assistant Vice President for Administration and Finance, Vice President for Strategic Communication and Marketing, the Assistant Vice President Director of Facilities Management and Construction, Assistant Vice President for Auxiliary Business Services, General Management of the Chartway Arena, 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 from the Office of the Governor, 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 at the authorization of the President 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 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, or the Assistant Vice President for Public Safety/Chief of Police when orders to lower flags have been received or authorized by the President pursuant to this policy has authorized the lowering of the University flag.

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

4.5. United Nations, NATO, and Other Authorized 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.

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 Executive Director of International Programs.

The duration of flags flown, under this subsection (E, 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

Vice President for Administration and Finance
Assistant Vice President for Public Safety/Chief of the Old Dominion University Police Department
Assistant Vice President for Strategic Communication and Marketing
Executive Director of International Programs

I. RELATED INFORMATION

Commonwealth of Virginia, Office of the Governor, Flag Information