



## Protocol for Use of the SGA Flagpole

Responsible Official: Student Government Association  
Student Senate  
Effective Date: February 2, 2021

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The display of international, national, state, and other flags of institutional significance at the University of Vermont shall be in accord with the [University's Flag Operating Procedure](#). As delegated by that Procedure, the Student Government Association (SGA) shall have operational authority for a designated "SGA Flagpole," and shall adopt a protocol to carry out that responsibility.

This SGA Protocol outlines the procedures to be observed to ensure proper display of flags on the SGA Flagpole at the University of Vermont.

### Applicability

In furtherance of the institutional mission, use of the SGA Flagpole is restricted to University Recognized Organizations, the University's academic and administrative units, and University Affiliated Organizations for the purpose of promoting their group or organization or promoting an internal or hosted event, as defined in the University's [Facilities and Grounds Use Policy](#), of their organization or unit.

### Definitions

- *Flag Sponsor* – The University Recognized Organization, academic, or administrative unit requesting to use the SGA Flagpole.
- *SGA Flagpole* – The flagpole installed at the Dudley H. Davis Center Oval on the UVM campus that has been assigned for use by the Student Government Association.
- *University Affiliated Organization* – as defined by the University's [Affiliated Organization Policy](#).
- *University Recognized Organization* – as defined by the University's [Group and Organization Recognition Policy](#).

### Procedure

SGA will solicit Flag Sponsors four times each academic year, covering the fall semester, winter break, spring semester, and summer term, and invite the submission of requests for use of the SGA Flagpole by a date certain to the Judicial Committee. The Committee will maintain an SGA Flagpole calendar displaying approved Flagpole Use Requests on the SGA website, including a list of blackout dates<sup>1</sup>. To ensure broadest possible access, requests from Flag

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<sup>1</sup> The Flagpole may not be reserved during (1) the week prior to and the week of the first day of classes

Sponsors who have not utilized the Flagpole in the prior term will receive priority, followed by Flag Sponsors who have not utilized the Flagpole in the current term. To the extent availability remains after the close of the applicable solicitation period, additional requests will be considered on a rolling, case by case basis and must be submitted a minimum of ten (10) business days before the proposed date of use.

Request for Use Forms must contain all required information, including the name and contact information for the Sponsor's designated representative, a description of the display's purpose and relation to the University mission, a written or pictorial depiction of the proposed flag, and start and end dates of the proposed use. If the proposed dates are tied to a specific campus event or activity, the Request for Use should provide the start and end dates of the corresponding campus event for reference. Requests may be made for a maximum duration of thirty (30) days.

All flags to be flown on the SGA Flagpole must be provided by the Flag Sponsor, and be of professional quality. Specifically, the flag must be made of materials, including affixation methods, that will not damage the grounds or facilities where they are displayed, or pose an undue risk of harm to pedestrians. Additionally, in compliance with the United States Flag Code, the flag may not be larger in size than the United States Flag displayed on the adjoining flagpole.

Reasonable attempts will be made to accommodate all valid requests. However, due to the limited number of dates and the many groups and organizations present on campus, the SGA Judicial Committee may deny, approve, or approve requests only in part. An SGA Flagpole Use Request is only authorized when approval is communicated in writing by the SGA Judicial Committee. The notice will indicate the approved dates for the display, and any procedures for flag drop off and retrieval. To the extent service costs are incurred to fly a flag, the Flag Sponsor will be responsible for such charges.

Flag content may be general in nature, graphically, symbolically, or verbally representing or depicting the Flag Sponsor, or an event the Flag Sponsor is leading. The flag display must not violate federal, state, or local law, or any University policy. The SGA will not deny use of the Flagpole on the basis of the viewpoint of the entity or unit seeking its use.

A Flag Sponsor may appeal the decision of the Judicial Committee to deny, in whole or in part, a Flagpole Use Request. This is done by sending a formal appeals letter to the Judicial Committee Chair outlining, in detail, the basis for the appeal. The Judicial Committee will review the letter of appeal and issue a decision. If the Flag Sponsor is unsatisfied with the decision of the Judicial Committee, they can request review by the ad-hoc Appeals Committee. This committee is comprised of the chairs from all of the SGA committees and the Executive Branch. A minimum of 2/3 of the SGA Senate Committee Chairs and 2/3 of the Executive Branch must take part in the appellate process. The Appeals Committee has the discretion to entertain additional comments from the Flag Sponsor and the Chair of the Judicial Committee, or to proceed solely on the basis of the written appeal. The Committee will vote on their decision and must have an approval of 2/3 of the Appeals Committee. The decision made by the Appeals Committee will be the final decision of the SGA.

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for the fall and spring semester; (2) Homecoming, Reunion and Family Weekend; or (3) the week prior to and the week following Commencement.

Upon formal action of the SGA, and in recognition of an unforeseen event, or upon advance request to the Judicial Committee from the Office of the President or Provost, a previously approved Flagpole Use Request may be temporarily interrupted for display of an SGA or University sponsored flag for a period of up to three (3) days. Should this occur, SGA will work cooperatively with the Flag Sponsor to identify make-up dates for the display of the Flag Sponsor's flag.

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### **Approval and History**

The SGA, by action on February 2, 2021, has adopted this Protocol and assigned ongoing oversight to the Judicial Committee. Modifications to this Protocol may be made only upon action of the Student Government Association Senate Body, with prior notice to, and approval by, the Responsible Official for the University's Flag Operating Procedure.