



OFFICE OF COMPLIANCE SERVICES  
UVM.EDU/POLICIES

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## UNIVERSITY OPERATING PROCEDURE

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**Title:** Flag

### Overview

The display of international, tribal sovereignty, national, state, and other flags of institutional significance at the University of Vermont shall be in accord with federal and state law and University policy, and with proclamations by the President of the United States, the Governor of Vermont, the President of the University, and any other University official so designated, in accord with the information below.

This University Operating Procedure (UOP) outlines the procedures to be observed at the University of Vermont to ensure proper display of the American flag, Vermont State flag, and other flags of international, national, state, and institutional significance on University grounds.

Temporary display of banners and signage other than the American flag, Vermont State flag, and other flags of international, national, state, and institutional significance on University grounds and facilities are only permitted in accordance with the [Banners Display Procedure](#) and the [Facilities and Grounds Use Policy](#).

### Applicability of the Procedure

This UOP applies to all University flagpoles, including the flagpole overseen by the Student Government Association (SGA) at the Dudley H. Davis Center. The following procedures for flag display approval apply to academic and administrative units; University students, faculty and staff; University-recognized groups and organizations; and University-affiliated organizations and their members or personnel.

### Procedures

See: <http://www.usflag.org/uscode36.html>

The University of Vermont 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 Vermont. The official order to fly at half-staff the flag of the United States of America and/or the State of Vermont will be communicated to the responsible officials for campus flagpoles (*see Appendix*) by the Chief Safety and Compliance Officer. Additional requests for half-staff display will not be recognized.

The flying of flags representing an entity other than the United States of America, the State of Vermont, or the University of Vermont as a whole shall be restricted to the SGA Flagpole. The operational authority and management of the SGA Flagpole has been delegated by the Chief Safety and Compliance Officer to the SGA, who shall maintain a [Protocol for Use of the SGA Flagpole](#) in accordance with their applicable governance documents. Minimally, the SGA Protocol must contain the following provisions:

- Purpose: Use of the SGA Flagpole shall be restricted to University Recognized Organizations and the University's academic and administrative units ("Flag Sponsors") 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](#).
- Non-Discrimination: 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.
- Duration of Display: To ensure broadest possible access, the SGA shall establish and enforce a maximum period of display by Flag Sponsors.
- Institutional Use: The Office of the President, or designee, shall annually identify dates on which the SGA Flagpole is not available for reservation. Additionally, the Office of the President, or designee, may temporarily interrupt use of the SGA Flagpole by a Flag Sponsor for display of a University sponsored flag for a period of up to three (3) days in connection with a University-wide event or unforeseen circumstances. Should this interruption be necessary, SGA will work cooperatively with the Flag Sponsor to identify make-up dates for the display of the Flag Sponsor's flag.
- Review of Protocol Modifications: The SGA Protocol must be submitted to the Chief Safety and Compliance Officer, or designee, prior to adoption of any proposed modifications for review and approval.

All flags displayed under this policy, including on the SGA Flagpole, must be of professional quality, 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, the flag may not be larger in size than the United States Flag so displayed, in compliance with the United States Flag Code.

## Contacts

Questions concerning the daily operational interpretation of this UOP should be directed to the following:	
Title(s)/Department(s):	Contact Information:
Chief Safety and Compliance Officer	(802) 656-8937

## Forms/Flowcharts/Diagrams

- [Request for Use of SGA Flagpole](#)

## Related Documents/Policies

- [Banner Display Procedure](#)
- [Facilities and Grounds Use Policy](#)
- [Group and Organization Recognition Policy](#)
- [Protocol for Use of the SGA Flagpole](#)

## Training/Education

Training will be provided on an as-needed basis as determined by the Approval Authority or the Responsible Official.

## About This Procedure

<b>Responsible Official:</b>	Chief Safety and Compliance Officer	<b>Approval Authority:</b>	Chief Safety and Compliance Officer
<b>Affiliated Policy Number(s):</b>	V. 1.1.4, V. 1.9.1, V. 2.1.2, V 2.17.4, V. 3.4.1, V. 3.20.4, V. 5.22.5, V. 5.29.3	<b>Effective Date:</b>	January 14, 2019
<b>Revision History:</b>	<ul style="list-style-type: none"> <li>• V 5.12.1/V. 4.1.24.1 approved April 4, 2011</li> <li>• Policy transitioned to a University Operating Procedure May 10, 2016</li> <li>• January 14, 2019</li> <li>• Responsible official officially changed from the Vice President for University Relations and Administration to the Vice President for Operations and Public Safety (VPOPS) on October 1, 2019. Title of VPOPS changed to Chief Safety and Compliance Officer in July 2022.</li> <li>• July 21, 2020</li> <li>• August 4, 2020</li> <li>• February 23, 2021</li> <li>• Reaffirmed November 5, 2024</li> </ul>		

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*University of Vermont Policies and Operating Procedures are subject to amendment. For the official, approved, and most recent version, please visit UVM's [Institutional Policies Website](#)*

## Appendix – Campus Flagpoles & Responsible Officials

<u>Flag Location</u>	<u>Flagpole Type</u>	<u>Responsible Official</u>
Main University Green	United States Flag Vermont State Flag	Chief of Police Services
Davis Center	United States Flag Vermont State Flag  SGA Flag Flag of Approved Flag Sponsor	Chief Safety and Compliance Officer  Student Government Association
Military Studies/ROTC	United States Flag	Army ROTC, Green Mountain Battalion Commander
Royall Tyler Theater	United States Flag Vermont State Flag 45° Green & Gold Theatre Flags	Theatre Department Chair
Patrick-Forbush-Gutterson Athletic Complex	United States Flag Vermont State Flag	Director of Athletics
Centennial Field	United States Flag	Director of Athletics
284 East Avenue - Police Services	United States Flag Vermont State Flag	Chief of Police Services
38 Fletcher Place - Transportation & Parking Services	United States Flag	Director of Transportation & Parking Services
Mann Hall - Trinity Campus	United States Flag	Director of Physical Plant
Morgan Horse Farm	United States Flag	Farm Director
Miller Research Complex	United States Flag	Associate Dean, College of Agriculture & Life Sciences
Proctor Maple Research Center	United States Flag	Center Director