

POLICY ON REQUESTS TO RAISE FLAGS ON OFFICIAL FLAGPOLES

Trinity College Policy No. 1.2

Policy Statement

This policy governs the circumstances under which flags, other than an American flag, will be flown on official college flagpoles.

Reason for the Policy

Whereas the college remains committed to the rights of an individual to express free speech, the college retains the right to ensure that symbols flown from official college flagpoles are consistent with the values expressed in the college's mission, vision and values that support and affirm all of our students, faculty, and staff and the broader community. This policy provides a process for faculty, staff and students to request to raise flags, other than the American flag, on official college flagpoles.

Definitions

The American flag may be flown from official college flagpoles as indicated:

- The flagpole located on the North end of the Main Quadrangle
- Athletic field flagpoles:
 - The flagpole located to the North of Robin L. Sheppard Field
 - The flagpole located to the North of DiBenedetto Stadium
 - The flagpole located to the North of the Trinity Soccer Field

Procedure

Section 1:

Display of flags on official college flagpoles shall follow the provisions of Chapter 1 of Title 4 of the United States Code - [FLAG AND SEAL, SEAT OF GOVERNMENT, AND THE STATES](#).

- a. Section 7 Subsection (c) states in part that that “No other flag or pennant should be placed above or, if on the same level, to the right of the flag of the United States of America”.
- b. The American flag will be flown at half-staff (or half-mast) in accordance of Section 7 Subsection (l). The section provides guidance on when the flag is to be flown half-staff “By order of the President or Governor of a State, territory, or possession”.

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Section 2:

Requests to Fly Flags Other than the American Flag on the Main Quadrangle Flagpole

- c. A request to fly a flag other than an American Flag on Main Quadrangle flagpole should be conveyed in writing to the Chief of Staff to the President at least 30 days in advance of the proposed flag raising.
 - i. The request shall provide a description of the meaning of the flag or symbol, what it represents and a visual representation of the flag or symbol that will be displayed.
 - ii. The flags that are flown should, upon reasonable research, be consistent with the mission, vision and values of Trinity College.
 - iii. The Chief of Staff may assemble an advisory group of administrators, faculty, staff, and students (not to exceed eight individuals) to consider the request and to make a recommendation to the President who maintains the right to accept or deny a request to raise a flag from the college's official flagpoles
 - iv. If an advisory committee is formed, the names of the committee members will be released upon rendering of a decision to the requester.
 - v. Flag(s) can be flown one to six days, depending on the request, at the discretion of the President's Office.
 - vi. Any acceptance or denial of a request to fly a flag shall be provided in writing to the requester at least one week in advance of the proposed date of raising the flag or posting the symbol. All decisions are final.
 - vii. Emergency requests will be considered and shall be proposed in writing to the Chief of Staff to the President. The request shall provide a description of the meaning of the flag or symbol, what it represents and a visual representation of the flag or symbol that will be displayed. The Chief of Staff may assemble an advisory group of administrators, faculty, staff, and students (not to exceed eight individuals) to consider the request and to make a recommendation to the President. If an advisory committee is formed, the names of the committee members will be released upon rendering of a decision to the requester.

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d. Exceptions:

- i. The regular cycle of Trinity College specific flags (e.g., class flags flown at Commencement each year) will continue to be flown as approved by the president of the college.
- ii. Section 2 of this policy shall not apply to athletic field flagpoles. The Director of Athletic reserves the right to approve the display of flags, other than the American flag, that are related to a Trinity College athletic team.

Responsible Officer: Chief of Staff and Associate Vice President for External Affairs

Date of Initial Policy: 04/12/2023

Revised:
