

## FLAG POLICY

### Policy Statement

Only the United States flag will be flown on the western pole. On the eastern pole, the College Flag will normally fly. Other organizations may fly their flags in accordance with the following guidelines:

#### A. Approved Groups to fly Flag

- a. Organizations recognized and funded by Student Council.
- b. Organizations, sponsored by an academic department or administrative office, which have existed for at least [six] months.
- c. Organizations which have a faculty member as an advisor.

#### B. Flag Specifications

- a. The flag must be a professionally-produced, commercially available flag which has been outfitted to fly on a flagpole (i.e., grommeted and reinforced).
- b. The sponsoring organization must provide, at its own cost, the flag to be flown.
- c. The flag can be no smaller than [4' x 6'] and no larger than [8' x 10'].

#### C. Regulations

- a. No flag may fly on the same pole as the United States flag.
- b. Except for flags of other states or countries, organizational flags will fly below the Muhlenberg College flag.
- c. One or two organizational flags may fly on the same day.
- d. An organization may fly their flag only one day per academic year.
- e. Extraordinary events (i.e., a College day of mourning) may preclude an organization's flying day. In that case, the organization may request another day to fly their flag.

#### D. Responsibilities

- a. The sponsoring organization must provide the Dean of Students with a written request at least
- b. 10 business days before the date they wish to fly their flag. The request must include a short -rationale giving a brief outline of the reasons why the group would like to fly their flag on the designated date.
- c. Upon approval by the Dean of Students Office, the sponsoring organization must contact

Campus Safety to arrange for the flag-raising and flag-lowering on the approved date. At least two – and preferably more – representatives of the organization must be present for BOTH the raising and the lowering of their flag to assist Campus Safety. Normally, the flag is raised at sunrise and lowered at sunset.

#### E. Notes

- a. Flying the flag over the Muhlenberg College campus should be the result of a celebration sponsored by, or the commemoration of, an event pertinent to a group.
- b. Typical examples of a request could be: a Greek organization celebrating its Founder's Day; an international students' group celebrating the Independence Day of a foreign nation represented within the group; or a group celebrating the kick-off or the conclusion of its Awareness Week. Other requests are welcome; a request does not guarantee approval.
- c. The celebration or commemoration – and the flag flown – should be germane to the sponsoring group (i.e., the Math Club cannot commemorate the death of John Lennon by requesting that the College fly the Lithuanian national flag).

Contact: Vice President for Student Affairs/Dean of Students

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